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Vacancy Announcement

"Strengthening the Dairy Value Chain in Bangladesh" funded by the Bill & Melinda Gates foundation

CARE Bangladesh invites application from qualified candidates for the "Strengthening the Dairy Value Chain in Bangladesh" funded by Bill and Melinda Gates Foundation. The project will cover 9 districts of north and north-west of Bangladesh for a period of 4 years starting from October 2007.

In rural Bangladesh livestock are important asset for the poor and landless households. The project therefore proposes active milk value chain participation by exploring upstream and downstream linkages among market and producers, improved dairy practices and management, and enhanced market access for rural people that can have a significant impact on the lives and livelihoods of the rural poor, including vulnerable women. This project aims to improve the livelihoods of rural small-holding and landless households in the north and north-west districts of Bangladesh by enhancing their participation in and profit from the milk value chain.

Applications are invited for the following positions:

Project Coordinator (1 Position, Dhaka based)

Job Summary: The Project Coordinator is responsible for overall technical and management of the project including design and implementation. S/he will perform project administration and management functions for quality implementation, and oversee progress of implementation and ensure monitoring and evaluation of results. S/he will design business development strategies, and conduct sub-sector study and value chain analysis. S/he will lead the national-level advocacy, relationships and networking with key players in the milk value chain.

Qualifications and Competencies:

- MBA/MA in Economics or Master's degree in any discipline, preferably in Social Science from reputed university
- Minimum 8 years professional experience, including 5 years experience in leading Agribusiness and Marketing related project
- At least 2 years practical experience in administrative and financial management / budgeting and resources management
- Excellent written and oral communication skills in English and Bengali
- Practical experience and training skills in project design, monitoring and evaluation
- Experience in liaison and networking with Private Sector, Government, NGOs, & other development partners

Compensation: Monthly gross salary is TK. 75,000 plus other admissible benefits. Salary is negotiable for highly qualified and competent candidates.

Project Manager (2 Positions, based in Bogra & Rangpur)

Job Summary: The Regional Manager will be responsible for overall management, coordination, implementation, and monitoring of project activities at field level, including human and financial resource management. S/he will implement and manage a market led program strategy, manage regional office, and ensure productive stakeholder relationship with the private sector, rural entrepreneurs, and local government.

Qualifications and Competencies:

- MBA/MA in Economics/Social Science or in any disciplines if accompanied by excellent experience in private sector.
- 5 years proven knowledge/experience in community led Market and Rural Agribusiness related project
- Computer skills on MS Word, Excel, Power point
- Relevant training and facilitation skill
- In depth knowledge on agro marketing principles and strategies
- Good communication skill in both verbal and written in English and Bengali
- Excellent communication skills and ability to lead and work in a team
- Strong interest to work with rural poor and frequent travel to different regions
- Knowledge in gender analysis and women entrepreneurship

Compensation: Monthly gross salary is TK. 43,000 plus other admissible benefits. Salary is negotiable for highly qualified and competent candidates.

Technical Officer -Monitoring & Evaluation (1 Position, based in Bogra)

Job Summary: The incumbent will work closely with the Technical Coordinator (M&E) and assist in developing/refining M&E tools, guidelines and formats, methodologies for studies and preparing quarterly monitoring reports. S/he will also be responsible for accurate data collection, and database management, including template design, data entry, cleaning, logical checks, analysis and interpretations and generalizing reports.

Qualifications and Competencies:

- Masters Degree in Statistics/Business Administration/Management Information Systems or related social science discipline
- At least 4 years relevant working experience in monitoring and evaluation of development projects including at least 2 years in data management and analysis
- Good computer skills in MS Office, database management, application of MS Access and SPSS;
- Experience in conducting survey applying sampling techniques and a good understanding of qualitative and quantitative aspects of M&E
- Excellent data presentation and report writing skills
- Excellent written and verbal English communication skills

Compensation: Monthly gross salary is TK. 30,000 plus other admissible benefits. Salary is negotiable for highly qualified and competent candidates.

Project Officer-Implementation (9 Positions)

based in Dinajpur, Nilphamari, Kurigram, Rangpur, Gaibandha, Joypurhat, Naogaon, Bogra and Sirajganj

Job Summary: The Project Officer-Implementation is responsible for implementation of the project in the field by mobilizing and utilizing a team force that will work closely with the target people. S/he will provide management and technical support to the team to address constraints of milk value chain and work for linking market at local level. S/he will supervise Field Facilitators (FF) and provide logistical and administrative supports including coaching, mentoring, and training to develop their analytical skills.

Qualifications and Competencies:

- BBA/B.Sc. in Agriculture, Agriculture Extension or other disciplines.
- 5 years experience in marketing/dairy related work
- Good knowledge on small & medium enterprises (SME), marketing principles, process and strategies
- Experienced in staff development and supervision
- Proven ability to facilitate training and conduct training and workshops.
- Good oral and written communication skills in both English and Bengali
- Computer skill on MS word and Excel
- Experience in field monitoring and writing reports
- Strong interest in working with farmers at local level in a participatory manner

Compensation: Monthly gross salary is TK. 23,000 plus other admissible benefits. Salary is negotiable for highly qualified and competent candidates.

Finance & Administrative Officer (1 Position, based in Dhaka)

Job Summary: The incumbent will work with Project Coordinator and Project Managers as well as with Assistant Project Manager/ to ensure clear understanding of benchmarks set for quality services in relation to financial and administrative systems. This position will provide financial, logistic and administrative support to the project, ensuring that benchmarks are achieved and resources are efficiently utilized. Key responsibilities include budget preparation, compliance, monitoring, analysis and reporting on expenditures, processing procurement.

Qualifications and Competencies:

- Master's Degree in Finance or Accounting with at least 5 years experience in project financial management
- Good written and oral communication skills in English & Bengali
- Proficiency in MS Office (Word, Excel, and Access).
- Experience in preparing budget, tracking expenditures and conducting cost analysis independently;
- Should have knowledge on general administration
- Ability to plan and implement activities for optimum use of available resources

Compensation: Monthly gross salary is TK. 30,000 plus other admissible benefits. Salary is negotiable for highly qualified and competent candidates.

Field Facilitator (38 Positions)

based in Dinajpur, Nilphamari, Kurigram, Rangpur, Gaibandha, Joypurhat, Naogaon, Bogra and Sirajganj

Job Summary: The Field Facilitator serves as the main interface for working with the farmers and the community. S/he will manage the activities such as collection, transportation and marketing of milk in the

Assistant Project Manager (2 Positions, based in Bogra & Rangpur)

Job Summary: Assistant Project Manager will build liaison and network with market players, government and NGO bodies involved in Dairy service and marketing. S/he is responsible to assist Project Officer and Community Facilitator on market analysis and explore opportunities to take appropriate decisions for dairy production and marketing. S/he will also support the Project Officers for capacity building of dairy producers especially on hygienic milk collection, transportation and animal registry system and establish effective market linkage in assigned region.

Qualifications and Competencies:

- MBA/Master in Marketing/B.Sc. in Agriculture or other relevant disciplines
- 3 years working experience in Dairy Value Chain or rural Agriculture Marketing
- Proven ability to develop technical training modules and conduct training and workshops
- Excellent facilitation, presentation and report writing skills
- Skills in business planning, private sector linkage and win-win approach facilitation
- Good knowledge on marketing principles and strategies.
- Strong interest in working with producer level in a participatory manner
- Good communication skills in both verbal and written in English and Bengali
- Computer skills on MS word, Excel and Power point.

Compensation: Monthly gross salary is TK. 23,000 plus other admissible benefits. Salary is negotiable for highly qualified and competent candidates.

Project Officer-Documentation & Communication (1 Position, Dhaka based)

Job Summary: The Project Officer-Documentation and Communication will be assigned for documenting and disseminating social, technical and organizational issues relating to Strengthening Dairy Value Chain project and its outputs. S/he will be responsible for preparation of all narrative progress reports on project. S/he will move across the project areas, discuss with the farmers and the staff to document social, technical and marketing related constraints, problems and successful practices related to the dairy sub-sector.

Qualifications and Competencies:

- BBA or BS from a reputed university with an English medium background
- Minimum 2 years experience in relevant field. Fresher with exceptional analytical skills will be encouraged
- Good written and oral communication skills in English & Bengali required
- Computer skills in MS Word and Excel.
- Knowledge of gender and application of gender analytical framework
- Skills in networking and liaison with Private Sector, NGOs and GOB
- Skills in developing leaflet, poster, newsletter and other publication
- Experience in dealing with media
- Knowledge in Agri-business and market analysis

Compensation: Monthly gross salary is TK. 23,000 plus other admissible benefits. Salary is negotiable for highly qualified and competent candidates.

Finance & Administrative Officer (1 Position, based in Bogra)

Job Summary: The Finance and Administrative Officer is charged for overall responsibility for generating the FO financial report. S/he is responsible to supervise a group of core program support staff in addition to the program support function such as Administrative, Financial, Inventories and Logistical needs within the operational area of FO. S/he will have to work with the PM to ensure smooth and effective operations of the program support activities in compliance with generally accepted accounting practices. Familiarity with the financial system, vehicle, inventory, administrative and HR reporting system and formats is essential.

Qualification and Competencies:

- ◆ Master's in Commerce, preferable in Finance/ Accounting
- ◆ 2 years practical experience in relevant field
- ◆ Qualification could be relaxed in case of candidates having long experience in related fields.
- ◆ Knowledge of budget preparation & budgetary control
- ◆ Computer software skill (MS-Word, Excel and Access)

Compensation: Monthly gross salary is TK. 22,000 plus other admissible benefits. Salary is negotiable for highly qualified and competent candidates.

Administrative Assistant (2 Positions, Field based)

Job Summary: The Administrative Assistant (AA) is responsible to provide overall administrative support to the Project. S/he will prepare Regional Office budget and analyze financial aspects. The role of the AA will primarily be to assist the (PM) in issues related to administrative, logistic, budget and financial aspect. The AA will assist the PM to



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গ্যাস ট্রান্সমিশন কোম্পানী লিমিটেড (জিটিসিএল)

(পেট্রোবাংলার একটি কোম্পানী)

রেড ক্লিনিক্স-বোর্ক টাওয়ার (লেভেল-8, ৫ ও ৬)

৭১-৭২, পুরাতন এলিফ্যান্ট রোড, ইক্সটন, রমনা, ঢাকা-১০০০

শিল্প প্রক্রিয়াকারী গ্যাস
গৃহস্থানীতে বিকল্প গ্যাসলাইন

ঠিকাদারের মাধ্যমে জনবল সরবরাহের দরপত্র আন্তর্বাণ

বিজ্ঞপ্তি (সংশোধনী)

গত ১৯-৮-২০০৭ তারিখে দেনিক দি মেইল স্টার পত্রিকায় প্রকাশিত দরপত্র বিজ্ঞপ্তির অন্যান্য শর্তবন্ধী

অপরিবর্তিত রাখিয়া অধিক নং-১৫ এ চুক্তির মেয়াদকাল ১ (এক) বৎসরের স্থলে ও (তিনি) বৎসর করা হইল।

জিটিসিএল-০৮/০৭-০৮

ফোন-৩০৩২

Bangladesh Export Processing Zone Authority

BEPZA Complex

House No. 19/D, Road No. 6, Dhanmondi, Dhaka-1205

No: Comilla EPZ/Engg/448/2006/1045 Date: August 29, 2007

Notice for Selection of Developer(s) for Proposed Multistoried Shopping Cum Commercial Complex at Hanger # 1, 2 & 3 of Comilla EPZ.

1. Bangladesh Export Processing Zone Authority (BEPZA) is intended to lease out Hanger No. 1, 2 & 3 (three pieces of land) at Comilla EPZ to construct esthetic and modern multi-storied shopping complexes through the reputed as well as experienced developer(s).

2. It is worth mentioning that Comilla EPZ is an industrial cluster having 17 numbers of industrial units, which is growing in number day by day. About 6,500 workers and investors are working here. It becomes tremendous gathering. Due to lack of shopping cum commercial complex, the workers have to go to long distance to collect their necessities. Therefore it is very much necessary to construct shopping cum commercial complexes.

3. The main task of the developer shall be:

- To prepare details planning, architectural & structural design, drawing etc. for proposed shopping complex.
- The drawing must be approved by the competent authority.

4. Qualification and experience: BEPZA invites eligible developer(s) having similar nature of work experiences to indicate their interest to provide the aforesaid service. Interested firm(s) must provide information indicating that they are qualified to perform the service through brochures, experience of the firms, description of similar assignments in the last 5 (five) years, financial resources, availability of relevant staff, annual turnover etc. The firm(s) may form Joint Venture, Consortium or Association (JVCA) to enhance their qualifications. In the cases of JVCA, all members of such JVCA should have real and well defined inputs to the assignment.

5. All applications must be accompanied by attested copies of undermentioned documents:

- (a) BIO-DATA of qualified engineers/personnel to be engaged in this work.
- (b) List of similar works carried out by the firm to be supported by completion certificate along with the details of name, address, fax and e-mail numbers of the client.

6. The authority reserves the right to accept any or reject all applications without assigning any reason whatsoever.

7. Any persuasion by the applicant will be treated as disqualification.

8. Developer firm will be selected in accordance with quality, cost & service. Interested applicants shall obtain further information at the office of the undersigned from 0900 to 1700 hours on working days or it may be downloaded from the BEPZA website www.epzbangladesh.org.bd. The form will be available in the Accounts Department of BEPZA Executive Office at BEPZA Complex, House # 19/D, Road # 6, Dhanmondi, Dhaka-1205 and at Comilla EPZ during office hours. Applicant shall have to purchase the form by depositing Tk 1000.00 (one thousand) in favour of BEPZA on or before October 07, 2007.

9. The form duly filled up (one in original and remaining photocopy) in three sets requested to be submitted to the address below in sealed envelop within 12:00 noon on October 08, 2007.

10. The document will be opened at 11.00am on October 9, 2007 in presence of the developer (if any) at Office of the General Manager, Comilla EPZ, Comilla.

11. If the last selling/submitting date becomes government holiday, it will be shifted to next working day and the corresponding tender submission and opened dates will be shifted accordingly.

General Manager
Comilla EPZ

GD-3034

National Institute of Kidney Diseases & Urology
Sher-e-Bangla Nagar, Dhaka-1207

GD-3016

field level through mobilizing farmers group. S/he will collect information on the constraints in marketing of milk at local level.

Qualifications and Competencies:

- Bachelor Degree in Agriculture/Marketing. Qualification would be flexible in case of having experience in agricultural product marketing or rural market development.
- Ability to work comfortably with rural poor women and men
- Strong facilitation skill, community mobilization, capacity building and empowerment process
- Capable of using PRA/RMA tools to analyze local market and social context.
- Ability to communicate with local government bodies, market players, service providers, private sectors and other stakeholders
- Possession of a valid motorbike driving license and willing to ride motorbike in the field

Compensation: Monthly gross salary is TK. 14,000 plus other admissible benefits. Salary is negotiable for highly qualified and competent candidates.

Women are particularly encouraged to apply

Interested candidates who fulfill the above requirements are requested to drop or mail their CVs (with cover letter, recent passport size photograph, and names/ addresses of two non-relative referees) at: CARE-Bangladesh