

**The Daily Star**  
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VOICE NEWS SERVICE

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for the latest news highlights in English

## Vacancy Announcement

United Nations Development Programme (UNDP) - Bangladesh invites applications from highly qualified, energetic, proactive and experienced Bangladeshi nationals for recruitment in the following positions for the "Capacity Building of Management of Foreign Aid in Bangladesh" Project:

1. Research Assistant	: 2 positions
2. Office Secretary-cum-Data Entry Operator	: 1 position
3. Driver-cum-Messenger	: 1 position.



For details of the Terms of Reference, please visit our website: <http://www.undp.org.bd/jobs>  
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 Manager, Business Center, 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 20 September 2007 c.o.b.



## Directorate General Defence Purchase

Ministry of Defence  
New Airport Road, Tejgaon, Dhaka-1215

### 1st Time Tender

1. Sealed tenders (envelope system) in local currency are invited from bona fide manufacturers/suppliers (enlisted firms in DGDP) for supply of the following items for Bangladesh "Army":

Ser No	Nomenclature	Date of selling		Date of opening	Currency	Tender No
		From	To			
A.	White TC Brill Cloth (65% Polyester & 35% Cotton) Qty-15,000 Mtr	16-9-2007	16-10-2007	17-10-2007	Local	2524/P-6

2. Tender schedule with detailed specifications/conditions will be available on payment as per IT selling rate (non-refundable) during office hour between 0800 hours to 1300 hours. The tender can be dropped latest by 1000 hours and will be opened at 1005 hours on the specified date of opening in presence of tenderers (if present).

ISPR/Misc/07/1596  
GD-3106

Major  
For Director General

### Network Administrator

An International Oil and Gas Exploration and Production company requires Network Administrator for its Bangladesh Office, we are seeking for an individual who can fulfill the following:

#### Responsibilities include

- Maintaining & Troubleshooting of LAN/WAN environment.
- Windows 2003, ISA Server & Exchange 2003 Administration & troubleshooting.
- Firewall maintenance, Daily backup management.
- Provide IT support to end users in the Dhaka office and field locations.
- Candidate should be ready to work on field location for months.

#### Qualification Experience Required

- Bachelor / Master Degree in Computer Science or equivalent and MCSE from a recognized university.
- CCNA, A+ or other Networking certification will be added advantage
- The applicant should have minimum 2 - 4 years experience in the area(s): Windows Server 2003, Active Directory, DHCP, DNS, MS Exchange 2003, Network Administration, Site to Site VPN, Software & Hardware Installation & Troubleshooting, Help desk support and SQL 2005 is an advantage.
- Candidate must have an excellent communication skill in both written and spoken English and the confidence and ability to work and communicate efficiently within a multi national organization.
- Candidate should be experienced in working under pressure and with minimum supervision

#### Skills required

Sound knowledge on TCP/IP Protocol suite  
Strong understanding on basic networking protocols  
Good communication and interpersonal skill  
Familiar with the wireless technology and VOIP  
Should be advance administrator of DHCP, DNS, WINS, ADSL, SDSL, DSLAM  
Strong understanding of TCP/IP routing protocols and VPN configuration process  
Working with minimum supervision  
Should have knowledge on VSAT technology

#### Remuneration:

Salary and other benefits will be competitive and negotiable.

\*\* The Organisation offers equal opportunities regardless of gender, age, religion or other factors not relevant to the conduct of the duties. Interested persons having required qualification and experiences are requested to send application along with C.V. and one copy of recent photograph (pp size) to The Advertiser, Banani P O Box No. 9075, Dhaka-1213 by 15<sup>th</sup> September 2007. Please mark the envelopes with the position applied for.

## CAREER OPPORTUNITY

We are a 4-Star Hotel in Dhaka and looking for some dynamic, proactive and smart personalities preferably having experience in reputed hotels or in similar service oriented organizations for the following positions:

1. **Personnel Manager** - An MBA (HRM) or Masters in Management with 7-10 years experience. Computer literacy will be an added qualification. Age: 35-40 years.
2. **Manager Sales & Marketing** - An MBA or Masters in Marketing with 7-10 years experience. Age: 30-40 years.
3. **Assistant Manager Sales** - An MBA or Masters in any discipline with 3-5 years experience. Computer literacy is essential. Age: 25-35 years.
4. **Sales Officer** - Minimum graduate with 3-5 years experience. Good command in written and spoken English and computer literacy are essential. Age: 25-30 years.
5. **Executive Housekeeper** - Minimum graduate and having vast knowledge in managing housekeeping department with 10-15 years of experience. Age: 35-45 years.
6. **Front Office Manager** - An MBA or Masters in any discipline having vast knowledge of Front Office operator with 7-10 years experience. Computer literacy is essential. Age: 30-40 years.
7. **Guest Relations Officer** - An MBA or Masters in any discipline with 3-5 years experience. Fluency in written and spoken English and computer literacy are essential. Age: 25-35 years.
8. **Executive Chef** - Preferably a graduate with 10-15 years experience. Educational qualification may be relaxed in cases of exceptionally experienced candidates. Age: 35-45 years.
9. **Head Waiter** - Graduate with 5-7 years experience. Age: 30-40 years.
10. **Security Officer** - Graduate with 5-7 years experience. Preference will be given to ex-Defence officers. Age: 30-40 years.
11. **Secretary** - Minimum graduate. Must have excellent command in written and spoken English, good skills in communication and record keeping with minimum 5 years experience. Computer literacy and good typing speed in English & Bangla are mandatory. Age: 25-30 years.
12. **Accounts Assistant** - Graduate with 5-7 years experience. Should have sufficient skill and experience in Microsoft Excel and other Accounting software. Age: 25-30 years.
13. **Typist-cum-Computer Operator** - Minimum HSC with 3 years experience. Age: 25-35 years.
14. **Cashier** - Graduate with 5 years experience in cash handling. Computer proficiency is essential. Age: 25-30 years.
15. **F&B Captain** - Graduate with 5 years experience. Qualification may be relaxed in exceptionally experienced candidates. Age: 25-35 years.
16. **Floor Supervisor & Order Taker** - Graduate with 5-7 years experience. Qualification may be relaxed in exceptionally experienced candidates. Age: 25-35 years.
17. **Receptionist** - Graduate with 3-5 years experience. Should be fluent in written and spoken English. Age: 25-30 years.
18. **Security Supervisor** - Minimum HSC with 5-7 years experience. Preference will be given to ex-Defence personnel. Age: 30-40 years.
19. **Purchaser** - Minimum HSC with 3-5 years experience. Age: 25-30 years.
20. **Driver** - Minimum Class- VIII with light vehicle license and 5-7 years experience. Age: 25-35 years.
21. **Security Guard** - Preferably SSC with 3-5 years experience in a reputed organization. Preference will be given to ex-Defence personnel. Age: 25-35 years.
22. **Electrician** - Preferably SSC with licence and 5-7 years experience. Age: 25-35 years.
23. **Boiler man** - Preferably SSC with licence and 5-7 years experience. Age: 25-35 years.
24. **Cook** - Minimum Class- VIII with 5-7 years of experience in various discipline (Continental, Chinese, Thai, American, Indian, Bangla, etc.). Age: 25-35 years.
25. **Laundryman** - Minimum Class- VIII with 3-5 years experience in a reputed laundry. Age: 25-30 years.

For managerial positions incumbents should have excellent command and fluency in written & spoken English and be capable of formulating & implementing departmental policy & procedure independently. Apply with complete CV along with 2 PP size photos and photocopies of all academic and professional certificates to Box No. A-132, C/O. The Daily Star, 19, Karwan Bazar, Dhaka-1215 by 30th September, 2007. Only short-listed candidates shall be called for interview. Position being applied for should be printed on top of the envelope.

## Flat Sale

Banani Block- B, Road-16, House-30, Flat- A-3 With Carparking 2285 sft. Semifurnished New 01712 691 280

Flat for Rent: House No-22(4th floor), Apartment No-A, Park Road, 2000sft, 01817-030235, 01713-008078.

Flat for Sale: House No-10, Road No-2, Sector-9, Uttara, 990sft (South Facing) 01817-030235, 01713-008078.

## অফিস ভাড়া চাই

জরুরী বিত্তিতে একটি এডুকেশন ও ইমিগ্রেশন কনসাল্টেন্সি হাউজ এবং শিক্ষা প্রতিষ্ঠানের জন্য গুরুত্ব, বনানী ও ধারণার্থ এলাকায় ৫-৭ হাজার ক্যার ফিল্টের অফিস/ বৃত্তি ভাড়া চাই।

০১৭১০২১৫৫১, ০১৭১০২১৫৫২

## O-Level Language Tuition

Crash Program- May '07: 6 got 'A' out of 11 in two months.

Crash Program- Jan '08 (target): 100% 'A'. Pray for us.

Shameem Sir, Dhannondi. 01713488745.

## Good News for Students who want an income

### WANTED

Students who are fluent in speaking English are requested to give CV and Contact (Sunday - Thursday)

1/1-C Paribagh, (2<sup>nd</sup> Floor) Dhaka-1000  
Tel: 8614785, 8614738, 8614789

Girls are encouraged to apply.

## Since 1992 MABS ম্যার্কেট

ক্যাডেট ছাত্রিকালীন ব্যাচ  
ক্লাশ শুরু ১৫ সেপ্টেম্বর ২০০৭  
ম্যার্কেট-এর সামগ্রী ৫  
SSC 2007: GPA-5 প্রাপ্তি-ছাত্রীর  
সংখ্যা ৮৫.২১ %  
ম্যার্কেট : ১১১১১১, ১১২৭০৭৭ মোবাইল: ৮০১৬০০, ৮০২৭১৭১৭ মোবাইল: ৮০১৮১৫১, ৮০১১১৫১

দি ইনসিটিউট অব ব্যাকার্স, বাংলাদেশ  
বিদ্যালয় স্কুল (১০০ টলা), ১২, কাওরুন বাজার, ঢাকা-১২১৫।

### ব্যাকিং ডিপ্লোমা পরীক্ষার বিজ্ঞপ্তি

ইনসিটিউটের ২০০৭ সনের প্রতিকালীন ব্যাকিং ডিপ্লোমা পরীক্ষা (১ম পর্ব ও ২য় পর্ব) ০২-০১-২০০৭ তারিখ হতে ঢাকা মহানগরীসহ দেশের বিভিন্ন জেলা সদরে অনুষ্ঠিত হবে। পরীক্ষায় অংশগ্রহণে ইচ্ছুক পরীক্ষার্থীর ব্যাকিং ডিপ্লোমা পরীক্ষার এত্তি ফরম, তারিখসূচি ফরম, সিলেকশন, ইত্যাদি ইনসিটিউট কার্যালয়, সোনালী ব্যাক-এর সকল আর্থিক কার্যালয়/প্রিসিপাল অফিস এবং বাংলাদেশ ব্যাক-এর চাপ্টাম্ব, সিলেক্ট, বাংড়া, বাজারীয়া, বুন্দানা, বিরিশাল, এবং রংপুর কার্যালয়ের থেকে সংগ্রহ করতে পারেন।

GD-3166

## Bangladesh Petroleum Exploration & Production Company Limited (BAPEX)

(A Company of Petrobangla)  
Shahjalal Tower (7<sup>th</sup> Floor), 80/A-B, Siddeshwari Circular Road, Dhaka-1217

শিল্প প্রান্তিক গাম  
গ্রাম জাতীয় সম্পদ এবং অপচয় রোধ করে  
জাতীয় দায়িত্ব প্রাপ্ত করন

General Manager (Admin)

General Manager (Admin)