

Food and Agriculture Organization of the United Nations Vacancy Announcement

Issued On: 4 January 2008

Deadline for Application: 14 January 2008

Establishment of Roster of Qualified Personnel

The Food and Agriculture Organization of the United Nations (FAO) in Bangladesh is expanding its Emergency and Rehabilitation programme with the aim to assist the Government of Bangladesh (GoB) in supporting poor communities affected by natural disasters to improve their food security and "Build Back Better" their livelihoods. FAO has the mandate to ensure the food security of all people and is active in supporting Agriculture, Fisheries (including aquaculture), Livestock (including animal health) and Forestry-based livelihoods. In the aftermath of the Floods and Cyclone Sidr, the Organization is scaling up its response and advisory technical assistance capacity to assist the affected communities. We are now searching for suitable candidates for the following positions:

Finance and Admin Assistant

Job description: The major deliverables of the incumbent include maintenance and reporting of shadow budget, Cash Advance (CA) status, payment status against FAO's commitments, i.e., Letter of Agreement, contracts, Local Purchase Order etc; operational cash accounts. The incumbent will be responsible for verifying accuracy and processing of claims in line with general conformance with administrative rules and available commitments. S/he will examine and process a variety of payment/reimbursement/disbursement vouchers, ensure accuracy of coding in line with FAO regulation/chart of accounts, clear supporting documentation, report any admin or financial discrepancies, prepare cheque according to authorizations, maintain expenditure transaction records, process accounting adjustment, check periodically finance transaction listings from the data ware house, prepare commitment requests; operate and report on the petty cash expenses to support day-to-day emergency and rehabilitation operation.

Qualifications:

- High school graduate, preferably with a University Degree in Business Administration, Finance, Accounting or a relevant field, complemented with training in business administration and/or accountancy qualification with computer literacy
- 3 years of practical experience in general accounting and progressively responsible experience in administrative/accounting works, preferably with UN agencies and/or INGOs
- Fluency (level C) in English and Bangla (written and spoken)

Ability to work quickly and accurately, and ability to maintain good working relationships with people from different nationality and cultural background

Human Resource Assistant

Job description: The incumbent will assist in the selection (including VA, short-listing, tests/interviews, recruitment and induction) process of the project personnel, prepare, maintain and report on the HR database of the project, be proficient to support with rapid reflex to prepare ToRs of different National Project Personnel and create/maintain a CV/resume roster of different expertise. Be acquainted and prepare all different types of contracts for personnel and vendors as per FAO regulation for the emergency and rehabilitation programme. Ensure that relevant FAO manual sections regarding personnel are fully adhered to; handling and keeping constantly updated all personnel files and filing system and handle all files with discretion and reservation on all personal matters; provide regular and timely information and feed-back regarding expiring contracts and their need for renewal; ensure that all personnel files are securely kept protected and stored safely; provide secretarial support to the project as requested.

Qualifications:

- Completion of higher education, supplemented with human resource service training and/or educational degree
- Minimum 3 years of work experience in administrative/human resources management
- Fluency (level C) in English (spoken and written) is a must; fluency in Bangla
- Conversant with computers, able to use MS Office software
- Discretion, courtesy and tact, good judgment and analytical skills. Ability to efficiently use computers, word processors and spreadsheets. Ability to work quickly and accurately. Ability to establish and maintain good working relationships with people from different nationality and cultural background

Logistics Assistant

Job description: The major deliverable of the incumbent is to provide logistical support in all events of the programme/project. The incumbent will be responsible for ensuring the logistical arrangements for the delivery of locally and internationally procured inputs to the project sites of the emergency and rehabilitation programme; follow up on custom clearances and paperwork to ensure timely receipt and in-country transportation of the goods to the warehouses; prepare a logistics plan for the delivery of inputs; maintain transport logs and organize car-pools and supervise duties of the drivers of the emergency and rehabilitation programme; assist in the preparation and organization of logistics and transportation arrangements for visiting missions, meetings, training courses and workshops as requested; organize the use and assignment of communication equipment, including mobile and satellite phones and codan radios for project staff/consultants and visiting missions. Ensure due compliance with MOSS/prescribed UNDSS security standard activities/usage of equipment.

Qualifications:

- Completion of high school education, preferably University degree supplemented with logistics training courses
- 3 years of work experience in logistics work, preferably with UN or INGO
- Working knowledge (level C) of English (spoken and written) and fluency in Bangla
- Conversant with computers, able to use MS Office software
- Ability to use computers and word processors. Ability to work quickly and accurately. Initiative, courtesy and tact. Ability to establish and maintain good working relationships with people from different nationality and cultural background

Procurement Assistant

Job description: The incumbent will assist in the procurement of goods and supplies from local and international suppliers adhering to FAO's procurement rules and procedures; keep records of all equipment and maintain a proper Asset Tracking system for all non-expendable items; prepare an annual inventory for the projects under the emergency and rehabilitation programme; maintain office equipment supply and a proper filing and easily retrievable system for Purchase Orders and Contracts issued for the procurement of goods and services; prepare tender invitations, attend Procurement Review Committee (PRC) bid evaluation meetings and prepare minutes for approval; maintain an efficient database on project procurements and liaise with the suppliers and contractors on deliveries of goods and services to the project target areas; monitor and ensure payments against Purchase Orders and Contracts upon satisfactory delivery; provide purchase information to allow the recording of financial commitments and expenditures in the respective budget; assist in timely clearances of supplies required for the delivery of emergency and rehabilitation activities.

Qualifications:

- Completion of high school, preferably University degree, supplemented with training courses in procurement
- 3 years of work experience in procurement work, preferably with UN or INGOs
- Working knowledge (level C) of English (spoken and written) and fluency in Bangla
- Conversant with computers, able to use MS Office software
- Good judgment and analytical skills. Ability to use computers and word processors. Ability to work quickly and accurately. Initiative, courtesy and tact. Ability to establish and maintain good working relationships with people from different nationality and cultural background

Secretary

Job description: Receiving and registering all in-/out-going mail; handle, prepare and keep records of all documents pertaining to staff travel and movement including UN-security clearances, visas, Internal and external Travel Authorizations (TAs); assist in liaising with different government Ministries/Departments; assist in arranging meetings, trainings and workshops and follow up with telephone calls and communication. Provide secretarial support as required; maintain working office management procedures ensuring smooth running of the office and its administrative structure; regularly update and maintain all addresses and contacts for the office, UN agencies, NGOs and other partners; maintain, update and report on filing/archiving for the programme/project.

Qualifications:

- Completion of high school, preferably University degree in commerce, management or human resources management
- At least 3 years of progressive work experience in a similar position
- Computer literate with good working knowledge of MS Word, Excel and fluency in both Bangla and English
- Reporting and Duration:** These positions report to the Emergency and Rehabilitation Coordinator of FAO overseen by the FAO Representative. The duration will be for an initial period of six (06) months. The contracts are renewable subject to satisfactory performance and availability of funding.

Application Guidelines

Interested candidates fulfilling the above competencies should apply with clear indication in the envelope to Asst FAO Representative (Operations), FAO Representation, House 37; Road 8; Dhanmondi R/A Dhaka. Applicant(s) should fill-up the Personal History Form (PH Form) from FAO web page www.fao.org. Applications with PH Forms may also be received by FAO through E-mail: FAO-BD@fao.org. FAO of the United Nations complies with standard work and security procedure of the UN, and maintains a non-smoking environment.

Any persuasion will disqualify the candidate; only short listed candidates will be invited for the interview; please write the position applied for on the top right hand corner of the envelope.

Women are particularly encouraged to apply.

কিস্তিতে রেডি দোকান
সম্পূর্ণ শীতাতপ নিয়ন্ত্রিত শপিং সেন্টারে মাসিক কিস্তিতে উত্তরায় ১২৫-৯০০০ বর্গফুটের রাজউক অনুমোদিত রেডিস্টোর বরাদ্দ চলছে।
যোগাযোগ: ০১৯১৪৪৯৬৬৮৮।

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অভিজ্ঞত এলাকা গুলশানে রাজউক অনুমোদিত নকশা দেখে দক্ষিণ-পূর্ব কর্ণার প্রটে বুয়ে নিন ২০০০, ২৬০০ ও ২৯৫৫ বর্গফুটের মাত্র ৩টি বিলাসবহুল ৪-বেড এর এ্যাপার্টমেন্ট।
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ASIAN UNIVERSITY FOR WOMEN

Vacancy Announcement

Director of Student Affairs: 1 Position

Will create policies, programs, and services that support the mission of the Access Academy, foster student development, and promote involvement in campus life; Will ensure that counseling and other student-focused programs are provided; Will organize social events and oversee student organizations.

Education and Experience

Bachelors from a recognised university, with at least five years of experience in the field of Student Affairs.

Administrative Coordinator for Access Academy: 1 Position

Will assist Executive Director (ED) of the Access Academy, and Executive Director of Recruitment and Admissions by providing critical, high-level support to enable them to optimize their time; Oversee the EDs' scheduling, develop internal and external communication, and serve as a resource both within and outside organization.

Education and Experience

Bachelors in any field from a recognized University; Fluency in English, Bangla (or another Asian language); Computer literacy, including word processing in English. Minimum 7 years' experience in similar capacity in reputable organization.

Receptionist: 1 Position

Attend all visitors at the front/ Information desk, determine purpose of contact, provide general information; Direct individuals to proper destination; Receive, distribute messages; Schedule appointments; Assist in preparation of forms; Ready mail for sending off/ distribute according to University procedures.

Education and Experience

Bachelors from a recognized University (may be relaxed for exceptional candidates). Fluency in English and Bangla, with computer skills. Minimum 3 years' experience in a similar role in a reputable organization.

Librarian: 1 Position

Develop plans to provide library services to the Access Academy and Asian University for Women; Perform all professional functions in managing a library in an educational institution; Direct operations and activities of the library; Help select and evaluate library materials and equipment.

Education and Experience

Masters in Library Science from a recognized University; Computer literacy with fluency in English and Bangla. Minimum 5 years' experience in a similar position at a recognised organization

Network Manager (IT): 1 Position

Ensure the efficient operation of university- wide computer network; Plan and implement its continuous development; provide IT services for both teachers and students on campus and beyond; Connect and manage computer equipment to the network for the University; Authorise server connections of relevant devices to the network; Manage acquisition, installation, and maintenance of University's local area and wider area network; Assess and recommend new products and services to senior management; Manage LAN/ WAN performance and security; Propose and implement policies and procedures for LAN WAN usage throughout the university.

Education and Experience

Bachelors in Computer Science from a recognized university; training in CCNA or equivalent; 3 years' relevant network experience.

Research Assistant: 1 position

Assist faculty with research in education; Maintain liaison with education institutions; Administer questionnaires, arrange and carry out interviews research sample; Maintain files and records, manually and on computer; Write up reports of research findings; Perform other duties related to projects assigned by research co-ordinator.

Education and Experience

Bachelors in Humanities/ Social or Natural science from a recognized University; Good interpersonal and communication skills with ability to work in team, using initiative. Fluency in English and Bangla, with computer literacy. Minimum 3 years' experience in a similar role in a reputable organization.

Security Officer

Enforce procedural rules and regulations; Ensure safety of staff, visitors, and property; Maintain security and safety of assigned area and personnel within; Develop and maintain SOP for safety against fire, flood, natural calamity, earthquake etc.; Coordinate, supervise fire drills; Supervise and coordinate details of duty of personnel hired for physical security of the site; Assist Senior Adviser when needed.

Education and Experience

Bachelors from a recognized university (may be relaxed in case of outstanding candidates); Fluency in English and Bangla in speech and writing; Reasonable proficiency in Computer skills; Good interpersonal skills. Ten years' commissioned service in army/ class one police service.

Access Academy Supervisor - cum - Housekeeper

Responsible for housekeeping, maintenance of cleanliness and hygiene of the Academy and food served therein; Liaise with food suppliers and ancillary services; Check hygiene and nutritional quality of food; Assign, supervise and inspect cleaning personnels' duties; Investigate complaints about housekeeping service, equipments, take necessary action; Train new employees, recommend dismissals; Coordinate with medical staff on health-related matters; Look after equipments, furniture, linen etc.; Monitor and maintain register of students' whereabouts; Take periodic inventory, recommend purchase of additional housekeeping supplies and equipment.

Education and Experience

Bachelors from a recognized Institution (may be relaxed in case of outstanding candidates). Fluency in English preferred. Minimum 7 years' experience in similar role at residential educational institution.

Nurse: 2 Positions

Perform nursing and other duties assigned by Superintendent; Carry out routine physical check of University members; Maintain health records of all University members; Deal independently with patients but respond to emergencies, recognize situations when doctor's attention is required, assist doctor with evaluation; Prepare patient-care plan; Observe, record condition of sick personnel; Check and administer drugs and injections; Maintain confidentiality of patients' record.

Education and Experience

Registered Nurse with degree from a recognized nursing institution. Fluency in English preferred. Minimum 7 years' nursing experience in a residential educational organization.

Office Help: 2 Positions

Perform day-to-day duties and other work assigned. SSC- qualified, some knowledge of English; Able to ride bicycle. Experience: Minimum 3 years in an office.

Instructor for Self-Defence & Physical Education: 1 position

Female candidates only
Provide physical education; Teach self-defence techniques to groups of students between 17 to 25 years; Design self-defence programs for enabling self protection against physical violence; Formulate and implement a curriculum directed at countering violence and risks to personal safety; Monitor campus security arrangements; Work with faculty and staff for safe, supportive environment for AUW campus.

Experience and Education

Bachelors, with minimum of 5 to 7 years of related work experience.

Cook

Procure, supervise, prepare ingredients to cook and serve meals; Maintain records of kitchen and dining equipment and store; Ensure cleanliness and hygiene of kitchen area food; Maintain kitchen discipline; Supervise work of kitchen- help staff, cleaning of equipment; coordinate with organisations responsible for catering meals, train staff in kitchen work, health and safety.

Experience and Education

Class VIII education; some knowledge of English; Minimum 7 years' experience in reputed organisation.

Kitchen Help: 4 Positions

Work in the kitchen under Cook's direction; Assist in procurement of food, keep records etc.; Maintain cleanliness and hygiene of kitchen, dining area and equipment. Female candidates only.

Cleaning Staff: 4 Positions

Female candidates only
Maintain cleanliness and hygiene of entire campus.

Driver: 2 Positions

Transport passengers in AUW vehicles. Able to operate cars, SUVs, minibuses efficiently; Help passengers board and descend from vehicles; Load/ unload luggage; Inspect vehicles regularly, minutely for efficient functioning of headlights, indicators, brake, brake lights, air-conditioner, indicator lights, mirror adjustment, tire pressure, windshield wipers, etc. to ascertain road worthiness; Clean vehicle and maintain optimum fuel level. May have to perform related duties.

Experience and Education

Minimum 26 years old with 8 years' driving experience. Valid driving licence with some knowledge of English essential; Willing to work flexible hours; Reference from previous employer essential.

Medical Officer

Part-time position to check and advise on health and related needs of all AUW members; Advise on food, nutrition and hygiene. ONE to TWO visits a WEEK to Access Academy, but be on emergency call 24/7.

Experience And Education

Registered medical practitioner with at least 10 years' experience in general medicine.

Resident Faculty: 1 Position

Report to VC, work closely with Office for Student Affairs in administration of Access Academy Halls of Residence; Help formulate and implementation Hall policies. Lead Residence staff and student leaders in management, operation of Residence budgeting and financial management; Oversee student activities and welfare; Maintain Residence discipline; Foster strong affiliation to AUW among all. Oversee Hall security, discipline, cleanliness, orderliness, etc. with the assistance of Residence staff; Advise student committees, help contribute ideas, initiate new activities, etc. to make committees excel. Required to live in free 3-bedroom apartment in the Residence, in lieu of payment for services rendered.

Detailed information/ job description of each position available at www.asian-university.org

Please send your resume with a cover letter summarizing your case for the position, with the job title on the cover letter.

Applications should be sent to the following address NO LATER than January 18, 2008

Women are encouraged to apply for all positions.

Asian University for Women

Road 2, House # 7,
Khulshi Hills (North), Chittagong

www.asian-university.org