

### JOB VACANCY FOR MANAGER of FINANCE

An International Development Agency working in Bangladesh invites application from suitable candidates for the position of **Manager of Finance (1 position)**

#### Job Summary

The Manager of Finance is a senior level position in the organization and is member of the Senior Management Team. S/he will be responsible for the overall financial management of the organization by directing all finance-related activities, supervising the financial team and providing support and guidance to partner NGOs to ensure strong financial management of our programs.

#### Key Responsibilities

- The Manager of Finance provides leadership to and oversees the planning, development, implementation, operation and maintenance of the organization's financial systems and procedures by:
  - Developing, implementing and maintaining the financial planning and budgeting process and ensuring budgets and long-term financial plans are prepared in a manner consistent with the corporate planning policy and process;
  - Keeping the general accounting practices and reporting current in design and application and modifying according to the needs of the organization and its major donors;
  - Monitoring and controlling cash management operations (including advances and expenditures) and overseeing the reconciliation of all accounts;
  - Preparing all financial year-end reports and final accounts for annual audit
  - Ensuring the timely preparation and delivery of all financial reports for donors and NGO Affairs Bureau;
  - Overseeing the administration of organization's payroll;
  - Providing training and capacity development support to staff and partner NGOs;
  - Ensuring regular communication with program units and other counterparts (i.e. NGO Affairs Bureau, banks, etc...)

#### Required Qualifications

- Master's Degree in Finance/Accounting with at least 5-7 years experience with the NGOs in financial management of which at least 3 years in managerial position;
- Excellent verbal and written communication skills in English & Bangla;
- Advanced Computer proficiency in MS Office, data management and especially in financial Software, e.g. ACCPAC;

#### Required Competencies

- Ability to provide leadership and support to finance team and partner NGOs
- A team player with demonstrated leadership capacity
- Excellent interpersonal and communication skills
- Strategic thinking and strong organizational and analytical skills;
- Ability to manage workload and meet deadlines
- Willingness to travel to the field for monitoring and training

Interested candidates should apply with a CV and a recent photograph by **January 20, 2008 to Post Box No.5093, New Market Post Office, Dhaka-1205**. Only short-listed candidates will be called for the interview.

Women are especially encouraged to apply

### VACANCY

#### National Programme Adviser, Programme Support Unit (PSU) / Planning Commission (PC)

The Project "Programme Support Unit, Planning Commission (PSU, PC)" is recruiting a National Programme Adviser for the project. The position is based in Dhaka. The project is a part of the Agricultural Sector Programme Support Phase-II (ASPS-II), which is being implemented by the Agriculture, Water Resources and Rural Institution Division of Planning Commission with support from the Danish International Development Assistance (DANIDA). The technical support of the project will be provided by an International Senior Adviser (SA) and a National Programme Adviser. Bangladeshi nationals, both male and female are invited to apply for the aforesaid position.

#### Mode of Appointment:

The National Programme Adviser will be recruited under PPR-2003, in consultation with the Royal Danish Embassy (RDE) for which a Committee has been constituted by the Planning Division.

#### Main Duties and Responsibilities:

The National Programme Adviser will work closely with the Project Director as well as the Senior Programme Adviser. He/she is accountable to the project authority. His/her key responsibilities are the following:

- To assess the needs of the sectoral policy planning, programme and project appraisal focusing on data requirement of the Agriculture Division.
- To review existing policies in relation to MDGs, PRS & MTBF and to recommend the measures to be taken for sustainable developments in the field of agriculture, fisheries & livestock and rural development.
- To provide guidance in conducting research, survey and study related to crops, livestock & fisheries and rural development sub-sectors.
- To prepare the agenda of the Programme Steering Committee (PSC) meetings on the basis of the recommendations made by the three component Steering Committees (CSCs).
- To provide guidelines to the components for effective implementation of the decisions taken by the PSC.
- To provide supports for conducting training programmes for the officials of the Agriculture Division (of the Planning Commission) in sustainable development, programme/project identification, design, monitoring and evaluation matter and to review the inception report prepared by the training institute and to modify it if necessary.
- To prepare the Annual Consolidated Progress Reports and Work Plan for ASPS-II.
- To maintain liaison with the components for getting necessary information required for better management of ASPS-II.
- To organize and assist the implementation of the day-to-day activities of the PSU/PC of the ASPS-II.
- To prepare the draft implementation plan for the PSU/PC and establish linkage among the activities of ASPS-II under crops, livestock & fisheries and rural Institution wings of Agriculture Division.
- Any other assignment given by the project authority as & when required.

#### Educational Qualifications and Experiences:

- Ph.D or at least Masters in Economics or Business Administration with training in MIS, ICT and HRM. High-level competency in English language, computing and report writing is desirable.
- S/he should have managerial and coordinating capabilities to establish strong linkages among the activities of ASPS-II in the field of agriculture and rural development.
- The National Adviser must possess strong communication and presentation skills in both English and Bangla. The Adviser must possess team working and team building qualities, and must have at least 15 years of extensive experience in development planning, policy making especially in the field of agriculture and other related fields with at least five years experience in development and implementation of training programme.
- S/he should have extensive experience in training programme development and implementation.

#### Terms of Employment:

The appointee will be on contract with the PSU/Planning Commission on full-time basis of PSU/Planning Commission project period (2007-2011). The Adviser will be stationed at Dhaka, but he/she will have to travel the programme areas.

#### Remuneration:

- The remuneration package will be based on experience and qualifications. Benefits will be regulated to follow the DANIDA service regulations for local staff.

#### Application:

- Applications including full CV, with a recent photo should be addressed to: The Project Director, Programme Support Unit, Room-18 (1st floor), Block-17 Planning Commission, Sher-e-Bangla Nagar, Dhaka-1207 and should reach by February 07, 2008 at the latest.
- The envelope must be marked "National Programme Adviser PSU/Planning Commission".
- Only short-listed candidates will be notified.
- Departmental Candidates should apply through proper channel.
- The authority reserves the right to reject any application without assigning any reason.

### GREEN DELTA INSURANCE CO. LTD. H.O: 2 DILKUSHA C/A, DHAKA-1000 CAR FOR SALE

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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 Nascom (Pvt) Limited by 3:00 P.M. on 14<sup>th</sup> January, 2008. The tender shall be opened in the Head Office at 4:00 P.M. on same day in presence of bidders, if present.

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- Be able to prepare drafts and correspondence independently on short dictations.
- Knowledge of shorthand is desirable.
- Having at least 5 years experience in assisting the Head of a reputed bank or multinational Company on multidisciplinary jobs relating to traveling, VISA matters and protocol services will get preference.

Attractive remuneration with full time transport will be provided. Interested candidates may send their detail C.V. with a recent P.P size color Photograph & copies of relevant certificates by 21/01/08 to bhh\_c@yahoo.com or C/O. The Daily Star, Box no. A-11, 19 Krwan Bazar, Dhaka-1215.

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### LOST

The original copies of import documents such as Bill of Entry, Bill of Lading, Invoice etc. of the World Bank Dhaka Office vehicles; registration nos. DJ 27-001, AJ 27-008, AJ 27-015, AJ 27-016 and AJ 27-018 have been lost. If found, please contact to the General Service Department at World Bank Office, Plot no. E-32, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207, telephone no. 8159001-28. A General Diary # 742 is already made with Tejgaon Police Station.

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## AZIM GROUP Employment Notice

Azim Group, a leading 100% export oriented manufacturing group in the field of Readymade Garment and Textile in Bangladesh having several industrial enterprises located at Dhaka, Narayangong, Savar & Chittagong with over 18,000 manpower in an excellent working environment, invites application from the deserving candidates for immediate appointment in the following position.

Position	Qualification	Experience	Age limit
Finance Director	F.C.A./A.C.A.	<ul style="list-style-type: none"> <li>10 (ten) years post qualified experience in large manufacturing industry preferably in RMG.</li> <li>Ability to run a team engaged in Accounts, Finance, Tax, Company matters etc.</li> <li>Leadership skill &amp; practical knowledge in accounting software.</li> </ul>	45-50 years

Attractive compensation package & benefits.

Interested candidates fulfilling the required prerequisites are requested to send their applications with C.V., two passport size photographs, copies of all academic and experience certificates to the following address on or before 20-01-2008.

Azim Group  
Scout Bhaban (3rd Floor)  
70/1, Inner Circular Road  
Kakrail, Dhaka-1000.  
hrdsavar@azimgroup.com.

## এসএমই নারী উদ্যোক্তাদের পণ্য মেলা-২০০৮



আয়োজনে

এসএমই ফাউন্ডেশন

৭৬ মতিঝিল বাণিজ্যিক এলাকা, ঢাকা-১০০০

মেলায় স্টল বুকিং এর জন্য আমন্ত্রণ

স্থান : বসুন্ধরা সিটি (৭ম তলা), পশ্চিম পাশ্চপথ, ঢাকা।  
মেলার সময়কাল : ১৪ ফেব্রুয়ারী থেকে ২৯ ফেব্রুয়ারী ২০০৮ ইং  
মেলার সময় সূচী : সকাল ১০.০০ টা থেকে রাত ৮.০০ টা পর্যন্ত (বুধবার মেলা বন্ধ থাকবে)  
অংশগ্রহণকারী : গুনগত মানসম্পন্ন পণ্য উৎপাদনকারী এসএমই নারী উদ্যোক্তা।

আবেদনের শেষ তারিখ : ২৭ জানুয়ারী ২০০৮ ইং (বিকাল ৫.০০ টা পর্যন্ত)

এসএমই ফাউন্ডেশনের উদ্যোগে নারী উদ্যোক্তাদের জন্য ১৫ দিন ব্যাপি আয়োজিত মেলায় গুনগতমান সম্পন্ন পণ্য উৎপাদনকারী নারী উদ্যোক্তাদের অনুকূলে স্টল বরাদ্দ দেয়া হবে। যে সকল নারী উদ্যোক্তা অপ্রচলিত পণ্য যেমন: চামড়া জাত পণ্য, বৈদ্যুতিক সামগ্রী, লাইট ইঞ্জিনিয়ারিং পণ্য, ডেকরেটিভ কাচের পণ্য, কৃষিজাত পণ্য, বাঁশ ও বেতের আসবাবপত্র, ড্রাই ফ্রাওয়ার, প্রক্রিয়াজাতকৃত খাদ্য, ইমিটেশন জুয়েলারি, হারবাল পণ্য ইত্যাদি উৎপাদনের সাথে সংশ্লিষ্ট উদ্যোক্তাদেরকে অগ্রাধিকার দেয়া হবে।

মেলায় স্টল সংখ্যা সীমিত হওয়ায় আগে আসলে আগে পাবেন ভিত্তিতে স্টল বরাদ্দ দেয়া হবে। আবেদনপত্র এবং প্রয়োজনীয় তথ্য এসএমই ফাউন্ডেশন, ৭৬ মতিঝিল বাণিজ্যিক এলাকা, ঢাকা অফিস থেকে সরাসরি সংগ্রহ করা যাবে। এছাড়া এসএমই ফাউন্ডেশনের ওয়েবসাইট [www.smef.org.bd](http://www.smef.org.bd) থেকেও আবেদনপত্র সংগ্রহ করা যাবে।

এসএমই ফাউন্ডেশন যেকোন আবেদনপত্র/প্রস্তাবনা বাতিলের ক্ষমতা সংরক্ষণ করে এবং অংশগ্রহণকারী নির্বাচনের ক্ষেত্রে এসএমই ফাউন্ডেশনের সিদ্ধান্তই চূড়ান্ত বলে বিবেচিত হবে।

যোগাযোগ: 9566704, 01712057735, 01714088289, 01553535040, 01712087305



Save the Children  
USA

Save the Children, by mobilizing citizens throughout the world, envisions a world in which every child is ensured the right to survival, protection, development and participation as set forth in the UN Convention on the Rights of the Child.

## VACANCY ANNOUNCEMENT

Save the Children-USA, an International children and women focused organization invites application from qualified and experienced candidates for the following positions.

#### 1. Manager-Audit (01 position based in Dhaka)

This position is responsible for ensuring and checking the existence of internal control environment within the functional cycle of the organization. Other functions include reviewing economy, efficiency, and effectiveness of the operation, compliance with laws, regulations and management policies, directives, and other internal requirements in addition to system design and development. This also requires 20% of agency-wide responsibility in auditing. **Minimum Requirements:** Master Degree in relevant field with additional professional certificates on CA/CPA/ACA or relevant. At least 07 years of relevant working experience (e.g. audit, accounting, financial analysis, information system) with at least 03 years of experiences as internal auditor. Excellent knowledge and working skills on internal control system and risk management, financial analysis, system design and development, and high proficiency in communication skills (both verbal and written) are essential.

#### 2. Deputy Program Manager-ARSH & SHN (01 position based in Dhaka with at least 40% field visit)

Main responsibility of this position is to ensure effective planning, overseeing, guiding and managing implementation of health (ARSH & SHN) programs in various locations of the country. As one of the key technical persons, s/he will provide field based staffs with adequate supports in adolescent development and school health program for planning and quality programming. This position will also require to coordinate program matters with different GO/NGOs/private sector agencies at local, regional and central levels for better cooperation, representation and advocacy. **Minimum Requirements:** Master degree in social science/public health or equivalent, additional professional certificates/training on PRA/PLA, life skills, program management, and at least 7 years work experience in public health field are required. Excellent knowledge in Adolescent Development/Reproductive & Sexual Health program management, School Health Nutrition and its inter-linkages with different development interventions and skills in managing those interventions are essential. Good writing & presentation skills and hands on computer proficiency are equally required.

#### 3. Driver (01 position in Dhaka & 01 position in Sylhet)

This position is mainly responsible for driving safely and maintaining vehicles properly. **Minimum requirements:** Secondary School Certificate passed. Must have valid laminated driving license on heavy duty vehicles. At least 5 years driving experience in heavy duty and light vehicles, sound technical knowledge in vehicle engine, maintenance and traffic rules, able to understand and speak basic English and willingness to be posted in field area if required.

SC-USA offers very attractive and competitive salary and benefit package. Candidates meeting the above requirements should send their CVs mentioning two names of professional referees along with a cover letter to The Director, HRD, Save the Children USA, House No. 1A(2), Road No. 91, Gulshan-2, Dhaka -1212 by **January 20, 2008**. Only short listed candidates will be invited for interview. Please write the position applied for at the top of the envelope. **Women are especially encouraged to apply.**