



রশনি উন্নয়ন বুরো

টিসি ভবন

১, কাওরান বাজার

চাকা

বিজ্ঞপ্তি

এতদ্বারা দেশের সকল চেমার অব কমার্স, ব্যবসায় সমিতি, রঞ্জনিকারক, প্রস্তুতকারক, সরকারি ও বেসরকারি সংস্থা/প্রতিষ্ঠানসমূহের অবগতির জন্য জানানো যাচ্ছে যে, রশনি উন্নয়ন বুরো হতে আগামী মার্চ ০৭-১০, ২০০৮ সময়ে মায়ানমারের ইয়াঁগনে বাংলাদেশ একক বাণিজ্য মেলা আয়োজন করা হবে।

উক্ত বাংলাদেশ একক বাণিজ্য মেলায় অংশগ্রহণে আগ্রহী একৃত ব্যবসায়িক প্রতিষ্ঠানসমূহকে নির্ধারিত আবেদন ফরমে প্রযোজনীয় ফি সহ রশনি উন্নয়ন বুরোর মেলা ও প্রদর্শনী বিভাগে (টিসি ভবন, ২য় তলা, ১, কাওরান বাজার, ঢাকা) অন্তিমিত্বে আবেদন করতে অন্যোথে জানানো যাচ্ছে। আবেদন করম বুরোর সদর দপ্তরের মেলা ও প্রদর্শনী বিভাগে এবং রশনি উন্নয়ন বুরোর টেক্টোয়াম, খুলনা, সিলেট এবং কুমিল্লা অফিসে পাওয়া যাবে। বিষয়টি অতীব জরুরী।

পরিচালক

মেলা ও প্রদর্শনী বিভাগ

রশনি উন্নয়ন বুরো

ঢাকা

ফোনঃ ৯১৪৮৮৯৬

ফ্যাক্সঃ ৮১৫১৬০১

জিডি-৪৪৩৯



Agrani Bank Limited

Head Office

9/D, Dilkusha C/A, Dhaka-1000,

Web Site : www.agranibank.org

Human Resources Development & Appeal Division

Enterprise Growth and Bank Modernization Project

IDA Credit No. 3719-BD.

Request for Expression of Interest for selection of Senior Consultants to act as General Managers

The People's Republic of Bangladesh has received a credit (hereinafter called "loan") from the International Development Association (IDA) towards the cost of Enterprise Growth and Bank Modernization Project and intends to apply a portion of this loan to eligible payments under these Contracts.

The Managing Director, Agrani Bank Limited now invites proposals for providing services as Senior Consultants (to act as General Managers) with full executive power and accountability for Credit Division, Internal Audit Division, Information Technology Division and Accounting Division from eligible Bangladeshi candidate who must have qualifications and experiences mentioned against each position below:

a) Credit Management

Job Description:

- Reviewing the existing loan portfolio.
- Prepare debt recovery plan in the light of existing rules, regulation, policies/systems and laws of land to reduce non-performing loans.
- Draw a plan and methodology for loan loss write off in line with central bank policy and Bank Company Act of 1991.
- Design & establish new credit organization structure.
- To establish effective control in the credit mechanism of the Bank, and determining and assisting in all the necessary day to day activities and management procedures required to ensure effective credit system.
- Strengthening and revamping the whole process of credit approval, review, control and monitoring.
- Ensuring achievement of Revenue Targets on interest income and off-balance sheet earnings.
- Preparing credit policies and procedures and ensuring strict compliance with these policies and procedures.
- Reviewing standard policy manuals and instruction manuals related to operational, marketing and credit areas.
- Design and review credit skill management and credit risk management (risk identification, quantification and mitigation).
- Assisting other experts to strengthen the capital adequacy ratio, provisioning norms and other financial indicators of the Bank.
- Design new loan monitoring MIS software.
- Innovate, develop new credit products & credit product profitability matrix.
- To perform any other responsibilities as and when assigned by the authority.

Educational Requirement:

Must have MBA or Masters degree from any recognized University in Economics, Finance and any relevant subject.

Experience:
The candidate must have at least 15 years of banking experience in progressively ascending positions covering Credit Management including 5 years experience as Deputy General Manager or equivalent in a Bank.

b) Information Technology

Job Description:

- To be responsible for the successful implementation of the IT related recommendations made by the management as defined in the long-term management plan of the Bank.
- To work with the management of the bank to introduce best practices in the field of information technology systems and networking.
- To design and communicate and IT strategy and policy for the Bank; create appropriate policies and practices and disaster planning; develop policies and procedures for outsourcing; develop Bank-wide MIS policy.
- To implement the development of the IT infrastructure and hardware.
- Providing visionary leadership and sound management for the effective integration of information systems, resources and services in support of the Banking Business.
- To provide leadership and direction to help bring about effective, efficient and prudent HR development and training including the design of IT training programs.
- Collaborating in the planning and coordinating of information and communications technology services with in the Bank.
- Taking leadership in implementing new core IT platform, managing existing systems and initiating changes that might be needed to conform to regulatory reporting requirements.
- To play key role in supporting the achievement of the business goals and to optimize the policies and procedures relating to IT operations; to diagnose potential area of IT risk/exposure.
- To ensure effective data management and service and ensure statutory/compliance of all IT services/systems.
- To perform any other responsibilities as and when assigned by the authority.

Educational Requirement:

The candidate must have minimum Bachelor degree in Computer Science & Engineering or post graduate diploma in Information Technology with basic science background from a reputed university. MBA/MCom in Finance/Management/Accounting from a reputed university will be treated as an additional qualification.

Experience:

The candidate must have at least 10 years of progressively more responsible experience, preferably in a reputed Bank or Financial Institution having on-line system, that provides the technical and administrative knowledge to manage information technology operations and including demonstrated successful senior management experience and strong understanding of the enterprise wide functions of an information and communication division. He/she should be proficient in translating Banking Business into Technological Solution.

The candidate should be an associate member of Bangladesh Computer Council.

c) Internal Audit Job Description:

- To maintain and manage the Internal Control and compliance policy, ensuring that all key risks are covered by appropriate controls and that line management have an effective system in place to identify, monitor and measure risks within the risk management framework of the Bank and to introduce and implement risk-based internal audit system.
- Undertake a rolling program of reviews in all of the Bank's key functional areas to ensure that significant risks are being identified and managed.
- To develop and strengthen the auditing capacity of the bank.
- To suggest how to detect and reduce the fraud, forgery, defalcation in the organization.
- To design auditor's job profile and position description.
- To perform oversight functions as instructed by the Board, or requested by Audit Committee and the Managing Director.
- To review the findings and recommendations made by the internal and external auditors.
- Establishing a powerful and effective auditing system of the Bank and helping prepare audits of the Bank timely.
- To prepare the audit charter, control and compliance charter and audit manual, facilitating the effective functioning of the Board audit committee and MANCOM (Management Committee for Internal Control and Compliance).
- To meet the requirements of the regulatory authority (Bangladesh Bank and Ministry of Finance) regarding internal control, compliance and internal audit, providing suitable direction and leadership to the audit and inspection unit, monitoring unit and compliance unit, ensuring compliance to Government commercial audit, statutory audit (CA firms) and Bangladesh Bank audit.
- To provide suitable leadership and direction to help bring about effective, efficient and prudent HR development and training, including the design of training programs for Internal Audit and Control.
- To perform any other responsibilities as and when assigned by the authority.

Educational Requirements:

The candidate must be a Chartered Accountant/member of ICAB having good academic records.

Experience:

The candidate must have at least 10 years working experience in the related fields. Preference will be given to those who have auditing experience in bank/Financial Institution with demonstrated high levels of professional, technical and managerial skills, planning, problem solving and organizing skills. He/She must be a computer literate person with analytical ability on spread sheet and have knowledge of International Auditing Standards.

d) Accounting Job Description:

- To develop and strengthen the accounting capacity of the Bank.
- To implement the policy & procedures relating to financial management, accounting, budget and planning, and to improve the quality of Banking operation.
- To develop the financial strategy of the Bank.
- Undertake a program for supplying key management information to the management/regulatory authority.
- Update the bank's accounting systems as per International Accounting Standard (IAS), and Bangladesh Bank guidelines and Bank Company Act.
- Reviewing the Institutions financial conditions and position and recommend viable alternatives for cost effective operations of the Bank.
- Assist the Bank in the field of Financial and Management Accounting, Costing and Auditing. Other fields of important activities will include developing and implementing computerized accounting system and management accounting system.
- To provide recommendations in accounting split between good and bad assets.
- Establishing a powerful and effective accounting system of the bank and helping to prepare accounts of the bank timely.
- Strengthening the effective fund management of the bank.
- Review the various financial statements including annual financial statements, develop and improve the deficiency, if any.
- To perform any other responsibilities as and when assigned by the authority.

Educational Requirement:

The candidate must have at least 15 years working experience in the related fields after obtaining CA degree or must have 15 years banking experience in progressively ascending positions covering Accounting including 5 years experience as Deputy General Manager or equivalent in a bank.

The engagement of the positions will be for a period of two years with an option for extension of another two years on mutual agreement and salary and compensation package shall be competitive market based in accordance with PPR-2003.

More details on the services, TOR and terms and conditions will be provided to applicants upon request. Consultants will be selected in accordance with the procedures set out in the World Bank's Guidelines: Selection and Employment of Consultants by the World Bank Borrowers.

Complete application must be submitted to the following address by **January 06, 2008**. The application must have detailed curriculum vitae with a recent photograph, contact address (mail address, e-mail, telephones), an appreciation of the assignment in one page and expected salary with any other relevant information or condition. Only short listed candidates shall be contacted for further interview.

Bank reserves the right to accept or reject any application or annul the process without assigning any reason.

Md. Fayekuzzaman
Deputy Managing Director

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E-mail: agranibd_rashid@yahoo.com

স্বীকৃত নং-১৮০৭/০৭

বাংলাদেশ পেট্রোলিয়াম এবং প্রয়োরেশন এন্ড প্রোডাকশন কোম্পানী লিমিটেড (বাপেক্স)

(পেট্রোলিয়াম একটি কোম্পানী)

অফিস প্রিভেট

শাহজালাল টাওয়ার (৮ম তলা), ৮০/এ-বি, সিলেক্ষনী সার্কুলার

রোড, মালিবাগ, ঢাকা-১২১৭

পুনঃ দরপত্র বিজ্ঞপ্তি

নং. বাপেক্স/ডেস/টি-৮০/২০০৭ তারিখ ০৩-১২-২০০৭

১। মালিবাগের বিক্রয় ৪। প্রতি কলাইটার্ন ও অ্যাসুমিশন মালিবাগ জেলা।

২। দরপত্র দেওয়ার বিভাগ ৫। অকৃত প্রয়োরেশন স/সরকারীহাস্তী/প্রয়োরেশন কর্তৃক দরপত্র দেওয়ার সাথে স্থান প্রাপ্ত আবেদন করতে হবে।

৩। দরপত্র দলিলের মূল্য ৬। এক্সিট প্রোডেসেন্স এবং প্রয়োরেশন একটি কোম্পানী

৪। দরপত্র দলিলের মূল্য ৭। ১০-১২-২০০৭।

৫। দরপত্র দলিলের মূল্য ৮। ২৭-১২-২০০৭ (সপ্তম ১৯.০০ মিটিকা হতে ৩.০০ মিটিকা পর্যন্ত)।

৬। দরপত্র দলিলের মূল্য ৯। ৩০-১২-২০০৭ আবিষ্কার সকল ১১.১৫ মিটিকা।

১০। দরপত্র দলিলের মূল্য ১১। ৩০-১২-২০০৭ আবিষ্কার সকল ১১.১৫ মিটিকা।

১২। দরপত্র দলিলের মূল্য ১৩। মন্তব্য

১৪। দরপত্র দলিলের মূল্য ১৫। ক্ষেত্রে প্রযোরেশন একটি কোম্পানী

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৪০। দরপত্র দলিলের