

VACANCY ANNOUNCEMENT

ICDDR,B invites applications from suitable candidates for the position of **Senior Human Resources Officer** with Human Resources under the Executive Director's Division at Dhaka. The appointment will be made on a fixed-term basis for 2 years, which may be renewable depending on performance and availability of funds.

Salary - Annual Salary - Tk.362,780/- 14,930/- 541,900/- inclusive of house rent and conveyance allowances with other admissible benefits. Higher starting salary may be offered to highly competent candidate.

Benefits/facilities - 14.8% retirement fund contribution by the Centre, Children allowance @Tk.1,420/- per child per month, medical facilities for dependent spouse and children, free group life insurance, and subsidized transport, canteen, day care facilities.

Job Profile

- Primarily responsible for assisting recruitment and selection process of staff;
- Representing Human Resources in Interview Board;
- Preparing weekly/periodical status reports;
- Interaction/Coordination with Principal Investigators/Office Managers;
- Maintain personnel files, filing and mailing.



KNOWLEDGE FOR
GLOBAL LIFESAVING SOLUTIONS

Requirements

- MBA with major in HRM;
- 5 years working experience in Human Resources management in a reputed organization;
- Excellent interpersonal skills and team player;
- Excellent skills in MS Office;
- Strong verbal communication skills;
- Ability to work under pressure;
- Ability to prioritize tasks and meet deadlines;
- Proficiency in written and spoken English and Bangla.

Interested candidates who fulfill the requirements should submit **online applications** using ICDDR,B website; however, candidates may also submit applications with bio-data detailing experience and other particulars along with a recent passport size photograph to **Manager, Human Resources, Box No. A-17, C/o. The Daily Star, 19, Kawran Bazar, Dhaka-1215** by **February 10, 2008**. The internal candidates must mention their ID #s in the applications.

Special information

ICDDR,B is an equal opportunity employer and particularly welcomes applications from women candidates. Any persuasion will disqualify the candidature. Only short listed candidates shall be invited for the interview. Please indicate the position applied for at the top of the envelope.

Visit ICDDR,B website on: www.icddr.org

INVITATION TO BID

The American Embassy in Dhaka requires the operation and management of guard services in order to prevent unauthorized access, protect life, maintain order, deter criminal attacks against employees, dependents and property and terrorist acts against all U.S. assets and prevent damage to Government property. The Contractor shall furnish managerial, administrative and direct labor personnel to accomplish all work as required in the contract. The estimated number of hours of guard services required for each year is **672,000**. Any resultant contract will contain a base period not to exceed 12 months and for 12 months optional periods of performance.

In order to obtain the solicitation package, please forward a request to e-mail # proedhaka@state.gov. You can also download the solicitation package from the Embassy Internet website: <http://dhaka.usembassy.gov>. Please note that the bid package will be available from **February 19, 2008**.

The offers are due to the **Contracting Office, GSO Center, American Embassy, Baridhara, Dhaka** on or before **April 20, 2008**.

Employment Opportunity

SUPRO (www.supro.org) is looking for following professionals to be employed in "Debt Cancellation and Essential Service Campaign":

Program Coordinator: One position

The position requires the ability to implement the project independently. The job requires Masters in Social Science with five years experience in development management and ability to communicate logically in national and international level. S/he should be fluent in speaking and writing in English and Bengali and having skill in computer literacy. Age between 30 to 40 years. Salary within the range of Tk 30 to 40 thousands/month.

Associate Program Coordinator: Two Positions

The position requires supporting Program Coordinator to implement the project and to maintain liaison with network members as well as various stakeholders. The job requires Masters Degree with minimum of three years of experience in development management. Age between 25 to 35 years. Salary within the range of Tk 20 to 25 thousands/month.

Finance Officer: One Position

The position will manage finance and administration of the network requires quality financial reporting skills. The job requires Masters Degree in Accounting or CA course having minimum 3 years experience. Age between 25 to 35. Salary within the range of Tk 9 to 10 thousands/month.

Interested applicants are requested to apply with a CV limited in three pages includes contact phone no and email address with two non relative referees by 7 February 2008 to the following email address <info@supro.org>, along with a hard copy to following address;

Chairperson, SUPRO
House 8/19, Sir Syed Road, Mohammadpur, Dhaka -1207.

GREAT OPPORTUNITY !!! GREAT OPPORTUNITY !!! GREAT OPPORTUNITY !!!

To be Enlisted as PRE-QUALIFIED VENDOR with UNDP, Bangladesh

EXPRESSION OF INTEREST (Enlistment)

ICT Equipments, Office Machinery,
Electrical Equipment and Home Appliances



UNDP is looking for potential Organisations/Firms/Companies for enlisting as Pre-qualified vendors/suppliers for various ICT Equipments, Office Machinery & Equipments, Electrical Equipment and Home Appliances for its Country office and many other multi-donor funded projects all over the country.

Form collection: Please visit the website www.undp.org.bd/bc/procurement.html to download the Bidding Instruction and required Detailed Specification (in the respective areas). Same documents could also be collected from UNDP Reception located at IDB Bhaban (14th Floor).

Evaluation Process: The procurement process shall be conducted according to the rules and regulations of the United Nations Development Programme (UNDP). Pre-qualified Organisations/Firms/Companies will be further contacted by UNDP as and when necessary. UNDP reserves the right to accept or reject any Expression of Interest without showing any reason. Nothing in this EOI can be taken to form a binding legal Contract.

Proposal/Bid Submission: Each envelop should indicate "EOI-ICT Equipments/Office Machinery/Electrical Equipment & Home Appliances" on the top left hand corner and the completed, sealed envelopes should be submitted before close of business on **14 February 2008** to the following address:

The Business Centre Manager,
Business Centre, UNDP, Bangladesh
IDB Bhaban (14th Floor), Sher-e-Bangla Nagar, Dhaka-1207



EUROPEAN UNION

Delegation of the European Commission

Plot 7, Road 84, - Gulshan - DHAKA 1212 - Bangladesh

VACANCY ANNOUNCEMENT

The Delegation of the European Commission in Dhaka, Bangladesh announces the vacant position for a **Programme Officer - Health** (Post No. 21 094, Local Agent - Cat. 1) to strengthen the Operations 2, Cooperation Section.

Job description

Project/Process Management:

- Carry out all tasks arising in the various stages the project cycle including identification, appraisal, preparation of Financing Proposals and Agreements, preparation of calls for proposals and tenders, shortlists and award of contracts, approval of annual work plans, follow-up on implementation, monitoring, evaluation and audit, and dissemination of results.
- Develop strategies and approaches for problem solving and present alternative options to the relevant decision makers.
- Draft all relevant types of documents - e.g. letters, notes, draft decisions - required in the internal exchanges of the European Commission and for communication with external partners.
- Carry out all project related tasks in the European Commission's electronic project management system.
- Contribute to the smooth functioning of the administrative section, in which she/he will be positioned, and to finding solutions to all types of procedural/ administrative/ logistic issues related to the implementation of projects or the functioning of the section.

Technical Analysis and Advice:

- Assess the implementation of projects and programmes and propose management steps to assure the highest achievable level of effectiveness and cost efficiency.
- Follow and actively participate in the internal and external discussion on policies and strategies in the health sector.
- Contribute to assuring the consistency of all actions with the relevant policies of the European Commission.
- Support the management in maintaining all project and programme activities aligned to the policies of the Bangladesh Government and international principles of best practices.

Co-ordination and Consultation:

- Actively participate in all relevant internal co-ordination activities and support the continuing efforts towards improving quality and efficiency.
- Represent the Delegation towards Government and international donors and - whenever requested - negotiate on behalf of the Delegation with government agencies, NGO's, other donor agencies, companies and other organisations.
- Contribute to the Delegation's external communications with the public by presenting the activities of the Delegation to third parties.

Budget, Finance & Contracts:

- Verify the financial and budgetary aspects of projects and or programs related to tendering, contracting and implementation and assure the full compliance with EC rules and regulations.
- Prepare and negotiate grant, service and supply contracts

Other Duties:

- Undertake any other assignment that may be requested in view of the efficient functioning of the Delegation.

Profile

University Degree in Public Health, Social Sciences, (Health) Economics or a similar field
Minimum 5 years of relevant working experience. Excellent knowledge of English and Bangla (other languages would be an asset). Pro-active attitude and commitment to problem solving. Must be able to fit into a multicultural environment. Proficiency in Word, Excel, Outlook and PowerPoint. Age limit 56.

Conditions offered

A contract of employment will be concluded for an open-ended period, subject to a successful completion of a 6 month probation period. Employment is expected to start as soon as possible. A competitive salary will be offered to the suitable candidate, based on the salary-grid for Local Agent Group 1 in Bangladesh, depending on number of years of relevant professional experience, plus transport allowance, provident fund and sickness insurance.

Application should include detailed CV (EC format- see <http://www.delbangladesh.eu>) with three professional references, without copies of degrees and employment certificates at this stage and a cover letter describing your motivation, to be sent to Michel De Knoop, Head of Administration, Delegation of the European Commission, Road 84, House 7, Gulshan 2, 1212 Dhaka under sealed envelope marked with "LA: Health Programme Officer". The deadline for receiving applications is **Wednesday, February 20, 2008**. Only short listed candidates will be contacted.

The European Commission is an equal opportunities employer and a smoke-free work environment. We welcome applications from suitably qualified individuals, regardless of race, gender, sexual orientation or disability. All applications will be treated on merit and in strict confidence. Any attempt to influence the process of selection will result in immediate disqualification of the recommended applicant.



Career Opportunity with UTAH

one of the most reputed organizations in Bangladesh Garments Industry with Spinning, Knitting, Dyeing, Knit & Woven garments, Printing, washing & Labels making factories. Utah Group is looking for smart, intelligent, energetic & result oriented personnel for its **Merchandising Division**:

Merchandising Manager:

Candidate having experience on Woven will be given preference. Person should be able to do Woven Pant/ Shorts consumption and costing of accessories across the table. If experience in Knit only will be hired, if found very strong on Knitting from yarn to Garment Costing.

Senior Merchandiser:

Applicant must have 07-08 years experience in Woven /Knit. Should be on Top in costing of woven Garments, sample handling, raw materials handling. Must have thorough knowledge on fabric and able to manage account / buyer independently.

Trainee Merchandiser:

Applicant must have "O"/ "A" level or B.Sc/Diploma from BIFT or Pearl Academy of Fashions or Bangladesh Textile Engineering Institute (BTEI) with excellent communication and interpersonal skills as well as relevant computer skills required for the position. Female candidates are encourage to apply.

Please apply for the position of **Merchandising Manager & Senior Merchandiser** with detailed CV with recent 2(two) copies of photograph mentioning position on **Top of the Envelop** within 4 (four) days and for the position of **Trainee Merchandiser** may come for **Walk-in-interview** on **04th February, 2008** between 10:00am to 05:00pm. with detailed C.V. including photograph to the **HRD, Utah Group of Companies, Road# 03 House # 06, Dhanmondi R/A, Dhaka-1205**.

actionaid

End poverty. Together.

ActionAid is an international anti-poverty agency working in over 40 countries, taking sides with poor people to end poverty and injustice together.

ActionAid is looking for suitable candidates for the following positions for its Bangladesh Country Program:

Programme Officer - Creating Adolescents' Opportunities Theme

Key Responsibilities : Responsible for facilitating thematic activities, mobilizing grass root level people, and campaign for creating adolescents opportunities, contribute in partnership management, maintain proper and accurate documentation on thematic activities, report and contributing in develop, organize training, workshop & conference, networking, campaigning and advocacy at different levels and ensuring thematic issues/agendas.

Key Qualification and competencies : Masters in Social Science/English. Minimum 2 years working experience with community and organizations focused on adolescent issues.

This is a permanent position.

Salary : Starting at Taka 26,250/- plus other benefits (i.e. Provident Fund, Gratuity, Two Festival Bonuses, Group Insurance and Medical insurance).

Associate Programme Officer -Creating Adolescents' Opportunities Theme

Key Responsibilities : Responsible to contribute in partnership management, maintain proper and accurate documentation on thematic activities, report and communication materials as and when necessary, organize training, workshop & conference, and ensuring thematic issues/agendas.

Key Qualification and competencies : Masters in Social Science/English. Minimum 1 year working experience with community and organizations focused on adolescent issues at grass root level.

This is one year contractual position

Salary: Starting at Taka 20,750/- plus other benefits as per organizational policy.

Associate Coordinator - Identity & Resource Mobilization

Key Responsibilities : The person will be responsible to build strong and effective media relations, document and publish communications materials like news letters, identity briefs, thematic briefs, year planners, calendars etc, write press releases, press notes and features for media, compile case studies and with good photographs, maintain contact and funnel information of ActionAid Bangladesh Country Programme to ActionAid International, maintain website and provide support to programs, campaigns and emergencies of the

Key Qualification and competencies : Masters Degree in Mass Communication & Journalism/Media Studies. Minimum 4 years working experience in media relations & publications.

The incumbent must possess excellent inter-personal & communication skills, excellent writing (both English & Bangla) skills, and must be a team player.

This is a permanent position.

Salary : Starting at Taka 34,000/- plus other benefits (i.e. Provident Fund, Gratuity, Two Festival Bonuses, Group Insurance and Medical insurance).

If you meet the above criteria, please apply with an updated CV along with a contact address of two referees on or before **14 February 2008** to:

The HR Department,
ActionAid Bangladesh PO Box # 6107,
Gulshan Post Office, Dhaka 1212

Applicants having e-mail access could provide a soft copy of their CV to aab.jobs@actionaid.org
[Any personal persuasion/phone call will result in disqualification of the candidature]

Opportunity

ActionAid International Website: www.actionaid.org