

Chars Livelihoods Programme

Position: Monitoring Associate

The Chars Livelihoods Programme (CLP) is funded by the UK Department for International Development (DFID) and sponsored by the Ministry of Local Government, Rural Development and Co-operatives of the Government of Bangladesh. CLP aims to improve the livelihood security of the poorest people living in the riverine areas of Kurigram, Gaibandha, Jamalpur, Bogra and Sirajganj districts.

CLP is looking for suitable candidates to fill the positions of two **Monitoring Associate** for its Enterprise Development Unit which works for strengthening key productive sectors and related services in chars of CLP's 5 working districts- primarily agriculture, horticulture, handicrafts, livestock and fisheries. The major responsibilities of the Monitoring Associate would be but not limited to:

- Regular monitoring of pilot projects in fields and feedback to supervisor
- Assist and guide IMO's (NGOs) field staffs in implementation of project activities.
- Training IMO staff on monitoring process, information gathering and reporting.

The position is field based and is reportable to the CLP Enterprise Coordinator. The Monitoring Associate position requires extensive field visits and travel by local transport throughout the chars of the five programme districts.

The ideal candidates are expected to have:

1. Extensive agribusiness experience and in-depth knowledge of the private sector.
2. Demonstrated experience and understanding on market development principals and sustainable sector and services development.
3. Experience in designing and implementing monitoring and evaluation systems.
4. Proficiency in spoken and written English.
5. Ability to work independently and coordinate a variety of tasks.
6. A master's degree and a minimum of 5 years work experience, or a bachelor's degree and a minimum of 7 years work experience.

The salary package will range from 35,000 to 40,000 per month depending upon experience and qualifications plus travel and accommodation allowances. Interested candidates are requested to submit their CV and a covering letter to the following address within 5 pm of 30th October 2007. Only short listed candidates will be contacted for an interview.

Monitoring Associate
Enterprise Unit, CLP Secretariat
Rural Development Academy (RDA) Campus
Sherpur, Bogra



Programme Officer

Traidcraft Exchange is UK's only development charity specializing in making trade work for the poor. Our vision is a world free from the scandal of poverty, where trade is just, and people and communities can flourish. Our objectives cover three interlinked areas: **TRADE, SUPPORT and INFLUENCE** (For more information, visit our website www.traidcraft.co.uk). We are looking for a dynamic and proactive person to join our small but resourceful team working in our **Bangladesh Country Office**. This role offers the opportunity to contribute effectively in developing new projects and implementing our current projects in line with our broader objective to fight poverty through trade. The position also offers an excellent opportunity for career and personal development, travel in the region and to the UK

Summary of Job Description	Professional Qualifications and Personal Attributes required
<ul style="list-style-type: none"> ● Independently Develop Projects ● Assist Country Director and Programme Manager in project Development Process ● Assist Programme Manager in Managing and Implementing Running Projects ● Monitoring and Evaluation of projects ● Liaise with Donors, Partners and Other Institutions/Individuals ● Undertake research and study 	<ul style="list-style-type: none"> ● Commitment to the goals of Traidcraft Exchange and its programme ● Firm commitment to work in development sector ● An entrepreneurial spirit and an ability to think strategically, tactically and creatively; ● Basic understanding of planning, budgeting and project management cycle; ● Ability to perform effectively under pressure and apply strong organizational skills when faced with multiple, time-sensitive priorities; ● Highest level of personal and professional integrity; ● Excellent oral and written communication skills both in English and Bangla ● Bachelor's degree in Business (IBA, NSU or Any reputed North American School) or Post Graduate Degree with honors in Economics having at least one 1st class either in graduate or under graduate level ● 2 years experience in the development field

Compensation: Gross Compensation for Programme Officer will be TK. 30,000.00 plus other benefits.

Only short-listed candidates will be invited for a written test followed by interviews. Female candidates are especially encouraged to apply

Application Information:

Interested candidates should send their resume with a recent photograph and name of two referees to sharina@traidcraft.org and a **hard copy** to following address by **22 October, 2007**:

Administration and Project Coordinator
Traidcraft Exchange, Bangladesh Country Office
Apt # 5A, House # 11, Road # 13 (New), Dhanmondi, Dhaka

Wanted

Cosmetic Surgery Centre Ltd, a reputed plastic & cosmetic surgery hospital of the country, invites application for female part-time business promotion officers. Two posts are available. It is mentioned here that CSCS provides all types of beautification operations & procedures including liposuction, nose & breast reshaping lasers etc. To know more: visit www.cosmeticsurg.bd.com. University students are welcome to apply.

Please Contact :

Cosmetic Surgery Centre Ltd.

72, Satmosjid Road, Dhanmondi, Dhaka, Phone : 8153808, 01711-043435

গার্মেন্টস বিল্ডিং বিক্রয়

মিরপুর রূপনগর শিল্প এলাকায় ১ (এক) বিঘা জায়গার উপর ১০ তলা ফাউন্ডেশনসহ ৪ (চার) তলা দালান প্রতি তলায় ১৪০০০ (চৌদ্দ হাজার) স্কয়ার ফিট খোলা জায়গা আছে। দালানটি সম্পূর্ণ পাথরের দ্বারা তৈরি। জরুরী ভিত্তিতে বিক্রয় হইবে। অগ্রাধী ক্রেতাপণ সরাসরি মিঃ এস এ খান মোবাইল নম্বর-০১৯১৯৫২৩৯৫৭ এ সকাল ১০টা থেকে রাত ১০টা পর্যন্ত যোগাযোগ করতে পারেন।

Application to Participate in Group Study Exchange Team-07

Applications are invited from outstanding business and professional people aged between 25 and 40 having minimum of two years experience to participate in a Group Study Exchange program of the Rotary Foundation of Rotary International to visit Canada or India.

Application with full particulars and two passport size photographs should reach the following address by 20th October 2007.

Rotary Club of Dhaka North West
Rtn. Md Enamul Haque
President
EME Inspection Services Ltd., Meherba Plaza, RM, #7R (7th floor),
33 Tophkhana Road, Dhaka-1000

Job Opportunity Market Developer

KOTRA (Korea Trade Investment Promotion Agency), Dhaka Office, is looking for suitable candidate for its Business Development Project.

- Requirements:**
- Minimum BBA degree from any reputed University with minimum 2 years of experience
 - Good command in English is a MUST
 - Computer Knowledge: MS Office (Word, Excel, Power Point, Access), Internet browsing and other database programming skills
 - Fundamental Knowledge of International Trade

Salary: Negotiable

Application Deadline: Before October 22, 2007

Applicants are requested to send their resume along with a passport size photograph to the envelope should be marked with the title of the position applied for.

KOTRA DHAKA OFFICE
Commercial Section of the Embassy of the Republic of Korea
Molly Capital Center 7th Floor, Plot No. C25 (F-4), Road No. 127, Gulshan Avenue, Gulshan-1, Dhaka-1212.



for the latest news highlights in English

Tuition Wanted

Highly experienced Math teacher wants to teach O-A Level Math only. 18 years question paper solutions of Math (B, Pure) are available. Babul: 01727-411842 C-2369

Lost

I have lost Affidavit Paper No-1250/05 dated 31/10/2005 regarding change of my name on 26/9/07. GD entry No-512 dated 7/10/07 Tejgaon Police Station, Dhaka. Saad Ferdous Ahmed C-2406

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শামসুর রাহমানসহ দেশের শীর্ষ কবিদের কবিতা
সর্বজন শ্রদ্ধেয় ব্যক্তিত্ব
অধ্যাপক সিরাজুল ইসলাম চৌধুরীর আত্মজীবনী
এছাড়া গল্প, প্রবন্ধ, ভ্রমণ, সৈদের সাজগোজ, ২৪ ঘণ্টা ও রকমারি ফিচার
বরেন্দ্র নন্দ ফ্রি ম্যাগাজিন
এ খ ন বা জা রে



Bangladesh Cricket Board Invitation to Bid

Bangladesh National Team Sponsorship Rights

The Bangladesh Cricket Board (BCB) invites bids from parties wishing to acquire SPONSORSHIP Rights for the Bangladesh National Cricket Team (Test, ODI and Twenty20) for the period of 02 (Two) years (Beverages, Branded Bottled Drinking Water, Online / Internet Service Provider and Sports Wear Manufacturers excluded).

1. A detailed schedule for bid has been developed incorporating all necessary details and documents, including a draft copy of the Bangladesh National Team Sponsorship Rights Agreement.
2. Interested parties may obtain the schedule from the Finance Department, Management Office, Bangladesh Cricket Board, Navana Tower (5th Floor) 45 Gulshan Avenue, Dhaka 1212, Bangladesh against payment of non refundable and non adjustable USD1,500 (For Overseas Organizations) or BDT1,00,000/= (For locally incorporated organizations) by Demand Draft/Pay Order in favour of "Bangladesh Cricket Board" drawn on any scheduled bank in Bangladesh. Overseas organizations willing to participate in the bidding process must pay by wire transfer to BCB Foreign Currency Account. (Account No.: 01-7537131-01, Account Name: Bangladesh Cricket Board, Bank: Standard Chartered Bank, Dhaka, Bangladesh, SWIFT: SCBLBDXX). Please send your request for schedule (soft or printed version) along with evidence of bank transfer / payment of above.
3. Schedule will be available from 11th October 07 until 4th November 2007 between 9:30 am to 4:30 pm Bangladesh local time except Fridays and Public Holidays in Bangladesh.
4. All Offers / Bids (Prepared in accordance with schedule) must be delivered to BCB as directed in the schedule at Marble Room, Dhaka Sheraton Hotel, Dhaka, Bangladesh between 11:00 am and 1:00 pm on **Monday, 5th November 2007**.
5. A floor price / reserve price will be announced by the BCB on **29th October 2007** at 10:00 am Bangladesh local time at the BCB Management Office, Gulshan, Dhaka. Bidders at their own responsibility shall obtain the information (Floor price) from BCB and it will also be available at the BCB Official website (www.tigerccricket.com).
6. Potential bidders may contact BCB at the address below for information related to the schedule:

The Chief Executive Officer or Deputy General Manager - Admin
Bangladesh Cricket Board
Management Office
Navana Tower (5th Floor), 45 Gulshan Avenue
Dhaka 1212, Bangladesh.
Phone : +880 2 9888956 / 9890530, Fax : +880 2 9888442
email : ceo@bcb-cricket.com or nchowdhury@bcb-cricket.com

The BCB reserves the right to accept or reject any or all offers at any stage of the Bidding process without assigning any reason whatsoever.

Marketing & Commercial Committee
Bangladesh Cricket Board

COGTO/BCB/October07



World Health Organization

Country Office For Bangladesh

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

Vacancy Notice No: BAN/SCC/B

Title: Senior Administrative Secretary

Grade: DHA.05

Contract type: Fixed-term appointment (two years)

Date: 8 October 2007

Deadline for application: 31 October 2007

Duty Station: Dhaka, Bangladesh

Organization unit: Country Office for Bangladesh

Description of duties: Under the general supervision of WHO Representative to Bangladesh the incumbent will provide full range of secretarial/administrative support to the WHO Representative to Bangladesh. The duties and responsibilities for this assignment includes, but not limited to the following:

1. Arranges appointments and maintains supervisor's calendar, receive visitors, places and screens telephone calls and answers queries with discretion;
2. Arranges meetings, both internal and external, some involving high-rank officials and takes minutes and/or notes at meetings;
3. Prepares curriculum vitae of experts and candidates, and other documentation on relating to recruitment and maintain the files;
4. Takes dictation, using shorthand, on a variety of subject matters and transcribes, ensuring that spelling, punctuation and format are correct. Types correspondence, documents and reports, some of which may be highly confidential, using word processor/micro-computer applications;
5. Receives, screens, logs and routes correspondence, reports documents etc., attaches necessary background information and maintains follow-up system;
6. Drafts on own initiative and /or verbal instructions correspondence and ensures follow-up;
7. Makes administrative arrangements and assists WR in documentation etc. concerning GWCC, Inter-agency, LCG, and other high level meetings;
8. Assists in the preparation and follow-up project requirements, especially through maintaining up-to-date information on the implementation status of each project;
9. Assists in the retrieval and compilation of the relevant material for the preparation of reports and documents and in the absence of the supervisor, preparing background material for the person acting as supervisor;
10. Maintains policy, confidential and general files, monitors updates of on-line reference documents i.e. WHO Manual, SEARO Handbook, Intranet documents, etc;
11. Makes travel arrangements for the WR, liaison with Government and programme authorities in the country;
12. Performs other relevant duties as and when required.

REQUIRED QUALIFICATIONS

Education: Secondary School Education, Bachelor Degree from a recognized University is desirable.

Experience: At least 5 years relevant experience preferably in an international work environment. Training on Secretarial/Administrative issues and office processes would be an asset. Typing speed in English at least 45 wpm. Proficient at using computer applications, especially on MS-Office (Microsoft Word, Excel, Access and Power Point), to produce reports, correspondences, compose e-mail and prepare multi-media presentations. Working capability in multi-national environment.

Languages: High level of proficiency in English with evidence.

Competencies: 1. Communicating in a credible and effective way 2. Producing results 3. Fostering integration and teamwork.

Annual salary (Net of tax): Taka 504,316.00 per annum plus other admissible allowances.

NOTE:

Applications should be transmitted in two copies quoting vacancy notice number.

Applicants should submit a brief resume of their relevant experience and other qualifications together with completed Personal History Form and give reasons for being suitable of the post. Applicants are advised to send their applications by courier/registered mail to: The WHO Representative, House No.12, Road No.7, Dhanmondi R.A., Dhaka-1205, Bangladesh. A competency test in written and computer software skill will be held for the short listed candidates and only those qualifying candidates in written test will be requested to attend the interview. This vacancy is open to applicants of EITHER SEX. Applications from WOMEN are encouraged. We regret that due to large volume of applications normally received, applications cannot be acknowledged individually.



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



BANGLADESH MEDICAL COLLEGE

Road # 14/A, Dhanmondi R/A, Dhaka-1209

Tel: 9118202, 8115843, 9120793 Fax: 880-2-9125655

E-mail: bmcoffice@bdcom.net, Website: www.bmc-bd.org

ADMISSION NOTICE

Applications are invited for Admission to the First year MBBS class of Bangladesh Medical College, Dhanmondi for the Session: 2007-2008.

Eligibility of candidates is as follows:

Students who have passed SSC in 2004/2005 and HSC in 2006/2007 or equivalent qualifications with Physics, Chemistry and Biology as essential subjects and have total GPA 8.00 (minimum requirement of GPA in SSC or HSC is 3.5) and at least GPA 3.00 in Biology in HSC are eligible.

Candidates who have passed SSC/Dakhil/O level Examination before 2004 and HSC/Alim/A level Examination before 2006 respectively are not eligible to apply.

Students having O level and A level and also other foreign equivalent qualifications should apply through college for equivalency to GPA score after depositing Taka 1000/- in pay order in favour of DGHS, Mohakhali for local students and Taka 3000/= for foreign students and report must be submitted before last date of receiving application forms.

Foreign students: Foreign students having similar or equivalent qualifications are eligible to apply for foreign studentship provided they fulfill other conditions.

Admission Forms: Application forms will be available in the College office from **16th October, 2007 to 11th November, 2007** during office hour up to 2:00 p.m. on payment of Tk 1500/- (One thousand Five hundred) + vat @ 4.5 in cash. Ask for separate forms for free studentship, foreign studentship, regular studentship and staff quota candidates. The application forms should be submitted with all relevant documents.

Written test will be held on Friday the 16th November, 2007 at Bangladesh Medical Campus at 10.00 a.m. The result of admission will be published in the College Notice board.

Free Studentship: Free studentship will be awarded to four meritorious but financially handicapped students. Candidates must have at least GPA=9 in the SSC and HSC examinations taken together to become eligible for free studentship (minimum 4 GPA in SSC or HSC).

Interview of Free Studentship guardians: **Tuesday the 13th November, 2007** at 11:00 a.m.

Applications for free studentship will not be permitted to transfer to other categories of applications and vice versa.

Prof. M. A. Zaman
MBBS, MRCP (UK), FRCP (Glasgow), FRCP (London)
Principal, BMC