



Country Office For Bangladesh

House No. 12, Road No. 7, Dhanmondi R/A, Dhaka 1205, Bangladesh www.who.org
Tel.: (880-2) 861 4653-5, 861 6097-98 Fax: (880-2) 8613247 E-Mail: registryban@searo.who.int

Vacancy Announcement

World Health Organization, Country Office for Bangladesh will engage consultants under Special Services Agreement for its Tuberculosis Control Programme. Interested candidates are requested to apply for the following vacancies:

1. **National Consultant (Advocacy, Communication and Social Mobilization).** SSA 07 level. One position. Up to 31 December 2007.
2. **National Consultant (Tuberculosis Control Management).** SSA 07 level. Up to 31 December 2007

For details of above vacancy announcement, please visit our web site at: www.who.org or collect information from the Reception Desk of World Health Organization, Country Office for Bangladesh, House # 12, Road # 7, Dhanmondi R/A, Dhaka - 1205. **Closing date for applications: 25 July 2007**

WHO has a smoke-free environment and does not recruit smokers or other tobacco users

VACANCY ANNOUNCEMENT

ICDDR,B invites applications from suitable candidates for the position of **Assistant Scientist - Clinical Microbiology Laboratory** with the Clinical Laboratory Services under the Laboratory Sciences Division. The appointment will be made on a fixed-term basis for 2 years.

Duty Station: Dhaka

Salary-Tk.648,620/-26,670/-968,640/- per annum inclusive of house rent and conveyance allowances with other admissible benefits.

Other benefits: 14.8% retirement fund contribution by the Centre, Children allowance @Tk.1,420/- up to two children, free medical facilities for dependent spouse and two children, free group life insurance, and subsidized transport, canteen, baby care facilities.

Job Profile

- Perform independently, coordinate, supervise and control the routine activities performed by the junior staff for the diagnostic and research projects and assure the quality of diagnostic laboratory procedures carried out in the laboratory for patients of diarrhoeal diseases, urinary tract, respiratory tract and reproductive tract infections;
- Must understand the objectives, methodology and detail procedures of research protocols in order to assist and coordinate with the scientists of the centre in carrying out the experimental works required by the research protocols. Keep update on latest development in microbial isolation and identification techniques and evaluate new methods to adopt those in the laboratory after determining the sensitivity and specificity of the test;
- Responsible to maintenance, calibration and standardization of all equipment in the laboratory in order to keep them in proper working condition;
- Train the junior laboratory staff and participate in the centre's training programme as a faculty member for the national and international training courses organized by the training unit;
- Perform any other related works as and when required by the laboratory;

Requirements:

- MSc in Microbiology with PhD or MBBS with post graduation in Microbiology (M. Phil/FCPS/PhD);
- 7 years work experience in the relevant field;
- Knowledge of microbiological techniques for identification of pathogens and must have knowledge of handling computers including Lab MIS
- Management skills to run the laboratory independently and supervisory skills of the microbial identification techniques and antimicrobial susceptibility; interpret microbial data for physicians use and organizing the data for scientific reports and manuscripts
- Ability to write successful research protocols and generate competitive funds;
- Sufficient theoretical and practical skills in designing and implementing research proposals;
- Ability to conduct experiments and establish new techniques;
- Skills in strategic planning, critical thinking and analytical skills;
- Entrepreneurial skills with Leadership, coaching and mentoring qualities is desired;
- Networking and liaising skills is required;
- Good computer skills and excellent verbal and written skills in English and Bangla is essential;
- Good interpersonal skill is desirable.

Interested candidates who fulfill the requirements should submit online applications using ICDDR,B website; however, candidates may also submit applications with bio-data detailing experience and other particulars along with a recent passport size photograph to Manager, Human Resources, Box No. A-94, C/O. The Daily Star, 19, Kawran Bazar, Dhaka-1215 by July 5, 2007. The internal candidates must mention their ID #s in the applications.

Special Information

ICDDR,B is an equal opportunity employer and particularly welcomes applications from women candidates. Any person who is not a citizen of Bangladesh shall be invited for the interview. Please write the position applied for at the top of the envelope.

Visit ICDDR,B website on: www.icddr.org



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e-mail: authentica_emc@yahoo.com

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Employment Opportunities

The United Nations Development Programme (UNDP), a leading UN agency is seeking highly qualified, energetic, proactive and experienced personnel for its project entitled "Support to the Electoral Process in Bangladesh" for recruitment in the following positions, with attractive salary packages and benefits. Duty Station - Election Project office, Dhaka.

1. Project Manager: (One position for one year)

Duties and Responsibilities: Under the overall supervision of the National Project Director (NPD) and close liaison with the UNDP Programme Manager (Democracy & Governance Cluster), the incumbent will be responsible for: a) carrying out cross-functional tasks, including advisory support to project management, b) coordinating directly with relevant ministries, civil society organizations and other relevant stakeholders in the field of electoral reforms, c) ensuring effective implementation and management of the project, d) facilitating workshops/seminar/policy dialogues on Electoral Reforms issues and preparation of reports, e) preparing the annual work plan, f) ensuring effective delivery and utilization of resources, g) ensuring knowledge management and consolidation of information available on electoral reform issues, h) reporting on the project progress through monthly, quarterly and annual progress reports, i) organizing regular meetings with the project personnel and preparing meeting notes, j) representing the project management in different meetings, k) facilitate all kinds of national and international consultants/mission in liaising with government institutions and CSO, l) lead the process of knowledge capture of national, regional and global know-how in the subject area and production of knowledge-based products, m) develop info-data on country situation on electoral processes, opportunities, interests and prospects covering governments, UNDP and major development stakeholders, and n) carry out any other responsibilities assigned by the supervisor.

Qualifications and Experience: The incumbent must have a Masters Degree in Public Administration, Law, Political Science, Sociology, Business Administration, Development Administration, or Public Policy. Strong experience in electoral process programme with at least 8 years of relevant work experience including minimum 3 years in project management, and extended experience in writing reports. The incumbent must have experience in designing and facilitating workshops with high level corporate or government officials, with strong analytical skills and understanding of legal framework and government procedures in relation to project management and electoral process. S/he must have the ability to establish and maintain good working relationships to facilitate work goals. Strong ability in both spoken and written Bangla and English, and sound computer proficiency. Experience within UNDP/UN agencies or International Donors supported Programme or project management are preferred. The incumbent must have the demonstrable capacity to build knowledge network through using various sources of information.

2. Project Officer: (One position for one year)

Duties and Responsibilities: Under the overall supervision of the NPD and the Project Manager, the incumbent will be responsible to: a) assist the NPD and the PM to prepare and update programme work plans, b) ensure that all agreements with programme staff and short-term consultants are properly documented and recorded, c) initiate and administer the mobilization of programme inputs under the responsibility of the executing agency, d) with respect to short-term consultants: i) ensure that they deliver the inputs in accordance with their contract, and ii) provide overall supervision of the corresponding programme outputs, e) with respect to training courses and workshops/seminars: i) coordinate agenda implementation, logistics and reporting, ii) ensure the timely recruitment of resource persons, f) assist the Project Manager and the Finance Officer for managing the project budget, g) assist the Project Executive group including taking and maintaining of the Minutes, h) liaise closely with Government counterparts and UNDP Governance cluster for any decisions, i) reports regularly to the Project Manager, j) ensure that gender and human rights issues are mainstreamed in all policies and activities of the programme and are reported in Annual Project Review, and k) carry out any other responsibilities assigned by the supervisor.

Qualifications and Experience: The incumbent must have a Masters Degree in Public Administration, Political Science, Sociology, or Business Administration with minimum 5 years work experience in project management. Work experience on electoral process will be given preference. The incumbents must have extended experience in writing reports and in assisting workshops with high level corporate or government officials. S/he should have the ability to establish and maintain good working relationships to facilitate work goals and strong ability in both spoken and written Bangla and English, and sound computer proficiency. Experience within UNDP/UN agencies or International Donors supported Programme or project management are preferred.

3. Communications Officer: (One position for one year)

Duties and Responsibilities: Under the supervision of the Project Manager and the NPD, the Communications Officer will be expected to use his/her quality writing skills and strategic media skills to help achieve the advocacy, communication and project goals. The position involves issues management and pro-active media work. The objectives of the Project Communications officer are to: i) promote a positive image of United Nations Development Programme (UNDP) through well coordinated media and advocacy initiatives, ii) improve project results through effective use of communications, iii) assure better understanding and visibility of the development work related to the concerned project. Other responsibilities include: a) drafting and implementing project communications strategy and work plan, b) coordinating various media and advocacy initiative to assure understanding and visibility of the project, c) responding to requests for information from donor, media, government and general public regarding the development activity of the project by providing them with the document and/or facilitate their access to relevant information sources, d) monitoring local and international media and prepare clippings/records of project related news making full use of electronic news/discussion networks, e) producing a minimum set of visibility material, like Brochure, Newsletter, reports, case studies / beneficiary reports etc., f) distributing brochure, newsletter and other visibility material among various stakeholders, g) designing and regular update of the project website, h) developing and maintaining a list of key journalists and other individuals in the prime target group to ensure wide and targeted distribution of information, i) organizing special events related to the project involving various stakeholders, j) executing various communications activities highlighting/encouraging relevant donor, k) responsible for photographic documentation, assisting in video production and editing, and maintain the audio-visual library, l) maintaining the project event Calendar, m) regular contribution to relevant UNDP and in-country Knowledge network, n) providing stories and photographs for the UNDP Bulletin, o) utilizing new information technology to communicate internally and externally, p) contribute as resource person in training courses organized by the project / UNDP, and q) carry out any other responsibilities assigned by the supervisor.

Qualifications and Experience: The incumbent must have a Masters Degree in the field of Journalism and Mass Communication or any other relevant field with at least three 3 years hands-on experience in journalism, public information, and/or social marketing, and/or advocacy positions and/or campaign management. The successful applicant must be highly resourceful and self-motivated, with excellent inter-personal communication and management and networking skills. It is imperative that the successful candidate has complete fluency in both written and spoken English and Bangla. Computer literacy is the most required skills; Computer literacy in graphic design software are preferred. The incumbent must have demonstrable integrity by modeling the UN values and ethical standards.

4. Documentation Officer: (One position for one year)

Duties and Responsibilities: Under the overall supervision of the Project Manager and the Communication Officer, the incumbent will be assigned to carry out project activities and s/he will be responsible to: a) monitor the report produced under different studies and consultancy, b) document news items on electoral processes, c) edit all the reports, d) keep record of all relevant reports of NGOs/CSOs/Government policies on electoral process, e) prepare ToR for publishing agencies to be sub-contracted for printing and publications, f) archive documents, g) post necessary documents to election web site subject to prior permission of the relevant authority, h) work as project focal point for consolidating project information and publishing necessary documents, and i) carry out any other responsibilities assigned by the supervisor.

Qualifications and Experience: The incumbent must have a Master degree in Public Administration, Journalism, Sociology, or Development Administration with minimum 5 years work experience in documentation, reporting, and editing. The incumbents must have extended experience in writing reports and technical know-how on the documentation and publication. S/he must have the: i) ability to establish and maintain good working relationships to facilitate work goals, ii) strong ability in both spoken and written Bangla and English, iii) excellent proficiency in handling computer-based record management, iv) experience within UNDP/UN agencies or International Donors supported programme or project management will be an added advantage.

5. Admin-cum-Finance Officer: (One position for one year)

Duties and Responsibilities: Under the guidance and supervision of the NPD and the Project Manager, the Finance Officer is responsible for effective delivery of financial services, transparent utilization of financial resources and management of the project budget. He/she will analyze and interpret the financial rules and regulations and provides solutions to a wide spectrum of complex financial issues. The Admin-cum-Finance Officer promotes a collaborative, client-oriented approach consistent with GoB and UNDP rules and regulations. He/she will be responsible for: a) implementation of operational strategies, b) projects' budgets management and organization of the cost-recovery system, c) controlling of project accounts, d) controlling of project cash management, e) assisting the project manager in preparing project progress reports, f) monitoring maintenance of ledger books and bank accounts, g) liaising with implementing partners regarding any financial matters, h) full compliance of financial activities, financial recording/reporting system and audit follow up with UN/UNDP rules, regulations, policies and strategies; implementation of the effective internal control, proper design and functioning of the financial resources management system, i) continuous analysis and monitoring of the financial situation, presentation of forecasts for project activities, j) monitoring financial exception reports for unusual activities, transactions, and investigates anomalies or unusual transactions, k) monitoring the equipment inventory maintenance of records, and l) carry out any other responsibilities assigned by the supervisor.

Qualifications and Experience: The incumbent must have a Masters Degree in Finance, Accounting, or Business Administration, with minimum 5 years of experience in financial management or accounting. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems. Work experiences in projects funded by donor agencies or UN agencies are preferred.

6. Computer Operator: (One position for one year)

Duties and Responsibilities: Under the overall supervision of the NPD and close liaison with the Project Manager, the incumbent will be assigned to carry out project activities that include: a) set up and maintenance of the ICT equipment in the project, b) assisting in installation and configuration of new equipment and systems and corrective actions in case of failure, c) maintenance of servers and all LAN equipment, periodically updating software and configurations as well as the copies of the systems and data bases, d) trouble-shooting and monitoring of network problems, e) virus detection, removal and prevention for all systems in the project, f) updated virus detection, g) assistance in data access, file transfers and conversions, h) maintenance of a log of reported problems and corrective measures taken, and i) carry out any other responsibilities assigned by the supervisor.

Qualifications and Experience: Bachelor Degree in Computer Science with minimum 3 years relevant working experience in the area of information technology and network administration with increasing level of responsibility. Work experiences in projects funded by donor agencies or UN agencies are preferred.

7. Driver-cum-Messenger: (One position for one year)

Duties and Responsibilities: The duties and responsibilities include: a) driving the project vehicle within Dhaka city and on field trips outside Dhaka to meet the transportation requirements of the project personnel, b) in close consultation with NPD and the UNDP Programme Manager, s/he will accomplish the day-to-day duties, c) day-to-day maintenance of the assigned vehicles, d) maintenance of log book, e) arranging repairs when necessary, f) following rules and regulations and reports to the authorities in case of any incidences, g) collection and delivery of mails or documents as and when required, h) ensuring reliable and safe driving services, i) ensuring cost-savings through proper use of vehicle, and j) carry out any other responsibilities assigned by the supervisor.

Qualifications and Experience: Secondary Education & valid driving license. 5 years' work experience as a driver, safe driving record; knowledge of driving rules and regulations and skills in minor vehicle repair. Knowledge of Dhaka city areas/offices and road map to other districts. Ability to communicate in Bangla and English. Ability to read and understand any signs and symbols documents written in Bangla or English.

Submission of Application: Application should be marked "Confidential" and the position applied for should be clearly written on the A4 size envelope. Application including curriculum vitae and a recent passport-size photograph should be sent to the Assistant Country Director (Human Resources), UNDP-Dhaka, GPO Box: 224, Dhaka-1000, or deposited at the Deposit Box at the IDB Bhaban (ground floor), Begum Rokeya Sharani, Agargaon, Dhaka-1207 by 7 July 2007. Short-listed candidates will be required to go through the presentation/written and oral interviews. Only short-listed candidates will be contacted. Any attempt to influence the selection process will result in automatic disqualification of the recommended candidate.

Women candidates are especially encouraged to apply.
UN Offices are a smoke-free work environment.

রাজধানী উন্নয়ন কর্তৃপক্ষ
রাজউক ভবন, ঢাকা

বিজ্ঞপ্তি নং-২

বিষয়ঃ পূর্বাচল প্রকল্প এবং সম্প্রসারিত উত্তরা (৩য় পর্ব) প্রকল্প আবাসিক এলাকার ১৫ ও ১৭নং সেক্টরের গুট বরাদ্দ প্রাপকদের অনুকূলে বরাদ্দকৃত গুটের ১ম কিস্তির অর্থ প্রচলিত সুদসহ জমাকরণ প্রসঙ্গে।

পূর্বাচল প্রকল্প এবং সম্প্রসারিত উত্তরা (৩য় পর্ব) প্রকল্প আবাসিক এলাকার ১৫ ও ১৭নং সেক্টরের গুট বরাদ্দ প্রাপকদের অনুকূলে বরাদ্দকৃত গুটের ১ম কিস্তির অর্থ যাহারা এখানে পরিশোধ করিতে পারেন নাই তাহাদেরকে প্রচলিত সুদসহ টাকা জমাদানের জন্য সর্বশেষ সুযোগ দিয়ে আগামী ৩১/০৭/২০০৭ইং তারিখ পর্যন্ত সময় পুনঃ নির্ধারণ করা হইল।

উক্ত ৩১/০৭/২০০৭ইং তারিখের মধ্যে ১ম কিস্তির অর্থ সুদসহ পরিশোধে বার্থ হইলে গুটের বরাদ্দ স্বয়ংক্রিয়ভাবে বাতিল বলিয়া গণ্য হইবে।

বরাদ্দপ্রাপ্তের অন্যান্য সকল শর্তাবলী অপরিবর্তিত থাকিবে।

সচিব
জিডি-২১১০ রাজধানী উন্নয়ন কর্তৃপক্ষ, ঢাকা

রাজধানী উন্নয়ন কর্তৃপক্ষ
রাজউক ভবন, ঢাকা

বিজ্ঞপ্তি নং-১

বিষয়ঃ সম্প্রসারিত উত্তরা (৩য় পর্ব) প্রকল্প আবাসিক এলাকার গুট বরাদ্দ প্রাপকদের অনুকূলে ইস্যুকৃত সাময়িক বরাদ্দপত্রে ১ম কিস্তির টাকা, হলফনামা ও অঙ্গীকারনামা জমাদানের নির্ধারিত সময় বর্ধিতকরণ প্রসঙ্গে।

সম্প্রসারিত উত্তরা (৩য় পর্ব) প্রকল্প আবাসিক এলাকায় গুট বরাদ্দ গ্রহীতা/গ্রহীত্রীদের সাময়িক বরাদ্দপত্রে (২০০৬ সনের বরাদ্দ) উল্লেখিত ১ম কিস্তির টাকা পরিশোধ, হলফনামা ও অঙ্গীকারনামা জমাদানের সর্বশেষ তারিখ গত ৩১/০৫/২০০৭ইং পর্যন্ত নির্ধারিত ছিল। উক্ত সময়সীমা বর্ধিত করিয়া আগামী ৩১/০৭/২০০৭ইং তারিখ পুনঃনির্ধারণ করা হইল।

সাময়িক বরাদ্দপত্রের অন্যান্য সকল শর্তাবলী অপরিবর্তিত থাকিবে।

সচিব
জিডি-২১০৯ রাজধানী উন্নয়ন কর্তৃপক্ষ, ঢাকা

Bangladesh Ordnance Factories (BOF)
Gazipur Cantonment, Gazipur-1703

Tender Notice

1. Sealed tenders in prescribed form (BOF No. 76) are invited from bonafide manufacturers/local agents/importers/suppliers for supply of the following items:

Sl No.	Nomenclature	Last date of selling tender form	Date of dropping & opening tender	Currency	Price of tender form	Tender No. & date
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1.	Raw Material for Crucible (11 items)	23-07-2007 1300 hrs	24-07-2007 Dropping-1230hrs Opening-1235 hrs	Local	Tk. 400/- non-refundable	4401/199/4856 dt. 14-06-2007
2.	Window Type Air Cooler	23-07-2007 1300 hrs	24-07-2007 Dropping-1230hrs Opening-1235 hrs	Local	Tk. 400/- non-refundable	4401/182/6813 dt. 14-06-2007
3.	Raw Material of Grenade Hand Arges-84 BD	23-07-2007 1300 hrs	24-07-2007 Dropping-1230hrs Opening-1235 hrs	Local	Tk. 750/- non-refundable	4401/200/4856 dt. 18-06-2007
4.	Propellant for Loading for Blank Carts T-56	23-07-2007 1300 hrs	24-07-2007 Dropping-1230hrs Opening-1235 hrs	Local	Tk. 750/- non-refundable	4401/192/4856 dt. 09-06-2007

NB: For items at serial 3 and 4 suppliers enlisted in BOF and DGDP (P-4) are only eligible to participate.

2. Tender forms with detail specifications and terms & conditions will be available in the Welfare Club of BOF on all working days between 0930 am and 1300pm.

3. Commandant, BOF reserves the right to reject any or all the tenders without any reason thereof.

Manager Material
For Commandant

GD-2102