

**Financial Manager Wanted**

A Multinational Company immediately requires for following vacant position. The candidate will be responsible for supporting business operations in Bangladesh and overseas the staffing and training of the finance team that is required for future development. He/she will work with business management to ensure a strong SOX internal control environment and is responsible to improve efficiencies, develop budgets, forecasts and long term plans, and identify risks and exposures to the business.

- At least 6 years' solid experience in accounting field and at least 3 years in supervisor/management level.
- Degree in Accounting or related discipline with local or internationally recognized accountancy membership.
- Good command of both written and spoken English. Good interpersonal, problem solving and leadership skills.
- Prior working experience with Multi-national Company is preferable.
- Understanding of US GAAP Accounting and SOX internal control requirements.
- Willing to travel
- The position will require frequent interaction with the other regions where our company operates to monitor the organizational development.

If you think that you are the person we are looking for, please apply with a recent passport size photograph, a CV and experience certificate to GPO Box # 51 or e-mail to: [hrdgltd@gmail.com](mailto:hrdgltd@gmail.com) within 10<sup>th</sup> January 2008.

**Office of the Executive Engineer**

Civil Maintenance (Plant) Division  
KHS, BPDB, Kaptai

**Invitation for Tender****Bangladesh Power Development Board**

1	Ministry/Division	Ministry of Energy & Mineral Resources (Power Division).
2	Agency	Bangladesh Power Development Board.
3	Procuring entity name	Executive Engineer, Civil Maintenance (Plant) Division, KHS, BPDB, Kaptai.
4	Procuring entity district	Rangamati Hill District.
5	Invitation Ref. No.	PEP-72007/506
6	Date	19-12-07
7	Procurement method	Open tendering method (OTM).
8	Budget and source of funds	Revenue, BPDB
9	Development partners	None
10	Project/programme code (if applicable)	None
11	Project/programme name (if applicable)	None
12	Tender package No.	W-14
13	Tender package name	Jungle (O & M).
14	Tender publication date	19-12-07
15	Tender last selling date	05-02-08
16	Tender closing date and time	05-02-08
17	Tender opening date and time	06-02-08
18	Name & address of the office(s)	Address: Sonali Bank, Kaptai Branch, Kaptai.
19	Place/date/time of Pre-tender meeting (optional)	Date: None
20	Eligibility of tenderer	All tenderers regardless of whether enlisted or not enlisted with BPDB may submit tenders providing latest TIN, VAT, Trade License and other qualifications according to Tender Data Sheet.
21	Brief description of goods or works	
22	Lot No.	
23	Identification of lot	
24	Location	
25	Price of tender document in the form of Bank Draft/Pay Order in favour of DD, RAO, BPDB, Kaptai.	
26	Tender security amount in the form of Bank Draft/Pay Order in favour of DD, RAO, BPDB, Kaptai.	
27	Completion time	
28	Name of official inviting tender	Sunil Kanti Paul
29	Designation of official inviting tender	Executive Engineer
30	Address of official inviting tender	Civil Maintenance (Plant) Division, KHS, BPDB, Kaptai.
31	Contact details of official inviting tender	Tel No-03529-234 Fax No-None e-mail-None
32	The procuring entity reserves the right to accept or reject all tenders.	

## UNICEF Vacancy Announcement

(Re-advertisement)

The United Nations Children's Fund (UNICEF) is seeking applications from Bangladeshi Nationals to fill the following professional position in its Dhaka Office:

**JOB TITLE:** Education Specialist, Education Section, NO-C

**MAIN DUTIES/RESPONSIBILITIES:** The successful candidate will be part of the senior leadership of the education section and will take a lead role in advocacy and policy issues, and in the planning, designing, implementation, monitoring and evaluation of the Quality Education for All Project with a focus on linking the field experience to the policy support component of the project. The post holder will conduct situation analysis, prepare sectoral inputs to the Country Programme formulation process and coordinate activities with other programme sectors. S/he will provide national and local perspectives in dialogues amongst UNICEF, Government and donors under the PEDPII Sub-sector Programme of the MOPME. S/he will prepare reports and approve disbursement of funds ensuring proper utilisation in line with agreed activities and budget allocation.

**QUALIFICATIONS:** Master's degree in education/ social science. Current knowledge of developments in the field of education with an emphasis on primary education sub-sector is essential.

**WORK EXPERIENCE:**

At least 5 years progressively responsible work experience in programme planning, management, monitoring and evaluation including data collection and analysis in the related sector. Experience of working with the government and donors in the context of Sector Wide Approach (SWAp) in education will be an advantage.

**SKILLS & ATTRIBUTES:**

- Knowledge of current theories and practices in the area of education in general and primary education in particular
- Good communication, analytical, negotiation and advocacy skills
- Knowledge of computer systems, including internet navigation and various office applications.
- Proven ability to work as part of a team in an international and multicultural environment.
- Commitment to continuous learning
- Fluency in English and Bangla both verbal and written

**COMPETENCIES**

Technical knowledge	Integrity
Team work/leadership	Drive for results
Analytical and conceptual thinking	Networking
Commitment	Judgement

**CONTRACTS AND REMUNERATION:**

The selected candidate will be awarded a Fixed Term contract and remuneration is at the NO-C level of the United Nations local salary scale.

**COMMUNICATIONS:**

Applications with CV should be forwarded to the HR Officer, Human Resources Section, UNICEF-Bangladesh, Sheraton Annex, 1 Minto Road, Dhaka-1000, by Sunday, 13 January 2008. Please mark on the envelope the post applied for. Only short-listed candidates will be called for written test/interview. Any attempt to unduly influence UNICEF's selection process will lead to automatic disqualification of the applicant.

**APPLICATIONS FROM QUALIFIED FEMALE CANDIDATES ARE ENCOURAGED**  
UNICEF is a non-smoking working environment

For every child  
Health, Education, Equality, Protection  
ADVANCE HUMANITY

**Ready Office/Showroom / Shop Sale**

**Multiplan Center, New Elephant Road, Dhaka.**

**Office Space: 600-6000 sft.**

**Multiplan Greenville, Green Road, Dhaka.**

**Showroom / Shop : 50 - 600 sft.**

**Office Space / Business Chamber: 600-6000 sft.**

**Contact: 8620195, 8621798, 01819260003**

**GREEN DELTA INSURANCE CO. LTD.**  
H.O: 2 DILKUSHA C/A, DHAKA-1000

**CAR FOR SALE**

Sealed tenders are invited for sale of car **Mitsubishi V8 Pajero Jeep** registration No. **DHAKA:METRO:GHA-11-4083**, 3000cc, Model-2002 in excellent running condition. The vehicle can be inspected in front of our office on 30<sup>th</sup> & 31<sup>st</sup> December, 2007 between 10:00 AM to 1:00 PM.

Tender must be dropped in the Tender Box kept at Head Office, accompanied by DD/Pay Order for 5% of the quoted value in favour of Green Delta Insurance Co. Ltd. by 3:00 P.M. on 31<sup>st</sup> December, 2007. The tender shall be opened in the Head Office at 4:00 P.M. on same day in presence of bidders, if present.

The Company reserves the right to accept or reject any or all tenders without assigning any reason.

**Syed Kaiser Ahmed**  
**Sr. Executive Vice President (HR & Admin)**  
**Phone No.9560005 - Ext.No.211/232**

## Notice for sale of old motor cycles

Tenders are invited from the intending buyers for the following motor cycles.

Sl. No.	Particulars	Quantity
1.	Honda CDI, 100 CC,	3
2.	Honda CD, 80 CC,	13
3.	Honda XL, 185 CC,	1
4.	Sujuki TS, 125 CC,	1
5.	Yamaha FX, 100 CC,	1
6.	Yamaha XL, 100 CC,	1

**Terms and Conditions:**

- All the motor cycles are in running condition and available for inspection at Nijera Kori office, 7/8 Block - C, Lalmatia, Dhaka -1207 on all working days (Sunday through Thursday) from 10 a.m. to 4 p.m.
- Tenders may be submitted for any one or more motor cycles but price for each motor cycle is to be shown separately.
- Interested buyers are requested to submit tenders in the prescribed form on or before 9<sup>th</sup> January 2008 to the Chairman, 'Sales Committee' at Nijera Kori, 7/8 Block-C, Lalmatia, Dhaka-1207.
- The successful tenderer will be informed in writing about the acceptance of his / her tender. The successful tenderer shall be bound to take delivery of the motor cycle within 7 days from the date of issuance of the letter of acceptance on payment of full amount through Pay Order/Bank Draft in favour of Nijera Kori drawn on any scheduled bank failing which the tender will be cancelled.
- The management of Nijera Kori reserves the right to accept or reject any or part of any tender or all the tenders without showing any reason whatsoever.

**Coordinator**  
**Nijera Kori**

7/8 Block - C, Lalmatia, Dhaka-1207, Phone : 8122199, 9144085

## Notice for sale of old Jeeps

Sealed tenders are invited from the intending buyers for the following Jeeps :

**Sl. No. Particulars :**

- Mitsubishi Pajero Jeep 4WD Station Wagon, 1986 Model, Diesel engine 2346 CC, 4 Cylinder, A.C. and Audio set, Registration No. Dhaka Metro Cha - 6070.
- Daihatsu Rocky 4WD, 1991 Model, Petrol engine, 1998 CC, 4 Cylinder, A.C. and Audio set. Registration No. Dhaka Metro - Gha 02-1317.

**Terms and Conditions :**

- The Jeeps are in running condition and available for inspection at Nijera Kori office, 7/8 Block-C, Lalmatia, Dhaka-1207 on all working days (Sunday through Thursday) from 10 a.m. to 4 p.m.
- Separate tender is to be submitted for each Jeep in the prescribed form.
- All tenders shall be accompanied by earnest money of 5% of the quoted amount in the form of Bank Draft/Pay Order in favour of Nijera Kori drawn on any scheduled bank.
- Sealed tenders should be dropped in the tender box on or before 12:00 Noon on 9<sup>th</sup> January 2008 which will be opened at 12.30 p.m. on the same day in presence of tenderers present if any.
- The successful tenderer will be informed in writing about the acceptance of his/her tender. The successful tenderer shall be bound to take delivery of the Jeep within 7 days from the date of issuance of the letter of acceptance on payment of full amount through Pay Order/Bank Draft in favour of Nijera Kori drawn on any scheduled bank failing which the earnest money will be forfeited.
- The earnest money of the unsuccessful tenderers will be returned within 7 days from the date of acceptance of the tender.
- The management of Nijera Kori reserves the right to accept or reject any tender or all the tenders without assigning any reason whatsoever.
- All tenderers should clearly indicate in the tender document that they read all the above terms and conditions and accepted the same.

**Coordinator**  
**Nijera Kori**

7/8 Block - C, Lalmatia, Dhaka-1207, Phone : 8122199, 9144085

**CAREER OPPORTUNITY**

We are well established Japanese multinational industrial sewing machine manufacturing company operating in about 80 countries all over the world. At the moment we are inviting applications from qualified candidates for the following position for our Dhaka Liaison office. Attractive remuneration package will be offered for the post.

**POSITION: "Executive - Accounts & Administration"**

The incumbent should have a masters degree from any recognized university preferably in Business Studies discipline with at least 2 years working experience in accounts & administration, good command in English spoken & written and computer knowledge on MS Office Application.

Deserving candidates are requested to apply with CV along with attested 3 copies of recent passport size color photographs, nationality certificate, copies of all educational certificates and experience certificate if any latest by 8th January' 2008 by mail only to the following address.



**PEGASUS®**

**DEPUTY GENERAL MANAGER**  
**PEGASUS SEWING MACHINE PTE LTD.**

Dhaka Liaison Office

House # 45 (2nd Floor), Road # 27, Block-A, Banani, Dhaka-1213



**KATALYST**  
growth through business services

**We Are Hiring**

Katalyst is a development project funded by European donors. It aims to improve the growth and competitiveness of micro, small and medium enterprises in selected sectors. The Services Division of Katalyst is looking for a number of dynamic, independent, and hardworking professionals who have the vision to contribute to the economic growth of Bangladesh.

**Position: Business Consultant****Work Experience:**

2 to 4 years (private sector experience will be a plus)

**Major Responsibilities:**

- Assess and analyze various sectors of the economy
- Work in a team to develop and implement innovative mechanisms to help enhance the growth of enterprises in rural and urban settings
- Capture impact of activities implemented

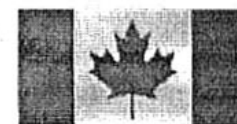
**Academic Quality and Competencies:**

- Economics, commerce or management related (Graduate/Post Graduate) having good analytical skills and creativity
- Having on hand research experience would be preferred.
- Good understanding of how different business sectors operate in the local context
- Experience in working with agents and contractors and monitoring their performance
- Good communication and negotiation skills (both English and Bangla)
- Good computer skills
- Multitasking and ability to make informed decisions
- Result oriented and a team player
- Self motivated and interested to visit project sites within the country
- Think 'out of the box' and figure out solutions to complex problems

Attractive compensation and benefit packages will be offered to the deserving candidates.

Interested candidates are requested to send in their resumes, one passport size photograph along with a cover letter elaborating on their background and a small write up on the major problems businesses faces in rural and urban Bangladesh. The documents need to be addressed to the **Manager, Services Division, Katalyst, House #20, Road #6, Baridhara, Dhaka-1212**. Telephone inquiries will not be entertained.

Only short-listed candidates will be contacted for interviews. Last date of application is January 12, 2008.



**Department of Foreign Affairs**  
**Ministere des Affaires etrangeres**

**EMPLOYMENT OPPORTUNITY**

The Canadian High Commission in Dhaka has a vacancy for a full-time **Receptionist Eligibility**

Open to internal and external candidates.

**Employment starting date**

January, 2008 (date to be determined)

**Main Duties**

- Operates the central telephone switchboard serving all programs of the mission
- Provides general information to visitors on the consular program
- Provides general information to visitors related to the mission's cultural/information program
- Controls physical access to the Chancery and provides a front line security system
- Performs other duties, as required.

**Basic requirements****Knowledge**

- Fluent in French, Bengali and English
- Computer literate

**Abilities**

- to communicate (written and oral) in French, English and in Bengali
- to perform under pressure
- to work in a team
- to execute client-service tasks
- to deal with difficult clients

**How to apply?**

Interested persons must submit their applications by **3 January, 2008**

To apply, send your **curriculum vitae AND a covering letter** to the Canadian High Commission, Human Resources division, **House 16/A, Road- 48, Gulshan- 2, Dhaka.**

**Selection Procedures**

Only Candidates selected for an interview will be contacted.