

## 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 following positions for the "Disaster Response Facilities" Project:

1. Economic Recovery Specialist (1 position)
2. Shelter Specialist (1 position)
3. Secretary (1 position)

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 2 April 2008.



### আধুনিক ভাষা ইনসিটিউট

ঢাকা বিশ্ববিদ্যালয়

### ভর্তি চলছে

#### ফরাসী ও স্প্যানিশ ভাষায় সংক্ষিপ্ত কোর্স

অসম সীমিত। আগে এলে আগে পাবেন ভিত্তিতে।

ন্যান্তম শিক্ষাগত যোগ্যতা : এইচএসসি/সমায়ন  
কোর্সের মেয়াদ : ৬০ দিন  
ক্লাস প্রক : ফরাসী ২৮শে মার্চ, ২০০৮  
অসম সংখ্যা : ফরাসী ২০  
বিস্তারিত তথ্যের জন্য ইনসিটিউটের নেটওর্ক বোর্ড দেখা যেতে পারে।  
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## "ANTY WRINKLE PREMIUM" See the magic in a day,,

**Ms, ELVIE PINEDA**  
will be here to give advice to your  
skin problem, She will be here  
From March, 23 to 28.

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

### Civil Service College, Dhaka

BIAM Bhaban,  
63, New Eskaton, Dhaka 1000

### Invitation for Tender

1	Agency	Civil Service College, Dhaka	
2	Procuring Entity Name	Civil Service College, Dhaka	
3	Procuring Entity District	Dhaka	
4	Invitation for	Computer and Computer related Items.	
5	Invitation Ref No	CSC/comp-01/06/2007	
6	Date	21-03-2008	
7	Procurement Method	Open Tender Method	
8	Budget and Source of Funds	Civil Service College, Dhaka, Revenue Budget	
9	Tender Package Name	Computer and Computer related items	
10	Last Selling Date of Tender document	27-03-2008 (Documents will be available for sale from 23 <sup>rd</sup> to 27 <sup>th</sup> March, 2008, from the Asst. Director (Admn), Civil Service College, Dhaka)	
11	Closing Date and Time of Tender	Date: 13-04-2008 Time: 12:00PM	
12	Name & Address of the office(s) Selling Tender Document	Asst. Director, Civil Service College, Dhaka BIAM Bhaban, 3 <sup>rd</sup> floor, 63, New Eskaton, Dhaka - 1000	
13	Time for completion of delivery	Within 30 days from the notification of contract award.	
14	Receiving Tender Document	Director, Civil Service College, Dhaka. BIAM Bhaban, 3 <sup>rd</sup> floor, 63, New Eskaton, Dhaka - 1000	
15	Opening Tender Document Place / Date / Time of	Date: 13-04-2008 Time: 2:30PM Principal, Civil Service College, Dhaka.	
16	Eligibility of Tenderer	Well reputed and financially solvent tenderers. They must have adequate experience in supply and Installation of Computer and computer related items.	
17	Brief Description of Goods or Works		
18	Brief Description of Related Services		
19	Price of Tender Document (Tk)	500/- (Five hundred only)	
20	Lot No	Identification of Lot	Location
	1	Computer and Computer related Items	CSC, Dhaka
21	The procuring entity reserves the right to accept or reject any tender without assigning any reason.		

Director  
Civil Service College, Dhaka  
Phone: 8317352

### Invitation for Re-Tenders

Memo. No. VNS/41/08

Date: 17.03.2008

1	Procuring Entity / Executive Agency	Vigarnnisa Noon School & College 1/A, New Baily Road, Dhaka - 1000.		
2	Procuring Entity District	Dhaka		
3	Invitation for	Supplying and installation of 500 KVA sub-station.		
4	Procurement Method	Two-Stage Tendering Method (Technical Proposal & Financial Proposal).		
5	Source of Funds	Vigarnnisa Noon School & College's own fund.		
6	Tender Last Selling Date	09-04-2008		
7	Tender Closing Date and Time	10-04-2008 at 11:00 a.m.		
8	Tender Opening Date and Time	10-04-2008 at 11:30 a.m.		
9	Name & Address of the office - Selling Tender Document	Principal, Vigarnnisa Noon School & College 1/A, New Baily Road, Dhaka - 1000.		
	- Receiving Tender Document	-Do-		
	- Opening Tender Document	-Do-		
11	Brief Description of Works	The project consists of Electro-Mechanical works.		
12	Price of Tender Document	Tk.1,000.00 (Taka one thousand only) in cash (non-refundable).		
13	Identification of Lot	Location	Tender Security Amount (Tk)	Completion Time in Months
	Supplying and installation of 500 KVA sub-station.	1/A, New Baily Road, Dhaka - 1000.	2.5% of total quoted amount.	3 (Three)
14	Name of Official Inviting Tender	R. A. Begum		
15	Designation of Official Inviting Tender	Principal (Acting)		
16	Address of Official Inviting Tender	1/A, New Baily Road, Dhaka - 1000.		
17	Contact details of Official Inviting Tender	Tel. No.: 83505000, 9348266	Fax No.: 9333598	e-mail: vnscc@aitlbd.net
18	Special conditions	Work to be done after 5:00 p.m. & holiday. Routine School function shall not be disturbed due to work for which special measures to be taken.		
19	The procuring entity reserves the right to accept or reject all tenders.			

(R. A. Begum)  
Principal (Acting)

Vigarnnisa Noon School & College  
1/A, New Baily Road, Dhaka - 1000.



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## Spot Admission

# New Zealand

BUSINESS, IT, TRAVEL & TOURISM

The New Zealand School of TRAVEL & TOURISM

Computer Power Institute

Spot Admission & Interview Conducted by:

Mr. Stuart Law International Manager

Date: 22, 23 & 24 March/08

Time: 10 am to 5pm

For More Information Please Contact Exclusive Representative in Bangladesh

**RK consultancy Ltd.**, বন্ধ গড়ার কারিগর

49, Motijheel C/A (8th Floor), Dhaka - 1000. Tel : 9553784, 7116238, 7162956

### Career Opportunity in International NGO



NETZ Partnership for Development and Justice, an international NGO with its Head Office in Germany, is in search of some highly competent professionals for the Country Office for immediate employment.

1. Programme Director - The deputy head of NETZ Bangladesh Country Office in Dhaka

Location: Dhaka with frequent field visits to different locations of Bangladesh

Salary: BDT 80,000 per month consolidated along with one festival bonus and one gratuity equivalent to one month's salary each. Negotiable for highly deserving candidates.

Responsibilities: Lead programmes/projects of NETZ Bangladesh; Contribute to conceptual and strategic development of programmes; Ensure quality management of projects; Represent NETZ Bangladesh to the relevant agencies in absence of the Country Director; Develop programmes for future cooperation; Monitor the ongoing projects including finance; Liaise with donors, diplomatic missions, civil society, NGOs, and government agencies; Collect necessary information on potential partner NGOs; Contribute to development of project documents for back donors; Review proposals for NETZ Bangladesh cooperation; Review PNGO proposals including programme and finance; Coordinate and facilitate assessments, project review and studies; Follow-up of evaluation recommendations; Organise and facilitate review meetings and workshops with NGOs; Keep updated information on main working fields; Lead/take part in donors consortia; and Assist the Country Director for programme development and management.

Qualifications: Masters in any discipline from any reputed university (No 3rd Class in any public exams.)

Experience: Min. 6 years in any reputed national or international NGOs in relevant mid-management positions

Competencies: Excellent understanding of development programmes in Bangladesh; Strong managerial and problem-solving skills and a demonstrated ability to advise, motivate and support people in a consultative manner; Skills in monitoring and evaluation and ability in doing research and analysis; Ability to work in a result oriented and time-bound environment; Excellent language proficiency both in Bangla and English; and good computer literacy including Word, Excel, and Power Point

2. Coordinator PM&E - A position for European Commission co-financed project for PME role

Location: Dhaka with frequent field visits to different locations of Bangladesh

Salary: BDT 40,000 per month consolidated along with one festival bonus and one gratuity equivalent to one month's salary each. Negotiable for highly deserving candidates.

Responsibilities: Ensure overall planning monitoring and evaluation of the project; Design monitoring system for the project; Supervise implementation of baseline survey; Ensure quality data collection and analysis as well as report writing; Provide training to the staff of the project; Support PNGOs in preparing annual operational plan of the project; Review project progress periodically; Make review visits in field area; Conduct annual review and planning workshop; and Coordinate external evaluation and other assessment and studies.

Qualifications: Masters in Social Science or any related discipline from any reputed university

Experience: Min. 6 years experience in a reputed national/international NGOs in research related work in relevant field

Competencies: Good understanding of programmes for livelihood development of the ultra poor; Excellent skills in data collection, analysis and report presentation; Good computer literacy including Word, Excel, Power Point and SPSS; Skills in facilitation of training/workshop sessions; Skills in report writing; and Excellent language proficiency both in Bangla and English.

3. Administrative Officer - A position to support the Country Office for administrative and secretarial tasks

Location: Dhaka

Salary: BDT 30,000 per month consolidated along with one festival bonus and one gratuity equivalent to one month's salary each. Negotiable for highly deserving candidates.

Responsibilities: Ensuring, in an efficient, tidy and sound manner, all kinds of internal and external contacts and communications; Provide necessary administrative support including various logistic services; Maintain files and documents; Keep meeting minutes and resolutions; Deal with human resource management and personnel matters, and Assist the Country Director in tracking his day to day work.

Qualifications: Masters in any discipline from any reputed university, may be relaxed for deserving candidates

Experience: Min. 3 years experience in similar position in any reputed national/international NGOs;

Competencies: Good understanding of managerial and administrative tasks of non-profit organisations; Good interpersonal communication skills, Ability to meet deadlines; Excellent language proficiency both in Bangla and English; and Good computer literacy including Word,