

## Career Opportunity

1. **Female Instructors** to teach US Office Professional system for immediate employment. We will train the instructors and provide constant help during actual instructional assignment. Computer literacy required. BBA/Bachelor Degree & good fluency in English. 2. **Market Development Officers** (Female/Male) for seeking participants in professional system training. We will train selected candidates. Must be O/A Level. Apply with detailed CV, Two copies of recent passport size photographs by 15th February, 2008 at the following address:- Managing Director, Sing-Bangla Trade & Training International Hassan Holdings, 52/1 (7th floor), New Eskaton Road, Dhaka-1000. Phone: 9341472, Fax: 9341607, E-mail: sing\_bd2007@yahoo.com



**"ALL ABOUT YOUR SKIN"...**

Let Ms. **ELVIE PINEDA** give you the best result, skin treatment you could ever have:

- \* Discoloration \* Melasma \* Acne
- \* Scars \* Wrinkles \* Weight Problem
- \* Hair Growth \* Skin Whitening

**Any skin problem only at skin care,**

**SC Skincare Cosmetic Int'l Ltd.**  
H-15, R-35, Gulshan-2, Dhaka Tel-8857706 Cell # +8801715062209

## Walk In Interview

**HEED International School** looking for Part time Teachers only with O/A level education. Who can earn some money and experience together. Experienced English Medium Teachers (Human Biology, Mathematics and Physics) may also come for full time job.

Please come for an interview (oral) along with personal resume, copies of certificates, passport-size photo on Sunday **10 February 2008 at 9 A.M.** at the following address.

### HEED Bangladesh

Main Road, Plot-19, Block-A, Mirpur-11, Mirpur, Dhaka-1216  
Those who applied before need not come



## Vacancy Announcement

CARE-Bangladesh invites application for the following positions for Support Section. The duration of the contract is five years.

### Section Manager-Accounts for Finance Department

(1 post, based in Dhaka)

**Job Summary:** The Section Manager, Accounts is overall responsible for day-to-day management of the Country office's fund and ensuring effective and prompt services to the diverse clients of the section. The incumbent reviews and supervises the Accounts Payable (AP) and General Ledgers (GL) modules and accounting software (SCALA) transactions of the main office on a regular basis. S/he ensures updating the entries and closing in AP & GL each month. S/he approves/certifies the payments, ensures transfer of operational funds to all Field Offices, opens and closes Bank Accounts and updating Bank signatures. S/he is required to co-ordinate & contact with all the Sections, Departments, Coordination Units and Field Offices within CARE Bangladesh and diverse clients outside CARE and different Govt/non-Govt. and financial institutions. S/he will supervise a small team and ensure performance management and staff development within the Section.

#### Core Qualifications and Competencies:

- Masters' Degree in Accounting or Finance
- Minimum 5 years experience in the managerial position.
- Good command of computer operating, including MS word, MS excel and power point is required.
- Competencies should include, extensive accounting skills, financial management skills, leadership, excellent human relations, coaching, staff development and monitoring, problem solving, participatory planning and organizing, good written and verbal communication skills.

### Financial Analyst for Finance Department

(1 post, based in Dhaka)

**Job Summary:** The Financial Analyst will be overall responsible to review and analyze the financial position of the Country Office, liquidity position of the ongoing projects and compliance status of the signed contracts. S/he will analyze the spending pattern of the running projects against donor approved budget. S/he will also provide information to Projects/GM-Finance/Assistant Country Directors on audit findings as applicable. The financial analyst will prepare Management Information reports covering various financial issues.

#### Core Qualifications and Competencies:

- Masters' Degree in Accounting or Finance
- Minimum 5 years experience in financial analytical job.
- Excellent report writing skills
- Good command of computer operating, including MS word, MS excel and knowledge on accounting software is required.
- Competencies should include extensive accounting skills, skills on analyzing/reconciling books of accounts, financial management skills, excellent human relations, problem solving, participatory planning and organizing.
- Good written and verbal communication skills.

### Section Manager-Property & Maintenance

(1 post, based in Dhaka, Open for Female only)

**Job Summary:** The incumbent will be responsible for the overall management of CARE-Bangladesh Headquarters Furniture, Fixture & Equipment, Central Store and Electric & others Maintenance works. She will also ensure proper supervision and monitoring on property and store management at Field Offices. She will require travel to the field offices across the country for about 25% of the time to oversee the property & assets and store management.

#### Key Responsibilities:

Ensure that Country Office's Property & Assets and Central Store records are accurately maintained and updated on a timely basis. Provide information & generate monthly reports to the Management, Auditors and Donors. Ensure timely physical counts, documentation and follow up actions for efficient property management. Establish the Country Office standards for procurement of property & assets items and recommend dispositions of old and unused items. Ensure electric and others maintenance work (preparation of yearly Servicing/ Checking schedule of all-electric appliances and Fire Extinguishers) in timely manner. Manage the performance of the section staff at head office and property supervisors and stores personnel at field level to include performance planning, coaching and mentoring.

#### Core Qualifications and Competencies:

- Masters' degree in Business Administration / Accounting / Finance or any other related field.
- 5 years of experience in the field of property management including three years in a managerial position.
- Strong background in MS-Office applications (Word, Excel, Power Point, and etc).
- Strong interpersonal and leadership skills.
- Very good command of English language.
- Qualifications may be relaxed for otherwise suitable/ experienced candidates.

**Compensation:** Monthly gross salary for the above positions are Tk. 45,000 plus other admissible benefits.

### Administrative Officer

(4 posts, based in Sunamganj, Kishoregonj, Tangail & Dhaka)

**Job Summary:** The Administrative Officer shall be overall responsible for controlling, monitoring and reporting the field office Administrative, Human Resources and Transport Management operations in compliance with organization's policies and procedures. S/he shall also be responsible for coordination, communication, performance management & staff development, procurement and inventory management system.

#### Core Qualifications and Competencies:

- Minimum Bachelor degree in any discipline 3 years practical experience in relevant field OR Master in any discipline preferred in commerce with 2 years practical experience in relevant field.
- Communication skill in English and Bangla.
- Computer skill (word processing, spreadsheet and database).
- Should have knowledge on general administration.
- Knowledge on systematic filing, record keeping and store maintenance.
- Familiarity with financial management & operation will be treated as an additional qualification of the incumbent.

**Compensation:** Monthly gross salary is Tk.23,500 plus other admissible benefits.

Interested candidates who fulfill the above requirements are requested to drop or mail their CVs (with cover letter, recent passport size photograph, and names/addresses of two non-relative referees) to: CARE-Bangladesh, 20-21, Kawran Bazar, Dhaka, addressing Section Manager-HRM, HRD&M Department or send in your application to hr@carebangladesh.org on or before February 16, 2008.

**Note:** Women and different ethnic groups are particularly encouraged to apply. Any persuasion will disqualify the candidates. Internal and external applicants shall be treated equally in the entire selection process. Applicants who have relatives in CARE are discouraged to apply. Only short listed candidates shall be invited for the interview. Please write the position applied for at the top right hand corner of the envelope.

Visit CARE web-site on: [www.carebd.org](http://www.carebd.org)



## Meghna Petroleum Limited

(A Subsidiary of Bangladesh Petroleum Corporation)  
58, Agrabad C/A  
Chittagong

### Re-Tender Notice

No. Pur: 049 Dt. 15/11/07 (2nd Time)

Sealed tenders are hereby invited from the bona fide manufacturers/sole agents/importers/suppliers for supply of imported 1½", 2", 2½" dia petroleum product delivery hose pipe.

The bidders are to submit import registration certificate, copy of up-to-date bank solvency certificate, Income Tax registration/TIN, copy of up-to-date trade licence and VAT registration certificate at the time of purchasing of tender schedule. The interested bidders may collect the tender schedule from our Purchase/Cash Section, 58/59, Agrabad C/A, Chittagong and Meghna Bhaban, 131, Motijheel C/A, Dhaka against cash payment of Tk 1,000.00 (one thousand) only (non-refundable) on all working days from Sunday thru Thursday within 1500 hrs up to 24-02-2008.

The bidders are to submit the tenders in 2 (two) separate envelope, one for technical offer and other for financial offer. The sealed tender (both for technical and financial) must be dropped in the tender box kept at our abovementioned Chittagong and Dhaka offices latest by 1500 hrs of 26-02-2008 out of which the technical offers only will be opened at 2 (two) places namely at our above Chittagong and Dhaka offices on the same day at 1515 hrs in presence of bidders (if any). The price offers of the technically successful bidders only will be opened later on. The date and time of which will be communicated to them by separate confirmation letter.

All other terms and conditions will be as per tender schedule.

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

GD-662

## Vacancy Announcement



United Nations Development Programme (UNDP) - Bangladesh, invites applications from highly qualified, energetic, and experienced development professionals who want to join UNDP's dynamic working environment, for recruitment in the **Project Manager** position for the "Support to the Electoral Process" Project.

For details of the Terms of Reference and instructions to apply, please visit our website: <http://www.undp.org.bd/jobs>. Applications should be received no later than **17 February 2008**.

### Bangladesh Institute of Administration and Management (BIAM) Foundation

63, New Eskaton, Dhaka-1000.

#### Appointment Notice

The following vacancies in BIAM Laboratory School, Dhaka/Rangpur/Cox's Bazar/Kishorgonj/Hobigonj/Nandigram/Thakurgaon, BIAM Zilla School Narshingdi, Oasis- BIAM Laboratory School, Netrokona, AMBAB English Medium Laboratory School, Shibpur (All English Medium) and BIAM Laboratory School, Atrai (Bangla medium) will be filled in by qualified teachers immediately.

Name of the post and scale	Number of post and Subject	Age	Academic Qualification & Experience
Principal 6,800-13,090/-	BLS, Kishorgonj-01, BLS, Netrokona-01, BLS, Atrai-01 BLS, Cox's Bazar-01	Not exceeding 30 years	Minimum 2nd Class Masters Degree with honors. Minimum 4 (four) years teaching & administrative experience
Senior Teacher 5,100-10,360/-	AMBAB EMLS Shibpur-01 BZS, Narshingdi-01	Do	Minimum 2nd Class Masters Degree with honors. Minimum 3 (three) years teaching experience
Asst.Teacher 4,100-8,820/-	BLS, Cox's Bazar-04 English 02,Math-01,Science-01 AMBAB EMLS, Shibpur-04 English-01, Science-01, Math-01 Religion-01	Do	Minimum 2nd Class Masters Degree with honors. Minimum 2 (two) years teaching experience
Support Teacher 3,700-8,060/-	BLS, Rangpur-08 Chemistry-01, Environment Science-01, Biology-01, Math-01, Geography-01, Religion-01, Agriculture-01, P.T.-01 BLS, Atrai-02 BLS, Nandigram-03 Art-01, Music-01, P.T.-01 BLS, Hobiganj-03 Math-01, Others-02 BLS, Thakurgaon-02	Do	Minimum 2nd Class Masters Degree with honors. Minimum 1 (one) year teaching experience
Part - Time Teacher Tk. 2,500/- (Consolidated)	BLS, Atrai-02 BLS, Hobiganj-01 Art-01	Do	Do

Educational qualification and age may be relaxed in case of highly experienced candidates. Proficiency in English is required. Candidates having B.Ed/B.P.Ed degree will be given preference. Interested candidates are requested to apply to the Director General, BIAM Foundation, 63, New Eskaton, Dhaka-1000 on or before **25 February, 08** during office hours. Application must accompany a C.V, attested copies of all Academic/Experience/Nationality Certificates, 2 recent passport size photographs and a Bank Draft/Pay Order of Tk. 100 (Non-refundable) in favour of the Director General, BIAM Foundation, Dhaka-1000.

Director General  
BIAM Foundation

## VACANCY ANNOUNCEMENT

ICDDR,B invites applications from suitable candidates for the following positions with the Programme on Infectious Disease & Vaccine Sciences under the Health Systems and Infectious Diseases Division. The appointment will be made on a fixed-term basis for 1 year.

Salary - Annual Salary Tk.589,340/- 24,240/-880,030/- inclusive of house rent and conveyance allowances with other admissible benefits.

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, daycare facilities.

#### ■ Research Investigator (Qualitative)

Duty Station - Dhaka, though the investigator will spend over 60% of his/her time in communities collecting data.

#### Job Profile

- Visit disease outbreak localities and conduct in-depth interviews and focus group discussions regarding illness history, local understandings of disease, and generate hypotheses about source of infection;
- Develop and implement protocols to answer additional questions about the outbreak;
- Oversee data entry;
- Perform summary analysis of collected data;
- Draft manuscripts based on collected data.

#### Requirements

- Masters or higher degree in Social Science;
- At least 3 years experience working on qualitative research projects including data collection and study design.

• Experience should include work in rural communities. Experience with infectious diseases and outbreak investigations would be an added advantage;

• Must be able to develop relevant protocols in collaboration with the team and use the scientific methods to reach stated objectives;

• Must be able to identify problems that threaten the validity of the study and suggest approaches to resolve these problems;

• Excellent verbal and written skills in English and Bangla are essential.

#### ■ Research Investigator (Meningo-encephalitis catchment study)

Duty Station - Dhaka, though the investigator will spend over 50% of his/her time outside of Dhaka overseeing study activities.

#### Job Profile

- Train field team;
- Supervise catchment surveys;
- Perform summary analysis of collected data;
- Draft reports and manuscripts based on these data;
- Support collaborative relationship between ICDDR,B, Institute of Epidemiology & Disease Control Research (IEDCR), and the collaborating hospitals;

#### Requirements

- MBBS or Masters of Science (or higher degree) in Epidemiology or Statistics;
- At least 3 years experience working on research projects. Experience should include work in communities and supervision;

• Familiarity with techniques for the analysis of clustered data;

• Must understand the objectives of study protocols and the role of statistical analysis in reaching these objectives;

• Must be able to identify problems that threaten the validity of the study and suggest approaches to resolve these problems;

• Must be able to generate multiple approaches to addressing problems;

• Excellent verbal and written skills in English and Bangla are essential.

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-24, C/o, The Daily Star, 19, Kawran Bazar, Dhaka-1215** by **February 14, 2008**. Internal candidates must mention their ID #s in the application.

#### Special information

ICDDR,B is an equal opportunity employer and particularly welcomes applications from women candidates. Any persuasion will disqualify the candidature. Only shortlisted 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</](http://www.icddr.org)