

STENOGRAPHER WANTED

A leading organisation invites applications for Stenographer. Experienced persons having shorthand and typing speeds in English of 80 and 50 w.p.m. respectively with proficiency in word-processor should apply with full bio-data and photo. Excellent salary and other benefits will be offered. Applications must reach Box No D-02 C/o. The Daily Star, Dhaka, latest by the 20th February, 2008.

Tuition Wanted

An experienced English medium school teacher wants to teach students from Std V-VIII. Crash program for the students of O/A Levels in "Chemistry", "Biology" and "Human Biology" with the possibility of "A". 01720611122. C-395

Tuition Wanted

Boardstand Ex-Mirzacadet & MBA (IBA), Accounting, Economics (O/A Level), BBA/MBA Admission. # 01711-645667, # 01711-406306 C-390

To-Let

Dream Penthouse
A Fully furnished luxurious living place in Bandhara DOHS. Foreigners are preferable. Contact: 01818 654 514

HD Camcorder for Sale

Brand new Panasonic HDC-SD5 camcorder for sale. This is the world's smallest High Definition Camcorder (Better than DVD format). Call 01552540736 for further details. C-393

Land for Sale

12 Bigha (3 Acres), High Non Agricultural land on 300 feet wide Purbachal Road for sale. Price Tk. 200 mil. Call Moniruzzaman Mob: 01678010480, 01678010491

LAPTOP FOR SALE

Brand new Toshiba satellite laptop for sale. Please call 01552540736 for configuration details and pricing information. C-392

Opportunity to be Enlisted as PRE-QUALIFIED VENDOR with UNDP, Bangladesh

EXPRESSION OF INTEREST (Enlistment)

Computer Software, Consumables of IT & Office Equipments and Stationeries



UNDP is looking for potential Organisations/Firms/Companies for enlisting as Pre-qualified vendors/suppliers for various Computer Software, consumables of IT & Office Equipments and Stationeries 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 - Computer Software, Consumables of IT & Office Equipments and Stationeries" on the top left hand corner and the completed, sealed envelopes should be submitted before close of business on **24 February 2008** to the following address.

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

With people's Participation, A People's Hospital is Fast Emerging



Why are you delaying? Please contact immediately

Ahsania Mission Cancer Hospital

Dhaka Ahsania Mission House # 19, Road # 12 (Old), Dhaka, Dhaka. Phone: 8119311, 8119312, 8119313, Fax: 8113010 Mobile: 01552-462738, 01713-038842 E-mail: dhambgd@bdonline.com

সিরাজুল ইসলাম চৌধুরী সম্পাদিত
অনুশিষ্ট
সাহিত্য-সংস্কৃতির ত্রৈমাসিক
ষষ্ঠ বর্ষের দ্বিতীয় সংখ্যা প্রকাশিত হয়েছে
স্টলে খোঁজ নিন / গ্রাহক হোন
প্রতি কপি ৩০ টাকা
বার্ষিক চাঁদা (সডাক) ১৫০ টাকা
৬২/১ দানমন্ডি আ/এ
সড়ক ১২/এ ঢাকা ১২০৯
ফোন ৯১৩৪৪৯৯

VACANCY ANNOUNCEMENT

A large well-reputed health care organization working for the last thirty-two years wishes to recruit the following professional for its Head Office in Dhaka. The company seeks a high caliber candidate who would join us and meaningfully contribute to efforts to reach the organization's goal.

MONITORING & EVALUATION COORDINATOR

The incumbent will be responsible for planning, coordinating and implementing monitoring and evaluation activities of different programs, ensuring reliable flow of information and data whenever necessary and playing a significant role in reporting to the donors. He/she will also coordinate to assess the impact of the program activities and make necessary recommendations for its further improvement.

Qualification and Experience

- Masters in Statistics/MBA in Marketing. Having MPH will be an added advantage.
- Minimum 5-7 years experience in monitoring & evaluation activities preferably in the health sector.
- Ability of quantitative/qualitative analysis with excellent writing skills.
- Excellent coordination and presentation skills.
- Excellent command over English and Bangla languages.
- Should be hard working and willing to travel throughout Bangladesh.
- Should be familiar with Microsoft Office Application Suite and SPSS.

Competitive salary and benefits will be offered to the deserving candidate.

Prospective candidates may apply in strict confidence with detailed CV and two copies of recent passport size color photographs by **February 21, 2008** to Post Box No. A-22, C/o Daily Star, 19 Karwan Bazar, Dhaka.

Please mark the position applied for, on the top of the envelope.

* We are an equal opportunity employer

FLATS FOR SALE

With highest facilities

at Kalabagan Sizes: 1220-1920 sft.

Facilities:
40% free space, Children Play Ground, Fitness centre, Prayer room, Multipurpose hall, Day care centre, Walkways, Roof top garden, Basketball court etc.

Ph: 8111442, 8116764, 9117637, 8151280, 8128783, 9112148

মাত্র ২০,২০০ টাকা প্রতি ড্রাম

LUBZONE LZ 506 (HD 30/40/50) কৃত্রিকৈটিং তৈলের বিশেষ হ্রাসকৃত মূল্য ২০,২০০.০০ টাকা প্রতি ড্রাম (২০৫ লিটার)। কেবল মাত্র বন্যা ও সিডর আক্রান্ত এলাকার কৃষক আইদের জন্য। বিশেষ দ্রষ্টব্য: শর্ত প্রযোজ্য।
ফোন: ০২-৯৩৫৮৭৮৩, ৮৩৩২৬৮৬, ০১৭১২-৫৭২৪৬০, ০১৭২৭-৭৬০৭১৪, ০১৭৩১-৮০৭৯২৮, ০১৭৩১-৮০৭২৯৩

এশিয়াটিক অয়েল কোম্পানি লিঃ

Career Opportunity

Front Desk Executive: We are looking for young, innovative, energetic and smart female candidate for the following position of our Buying House at Uttara.

Deserving candidate can be offered better remuneration.

Requirements:
Graduate/Masters in any Discipline from a reputed University. Excellent communication Skills both spoken and written English. Good computer Skills. Smart, Good looking Intelligent and unmarried (preferable). Age maximum 30 years.

If you think you are the right person, we are looking for, Please attend on Walk-in interview with CV on February 15, 2008 at 10:00 AM to the following address:
8 Mohakhali C/A (2nd Floor), Dhaka 1212.

Notice for Handling of Un-Delivered Cargo

Notice is hereby given to all concerned that the below shipment will be auctioned by OOCL (HK) Ltd. on or after 16 Feb 2008:

Bill of Lading No. OOLU3008479460

Container No. OOLU5610657/40' HC

Date of arrival in Hong Kong: 24 Oct 2007.

Please feel free to contact Mr. Taherul Islam at

Tel: 9893969, 8855961, 9861247 if any objection or concern in regard to above action.

C-396

**Presidency University
M H School of Business
Professional Development Program Unit
offers Training Program on**

Strategic Selling Skills
Saturday, 16th February 2008
9:30 am - 5:30 pm

Contents:
• Successful Selling in a World of Constant Change
• Strategy and Tactics Defined
• Setting the Account Strategy: Four Steps to Success
• Your Strategy Blueprint: The Six Key Elements of Strategic Selling
• From Analysis to Action
• Effective Customer Development Tools: Direct & online Marketing
Target Audience: The workshop is suitable for Sales Executive or Sales Officer (entry-level to mid-level) in the Sales & Marketing department, Business Professionals and Students.

Effective Team Building and Leadership
Tuesday, 26th February 2008
9:30 am - 5:30 pm

Contents:
• Nurturing positive attitude about the colleague: Positive Thinking, Lateral Thinking, Creative Thinking
• Planning, Time Management, Communication Process
• Problem Solving & Decision Making: Sense of Accountability, Respect to others view, Leadership Approach
• Objective Setting: Thinking ability beyond the border
• Determining the Team Attitude of the Leaders: Developing the subordinates Practicing Ethics & Values
Target Audience: The workshop is suitable for business executives, Professionals, NGO personnel.

Resource persons: Renowned resource persons from practical fields will conduct the programs. Fee: @Tk.2,250/- per person (including tuition, class materials and meals) (Certificates will be awarded at the end of the session)

Registration: On first-come first-served basis. Seats are limited
Contact: Professional Development Program Unit
Presidency University, 11A, Road # 92, Gulshan-2, Dhaka
Tel: 8831182-4, 8857617-8, Ext-600, Cell: 01914-569576
E-mail: nhasan@presidency.edu.bd

JOB VACANCY



Action on Disability and Development
Working with Disabled People to Promote Human Rights

Action on Disability and Development (ADD) is a UK based international organization working with organizations of disabled people in 12 countries to promote human rights of all disabled people and to ensure social justice. In Bangladesh, ADD is operating in 28 districts both through organizing grass-roots disabled people directly and partnerships with 96 community based Disabled Peoples Organizations (DPOs) (giving small grants) in 2007. ADD is searching for the following senior management position for immediate recruitment.

Financial Controller

This is a senior management position, leading a team and reporting directly to Country Director. The post will be based in Dhaka with regular travel to ADD district offices. In addition to monthly salary, other benefits such as provident fund, festival bonus, gratuity, group & health insurance tax are admissible for this position.

Key Responsibilities:

- Ensure in close co-operation with the Country Director that an appropriate financial policy framework is in place to guide ADD's financial decision making.
- Produce a five year organizational budget and prepare budget forecasts
- Produce plans, budgets and human resource requirements for the Finance and Administration Department to support the five year rolling plan
- Include maintenance and management of a suitable accounting system, insurance, banking procedures, salary rolls and all other routine financial management procedures
- Facilitate payments of grants to partners as indicated by current agreed budgets.
- Prepare financial management information, interpret present accounts and financial reports
- Work with Country Director in managing donor contracts, grants and accounts to funders.
- Ensure internal controls are in place and financial information prepared for auditors
- Line management finance and admin staff as necessary and conduct performance appraisal

Person Specification:

The Financial Controller must have the ability to work with minimum supervision and be confident in dealing with partner organizations and staff of ADD. The person must be flexible and be prepared to work the necessary number of hours in order to get the job done. Skills and abilities include the following:

- At least 10 years relevant experience and proven background in financial management of development programme; CA pass will be an advantage
- Administrative skills to manage staff, procurement, transport and asset of the organization
- Communication skills for the effective management of programme and report writing.
- Computer literacy: be skilled in operating spreadsheet and Accounting package Tally
- In-depth understanding or personal experience of disability is desirable

Applicants are requested to send their CV (3 pages) in compliance with person specification and a brief note (not over 2 pages) explaining why they are suitable for the position by **24 Feb 2008** by e-mail: jobs@add.org.bd or hard copy to: Action on Disability and Development (ADD), House No. 56, Road No.11, Block C, Banani, Dhaka-1213. We especially encourage disabled people and women to apply. Only short listed candidates will be called for interview

NAVANA GROUP

Brand your career with TOYOTA

NAVANA LIMITED, the flagship company of Navana Group, is the sole distributor of TOYOTA, HINO brand automobiles and GOODYEAR Tires in Bangladesh. Navana Limited (Toyota) offers a brilliant career path with attractive salary and compensation packages for deserving candidates. If you are a highly COMMITTED professional with uncompromising ATTITUDE to fulfill the TASKS, under most CHALLENGING and highly COMPETITIVE environment, you are the person we are looking for to fill the following positions in TOYOTA SALES OPERATION:

◆ **Management Trainee (Sales)**

Major Responsibilities:

- ◆ Coordinate with sales, marketing & service team for serving customers promptly,
- ◆ Make promotional programs effectively by increasing customer base,
- ◆ Contact and visit customers for expansion of market share through sales,
- ◆ Identify prospective customers and treat them with special care,
- ◆ Assist clients in arranging bank loans, registration, other supports & formalities,
- ◆ Coordinate with customer service department for timely vehicle delivery and after sales service,
- ◆ Follow up existing customers for strengthening relationship,
- ◆ Ensure prompt attention to customers as per their requirements,
- ◆ Implement sales plan & strategy, customer service etc.

Requirements:

- ◆ BBA/ Graduation in any discipline from any reputed university,
- ◆ Fresh Applicants are encouraged to apply,
- ◆ Highly self-motivated, assertive team player and hardworking,
- ◆ Should be smart, dynamic and target oriented,
- ◆ Should have good command over English & sound computer proficiency,
- ◆ Fascination & knowledge on automobiles,
- ◆ Age should be within 28 years,
- ◆ This is an equal opportunity for both Male & Female Candidates.

Candidates fulfilling the above requirements may apply in confidence through the website: career.navana.com or send an updated resume with a recent color passport size photograph on or before **February 25, 2008** marking the name of the position on the top of envelope to the following address: **Corporate HR & Admin Division, Navana Group, Navana Toyota 3S Center, 205-207, Tejgaon I/A, Dhaka-1208.**

* REQUEST OR RECOMMENDATION IN ANY FORM SHALL BE TREATED AS DISQUALIFICATION *

Navana Limited
www.navana.com | www.amartoyota.com

CAREER OPPORTUNITY

**ট্রেডসওয়ার্থ লিঃ
Tradesworth Ltd.**

We are a group of Companies working in the field of Medical Diagnostics, Quality Control, Research & service. Medical/Pharmaceutical/Agricultural/Fisheries/ FMCG/ Universities are looking for appropriate technical persons for following positions.

Regional Sales Manager LAB Medicine:

- Graduate or Master in Zoology/Botany/Chemistry subjects.
- Must have atleast 10 years experience with reputed Pharmaceutical companies, minimum as Sales Supervisor, to be posted in Dhaka.

Institution Sales Executive

- Graduate or Masters in Science/Commerce
- Must have atleast 2 years experience in Govt/Private Tender business related jobs in Medical & Pharmaceutical fields, to be posted in Dhaka.

Territory Sales Officers for Diagnostics:

- Graduate or Masters in any Science subject.
- Preferably 1 year experience in Pharmaceutical or Diagnostics sales.
- To be posted in Dhaka/Chittagong/Bogra/Pabna/Feni/Dinajpur/Moulavibazar/Rajshahi/Kushtia & Bhola etc.

Regional Service Engineer

- B.Sc/M.Sc Physics/Electronics/Graduate/Diploma/Electrical Engineer from a reputed University/College.
- Preferably 1 year experience in service related job with Medical/Electronics Instruments in a reputed organization, to be posted Dhaka or any where in Bangladesh.

Territory Officer (Application Supports)

- B.Sc/M.Sc in Biochemistry, Chemistry, Microbiology, Biotechnology.
- Preferably 1 year experience in handling operation of Electro Medical/Quality Control Instrument in Hospital/Pharmaceutical Companies to be posted in Dhaka.

Human Resources/Administrative Officer

- Graduate in any Discipline in 2nd class.
- Preference shall be given to persons with law Degree.
- 1 year experience in HUMAN Resources or administration field, to be posted in Dhaka.

Sales Representative for FMCG Products:

- B.Sc Graduate in any Discipline.
- Candidate with 1-2 years experience in sales promotion job with any reputed consumer product suppliers to be posted in Dhaka.

All the above position carry attractive salary, fringe benefits like Gratuity/Provident Fund/Group Insurance with excellent chances of career development.

Deserving candidate may be provided with Free accommodation/accommodation allowance if posted outside Dhaka and Technically qualified persons may have immediate chances of training abroad.

Please apply with Resume, Testimonials/Photographs latest by 18 February, 2008 to GPO Box No. 3261, Dhaka.