

হারানো বিজ্ঞপ্তি

আমার নামে ১৯৮৪ ইং সালে ক্রয়কৃত পূর্বাবলী ব্যাংক লিঃ এর ৫৫০টি প্রাথমিক শেয়ারের একটি সার্টিফিকেট যাহার নম্বর নং-০২০৪০ ডিসিটিভিড নং-৪৯৩৮৮২-৪৯৪৪৩১, ফলিও নং- এইচ-৩৯ হারিয়ে গিয়েছে। এ প্রসঙ্গে উত্তরা থানা ঢাকা জি.ডি. করা হইয়াছে। যাহার নম্বর ৭১৯, তারিখ ০৯/০৪/২০০৮ ইং

মোঃ হাফিজ

পিতা- মনুহা মোঃ তমিজ উদ্দীন
বাসা # ৪৭, রোড # ৬, সেক্টর # ৪, উত্তরা, ঢাকা।

JOB VACANCIES

MNC setting up office in DHAKA seeks young energetic Male / Female candidates. Age below 30 years. Excellent career prospect. Inside & Outside of the Bangladesh. Start 12,000 taka. Fresher welcome. Walk in interview Saturday to Thursday between 12.00 am-4.00 pm. Hassan Plaza, Suite-3A (2nd floor), 53 Karwan Bazar, Dhaka.

AIUB ARCHITECTURE FILM SHOW

OPEN TO ALL ARCHITECTURE STUDENTS

Documentary on
Extreme Engineering
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Architect: Norman Foster

Date: Wednesday, April 16, 2008
Venue: AIUB Auditorium (Campus-1)
(Lane opposite to Iqbal Center)
H# 58/B, R# 21, Kamal Ataturk Avenue
Banani, Dhaka-1213
Time: 4.00PM
Duration: 45 Mins
Director: Jennifer Lorenz
Contact no.: 01911353043

VACANCY ANNOUNCEMENT

ICDDR,B invites applications from suitable candidates for the position of **Attendant-EDD for guest house (2 persons)** with Travel & Estate unit under the Executive Director's Division at Dhaka. Appointment will be made on a Fixed Term basis for 2 years.

Salary: Annual salary Tk-127,260/- 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 and daycare facilities.

Job Profile:

- Ensure that food is served in a healthy and hygienic manner;
- Ensure cleanliness of dining room
- Ensure cleanliness of kitchen, crockery, tablecloths, napkins, cutlery and equipment;
- Maintain clean personal appearance at all time
- Strive continuously to upgrade services to guests;
- Inspect all guest rooms after cleaning and provide weekly report to the management;
- Maintain regular and consistent professional attendance, punctuality;
- Perform all dealings with utmost honesty and integrity;
- Maintain effective working relationships with staff and guests;

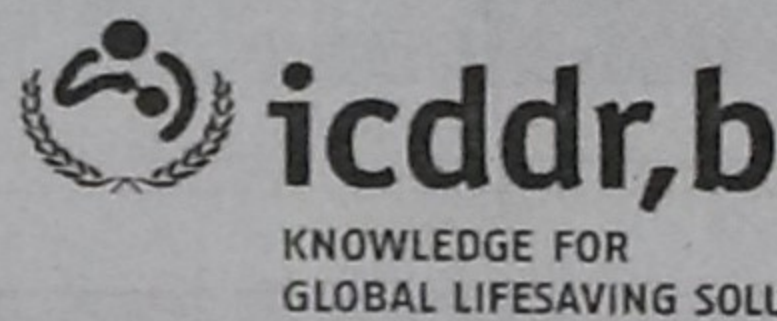
- Maintain maximum care and attention to strict standards of cleanliness and hygiene;
- Maintain strict adherence to appropriate behaviors;
- Maintain strict decorum and courtesy to all guests and staff;
- Requirement:**
- Minimum HSC passed;
- Minimum 5 years working experiences in International standard hotels, guest houses, expatriate clubs or any other renowned organization;
- Ability to communicate with staff and guests properly;
- Ability to read, write and speak clear English and grasp all meanings;
- Foster effective communication between staff and guests;
- Must have problem solving ability;
- Must be hard working and dependable;

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-73, C/o. The Daily Star, 19, Kawran Bazar, Dhaka-1215** by **April 15, 2008**. The internal candidates must mention their ID # 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 write the position applied for at the top of the envelope.

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



RE-TENDER NOTICE

Ref. No.: Purchasing/Civil/02/2008/10 (R)

Date: 09/04/08

Sealed Tenders are hereby invited for the following work at KAFCO, Rangadia, Chittagong from the 1st class Construction Contractors of any Government, semi Government, Autonomous bodies or multinational companies having enlistment certificate renewed up to current year and experiences in Civil and building construction works worthing minimum of Tk.40.00 (Forty) lacs under single Work Order within last 2(Two) years in Government, Semi Government, Autonomous bodies or Multinational Companies.

Name of Work: Extension of Fire and First Aid Building for HSE Office & Space for New Fire Tender.

Cost of Tender Document: Tk.1,500.00 per set (non refundable).

Tender documents will be available from the office of the Finance Department of KAFCO, Rangadia, Anowara, Chittagong and KAFCO Corporate Office, IDB Bhaban, 13th floor, E/8-A, Rokeya Sharani, Dhaka during office hours from 13 April to 20 April 2008. Sealed Tenders will be received in the Tender box at KAFCO Rangadia, Anowara, Chittagong and KAFCO Corporate Office, IDB Bhaban, 13th floor, E/8-A, Rokeya Sharani, Dhaka up to 2.30 P.M. of 27 April 2008 and will be opened at KAFCO Rangadia, Anowara, Chittagong at 2.30 P.M. on 28 April 2008 in presence of Tenderer or their authorized representatives, if any.

Earnest money @ 2.5% of the quoted amount in favour of KAFCO in the form of PO/DD from any scheduled Bank of Bangladesh shall be furnished along with the tender. The tender will be rejected in case of lack of requisite experience and if proper earnest money and other documents are not submitted. The successful Tenderer will have to furnish additional security money @ 2.5% of the order amount before issuance of the work order.

KAFCO reserves the right to accept or reject any or all Tenders including the lowest bid without assigning any reasons whatsoever.

Md. Mahub-Ul-Alam, FCMA
General Manager, Procurement

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Teacher Wanted

Ebenezer International School, Bashundahara has openings for teaching staff for school year 2008-2009. Only those experienced need to apply. All positions are full time: Science Lab Worker Science subject knowledge, economics & Bus MGMT, Math Teacher, Music Instructor with Band Training, Library Assistant.

Send cvs to ebenezerinternationalschool@yahoo.com
Attn: Phyllis A. Price, Principal
Or hand delivery to: Plot 288/A, Block C, Bashundahara Dhaka-1229, Bangladesh,
Mobile : 01712-102860

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(Woven, Knitwear & Sweater)

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CERTIFICATE COURSE (Two Months)
Apparel Quality Management

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Contact#880-2-8960409, 01552 201781, 01713 047115
web: www.lcmibd.com

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CELL: 01730019877, 01713011144

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CONTACT: MR. ASHRAFUL ALAM
CELL: 01726921031, 01711332350, S. A ENTERPRISE, Uttara, Dhaka
Email: mojes@bdcom.com
mojes_123@yahoo.com

THINK. DECIDE. ACT.

GEMCON GROUP is one of the fastest growing reputed Group of Companies in Bangladesh engaged in Jute, Tea, Retail, Education, Sea Food Processing, Herbal, Agricultural Products, Steel, Cement, Concrete Poles etc. business sectors for last two decades. We are seeking some potential and committed candidates for our different business units.

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or Post to:

GEMCON GROUP
HR & Admin Department
Corporate Office
House 44, Road 27 (old), 16 (new)
Dhanmondi, Dhaka 1209, Bangladesh



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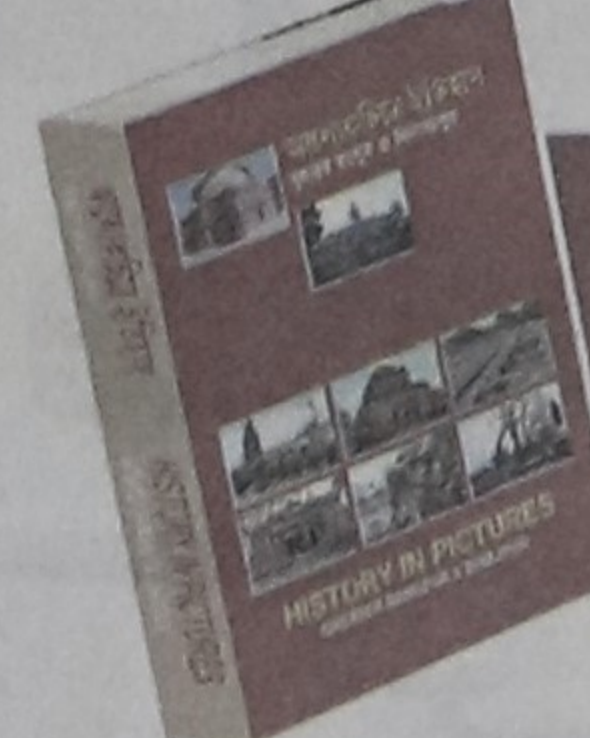
Vacancy Announcement

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 **Access to Information Programme**:

1. Results & Information System Associate
2. Programme Associate
3. Programme Assistant
4. Messenger

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 21 April 2008.

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Job Vacancy

Manager-Admin & Finance

Livelihoods Empowerment and Agroforestry (LEAF) Project
AND
Sustainable Access to Agroforestry, Knowledge
Technology & Information (SAAKTI) Project in Rajshahi

INTERCOOPERATION (IC), a Swiss Foundation for Development and International Cooperation, implements LEAF and SAAKTI projects funded by the Swiss Agency for Development and Cooperation (SDC) in the districts of Sunamganj and Rajshahi division. The overall development goal of LEAF is to make a substantial contribution to the long-term reduction of poverty through the more sustainable and intensified use of local resources, and that of SAAKTI is to contribute to long-term poverty reduction through creating a sustainable access of small farmers to appropriate and up-to-date knowledge, techniques and technologies on Agroforestry production, processing and marketing in partnerships and collaborations with government, non-government and private sector organisations.

The incumbent will have the following major responsibilities regarding Admin and Finance of LEAF and SAAKTI projects at their partner organisations, regions and projects levels:

- Establish and ensure a standard financial management system at all levels.
- Ensure a standard accounting system and financial reporting at all levels.
- Prepare budgets, disburse fund to the regions and partner organisations and monitor the expenses on a regular basis.
- Ensure a proper procurement procedure and maintain a transparent inventory management system at all levels.
- Manage external and internal audits of projects and partner organisations.
- Establish and ensure maintaining a proper filing system.
- Supervise and provide capacity building supports to the admin and finance personnel

The candidates should have the following qualities:

- Masters degree in Accounting/Finance/Management
- At least eight years experience in administration, financial operation & management in international development organisations.
- Good analytical skills on financial statements
- Good communication skills in English
- Excellent interpersonal and team building skills
- Operational skills in IT including accounting software

The position is based in Rajshahi with regular visit to the regional offices and partner organisations.

Candidates fulfilling the above criteria should submit their applications with a CV (maximum 3 pages) and a recent passport size photograph.

Candidates should submit their applications to: **Project Coordinator, LEAF and SAAKTI Projects, House 2F NE (D), Road 73 G, Gulshan-2, Dhaka 1212**, E-mail: adwyait.roy@intercooperation-bd.org by 21 April 2008.

Candidates must mention their expected salary in their application and the envelope should be marked with the position the candidates applied for.

Women are strongly encouraged to apply
Only short-listed candidates will be called for interview.

Position: General Manager - Poles, Steel & Cement Plant

Job location: Khulna

Key Responsibilities

- Looking after overall Production and Product Quality
- Looking after the administration of the plant
- Managing Plant Budget
- Maintaining liaison with different sectors / organizations / regulatory bodies
- Ensuring optimum Inventory level
- Co-ordinating between different group functions and plants
- Minimizing overhead expenditure
- Ensuring Labor Law compliance

Key Requirements

- Bachelor in Civil Engineering from a reputed university. Can be relaxed in case of persons having relevant practical experience in process / manufacturing industries
- At least 8-10 years' experience in overall plant management in Construction Industry
- Good people management skills
- Hands-on experience, target oriented and proven track record
- Should have exposure to commercial activities as well as full understanding of all the financial aspects of the operation
- Strong interpersonal communication skills, capable of pleasantly interacting with different levels of staff
- Must be computer literate
- Age within 35-50 years (Can be relaxed in case of deserving candidates)

Position: Manager - Packaging unit

Job location: Dhaka

Key Responsibilities

- Ensuring Packaging of all products
- Monitoring Production Plant in line with the sales target
- Managing Inventory
- Corresponding related business partners
- Maintaining Packaging unit properly
- Ensuring Quality of Product & Packaging

Key Requirements

- Masters in Science with work experience in packaging plant. Engineering background preferable
- Experience in Packaging Industry, preferably in Tea / FMCG Products
- Minimum 5 years' work experience in managing a packaging unit independently
- Strong interpersonal communication skills, capable of pleasantly interacting with different levels of staff
- Excellent Computer literacy