



## Job Opportunity

Uttara Club Limited (hereafter mentioned as Club), one of the leading social clubs in the country requires a **Secretary**.

### Responsibilities:

- Management and overall supervision/security of the entire Club premises and its facilities.
- Administration of the Club employees and maintenance of Club Assets
- Communication and Correspondences with Club Members and with external organisation/agencies.
- Organising Club functions and events.
- Arranging Executive Committee Meetings, EGM, AGM as per the Constitution.

### Qualifications:

- Minimum MBA or equivalent degree with excellent communication skill in English & Bengali.
- Minimum experience of 10-15 years in senior management position or an Officer of the Defence Services, not below the rank of Lieutenant Colonel or equivalent.
- Computer literate in Word, Excel and Financial Management Software.
- Highly energetic, interactive, proactive and prepare to work late after evening.
- Must have adequate experience in similar job functions
- Candidates from Defence Services background with similar qualification will be given preference

Age: 40 to 50 years.

### AN ATTRACTIVE PACKAGE WILL BE OFFERED COMMENSURATE TO THE DESERVING CANDIDATE

**Note:** Any inquiry, telephone calls to Club President Engr. Zafar Akram, 01817-048441 or Member-in-Charge of Administration Mr. Ahsan Karim Jinnah, 01711-563202 most welcome.

Application must reach within 7 days of publications in the News Paper along with a CV, professional appreciation certificates and 2 copies of passport size photographs to the following.

Member-in-Charge of Administration  
Uttara Club Limited  
Plot # 6, Road # 9, Sector # 1, Uttara, Dhaka-1230.

## VACANCY ANNOUNCEMENT

ICDDR,B invites applications from suitable candidates for the position of **Research Investigator** with the Programme of Infectious Disease & Vaccine Sciences under the Health Systems and Infectious Diseases Division. The initial appointment will be made on a fixed-term basis for 1 (one) year, which may be renewable depending on performance.

### Duty Station - Dhaka

**Salary** - Annual Salary Tk.589,340/- 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.

### Job Profile

- Develop instruments for data collection;
- Train and supervise large field team;
- Coordinate financial and budgetary issues for the project;
- Identify and develop strategies to address threats to data validity;
- Liaise with project donor and other stakeholders;
- Conduct primary data analysis;
- Draft reports and scientific documents based on the findings from the project.



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### Requirements

- Masters degree with 3 years experience;
- Formal training in epidemiology and biostatistics;
- Experience in training and supervision;
- Strong interpersonal and communication skills;
- Experience in data analysis and interpretation;
- Ability to work in a team environment;
- An excellent verbal and written skill in English and Bangla is 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-75, C/o. The Daily Star, 19, Kawran Bazar, Dhaka-1215** by **April 16, 2008**. The internal candidates must mention their ID #s in the applications. **Candidates those applied for the post of "Sr. Research Investigator" recently need not apply again.**

### 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](http://www.icddr.org)

## Bangladesh Livestock Research Institute

Savar, Dhaka

Date: 6-4-08

## Invitation for Tender

Sealed tenders are hereby invited from the bonafide suppliers/local agents/importers for supply of lab. equipments/instruments.

1.	Project Name	Development & Testing of Livestock Technology for Employment and Poverty Alleviation Project, BLRI, Savar, Dhaka.
2.	Source of fund	GOB.
3.	Tender name	Supply of laboratory equipments/instruments.
4.	Time of delivery	Sixty(60) days from the date of notification of award (work order).
5.	Eligibility of tenderers	Registered Bangladeshi suppliers/local agents/importers.
6.	Price of tender document	Tk. 500.00 (five hundred) only (non refundable).
7.	Amount of tender security	Tk. 15,000/- (fifteen thousand) only.
8.	Name and address of the office selling tender document	Accounts Section, Bangladesh Livestock Research Institute, Savar, Dhaka.
9.	Name and address of the office receiving tender document	The office room of the Executive Engineer, Bangladesh Livestock Research Institute, Savar, Dhaka.
10.	Name and address of the office opening tender document	Bangladesh Livestock Research Institute, Savar, Dhaka.
11.	Last date and time for selling tender document	April 27, 2008 up to 4:00pm.
12.	Last date and time for tender submission	April 28, 2008 up to 2:00 pm.
13.	Date and time for tender opening	April 28, 2008 at 2:00 pm.
14.	Brief description of goods	The related descriptions for supply of goods would be available in tender documents.
15.	Special instructions	The procuring entity reserves the right to reject all tenders prior to acceptance without assigning any reason whatsoever.

Dr. Jahangir Alam Khan  
Director General (CC)

GD-1690

# BE A PART

## OF LEADING LOCAL CONGLOMERATE



Rangs Group, one of the leading conglomerates in Bangladesh having the most professional work environment and diversified business activities in Automobiles (Sole distributor of DaimlerChrysler, Germany; Mitsubishi Motors Corporation, Japan; and Hindustan Motors Ltd., India) Construction & Real Estate, Textiles, Electronics, Information Technologies, Telecommunication, Pharmaceuticals, Deep Sea Fishing Industries, Insurance, Petroleum Products, Media etc.

### Head of Brand Management & Communication, Rangs Group

#### Job Responsibilities

- Develop, suggest, modify, and implements the marketing and brand management strategy, ensuring its alignment to overall Rangs Group sales strategy.
- Prepare year round strategic plan for creative Communication along with the promotional campaigns to maximize & ascertain a healthy business growth and sustainable market share.
- Assists in compilation of inputs from the Sales & Marketing service line for the Annual Operating Plan (AOP) of the organization by providing information in the area of trends in market and customer preferences and proposed marketing initiatives.
- Develop Marketing Policies, strategize and ensure their effective implementation to achieve business excellence.
- Formulate media strategy and promotional plans covering activities, spend levels, and deliverables.
- Ensure pragmatic Brand Strategy in line with overall Business Target, their Execution Plan & monitoring system.
- Conduct Market Research about customer preference, competitor information to get competitive advantages.

#### Requirements

- MBA major in Marketing from any foreign or local university
- About 7-9 years experience in related field
- Age should not exceed 35 years
- Team player with strong leadership and problem solving skills
- Details minded and able to work independently to meet tight deadlines
- Fluency in Microsoft Office applications and E-mailing

### Manager, Strategic Planning

#### Job Responsibilities

- Coordination of long term planning activities including developing global templates for the collection of financial and other data necessary for the strategic planning process and coordinating and consolidating information provided by the business units.
- Financial modeling and assessment for strategic initiatives and other scenario planning activities to provide financial implications and link initiatives to likely financial results.
- Benchmark analysis of peer groups and competitors to identify financial trends and value implications in relation to external peers and external market and debt forces.
- Transaction Support including financial modeling, due diligence and contract support related to acquisitions and investments.
- Coordinate and prepare materials to be presented to Senior Management

#### Requirements

- MBA with Major in Accounting/Finance/Marketing/Strategic Planning. Those who have engineering degree along with MBA will be given preferences.
- Demonstrated proficiency and two to five years work experience in: Investment Banking, Transaction Services, Business Strategy and Corporate Development or Corporate Financial Planning and Analysis focused on business or strategic modeling and assessment
- Strong modeling, valuation and scenario planning skills
- Strong written and verbal communication skills with the ability to convey a message that is valuable and relevant linking business issues, financial results and strategies
- Strong networking and interpersonal skills to work effectively in cross-functional and cross-border situations

### Manager/Deputy Manager, HR & Administration, Rangs Group

#### Job Responsibilities

- Assist line managers to prepare and provide appropriate job description of the employees under their supervision.
- Assist senior management to develop appropriate manpower planning
- Provide necessary guidelines in maintaining personal file of all employees
- Develop, review and revised the Human Resources Management Guidelines defining group policies on employee recruitment, selection, compensation benefits, training & development, termination, grievances, performance appraisal etc.
- Advise on employee relation issues and coordinate the group's involvement and communication process in order to develop and maintain a cooperative and peaceful climate of employee relations throughout the group
- To keep up date with latest developments in HR matters and to develop IT based systems to ensure better in-house ability to manage personnel issues
- Provide standards, advice and guidance to line managers to enable them to conduct and complete annual performance appraisals (job assessment) of employees within the set time frame
- Counseling of de-motivated / dissatisfied / outgoing employees, finding out the reasons responsible for and recommend management for appropriate steps for removal

#### Requirements

- MBA in HRM from any recognized foreign/national university
- About 7-10 years experience in related field
- Age should not exceed 40 years
- Excellent interpersonal skills with strong sense of responsibilities
- Good command over English and fluency in Microsoft Office applications

### Assistant Manager/Senior Executive, HR & Administration, Rangs Group

#### Job Responsibilities

- Assist in maintaining personal file of all employees
- Assist in develop, review and revised the Human Resources Management Guidelines defining group policies on employee recruitment, selection, compensation benefits, training & development, termination, grievances, performance appraisal etc.
- Assist in keeping up date with latest developments in HR matters and to develop IT based systems to ensure better in-house ability to manage personnel issues
- Assist in providing standards, advice and guidance to line managers to enable them to conduct and complete annual performance appraisals (job assessment) of employees within the set time frame

#### Requirements

- MBA in HRM from any recognized university
- About 3-5 years experience in related field.
- Age should not exceed 35 years.
- Excellent interpersonal skills with strong sense of responsibilities.
- Good command over English and fluency in Microsoft Office applications.

### Head of Finance & Accounts, Rangs Limited

#### Job Responsibilities

- Initiate strategies for smooth functioning of the business line through the following departments: Finance & Accounts; Audit & Taxation
- Establishment of sound systems and policies for the departments reporting to the business line and ensuring adherence to the same
- Ensuring timely and accurate updating and reporting of financial and commercial information and adherence to all statutory compliances
- Leading and finalizing the preparation of budgets for the organisation
- Responsible for tracking and ensuring optimum utilization and returns from financial resources deployed
- Assist the Business Unit Head and Board of Directors in all corporate planning and long range financial planning activities

#### Requirements

- Must be a Qualified Chartered Accountant.
- Age should not exceed 40 years
- About 3-7 years experience in multinational/local reputed organization and 5 years in Managerial position
- Should have comprehensive understating of treasury/cash management
- Able to independently characterize himself to the financial institution for all financial transaction on behalf of the company
- Should have wide and close contacts with all reputed financial institutions
- Should have sound knowledge in budget preparation, costing, working capital management, tax, VAT, company affairs & other related events
- Should be a team player
- Strong IT Knowledge and leadership quality

### Head of Sales & Marketing, Rangs Limited, Chittagong

#### As the In charge of the overall Ctg. Operation at Rangs Limited:

#### Job Responsibilities

- Materialize the management visions through operational planning & development in the area of current business in Chittagong.
- Ensure profitability and sustained growth of the organization through increasing sales as well as expanding market.
- Strategize plans for new business opportunities, forecast future sales through analysis of previous data and other sales information.
- Initiate and implement sales promotional activities, identify key customers and extend personalized service to them.
- Supervise overall finance and administration of the location (Showroom and after sales- work shop).
- Directs and supervises the functioning and smooth operations of all the departments reporting to this service line
- Lead the sales force to ensure the achievement of the sales target of the organization.
- Execute Operational Plans & ensure effective monitoring system of Sales, Marketing, Customer Service, Supply Chain and General Administration.

#### Requirements

- MBA major in Marketing having hands-on Sales & Marketing experiences in Multinational or any renowned local company.
- Minimum 7-8 years work experience out of which at least 3 years as In charge of an SBU/Location of a similar organization
- Good understanding of new vehicle market or allied sector

### Manager, Services, Rangs Limited (After Sales)

#### Job Responsibilities

- Strategize standard Marketing & Sales Policies.
- Review monthly Sales Target Vs Operations Plan and achievement & Justify variances.
- Supervise the maintenances of workshop, equipment and vehicles.
- Distribute jobs among the Service Advisors and Technicians accordingly.
- Supervise store activity, spare parts information and ordering spare parts

#### Requirements

- B. Sc. Engineering in Mechanical or Automobile Engineering from any recognized university or institution
- About 6-8 years experience in the automobile field
- Within 35 years of age
- Customer & service oriented personality
- Excellent team playing aptitude and communication skills
- Familiar with Microsoft Office Applications and E-mailing

### Manager, Inventory & Sourcing, Rangs Limited (After Sales)

#### Job Responsibilities

- Inventory planning, management & budgeting.
- Dealing with L/C & other commercial matters.
- Monitoring of order processing for import of spare parts & accessories items.
- Costing of automobile spare parts & accessories.
- Identification of Cost reduction opportunities and system bottleneck
- Procurement & vendor management of automobile spare parts & accessories.
- Participation in Strategic Supply Chain decision

#### Requirements

- B. Sc. Engineering in Mechanical or Automobile Engineering from any recognized university or institution.
- About 6-8 years experience in the supply chain of automobile industry or related field.
- Within 35 years of age.
- Excellent team playing aptitude and communication skills
- Familiar with Microsoft Office Applications and E-mailing

### Senior Executive, HR & Administration, Rangs Limited, Chittagong

#### Job Responsibilities

- Ensure proper implementation of policies, rules and regulations of the company
- Handle recruitment of new staff members
- Ensure the Health, Safety and Environment issues of the organization
- Develop modules, organize and coordinate training program
- Maintain & update personal files and record keeping
- Prepare and arrange issuance of various office circulation, internal memo, caution letter, work order etc.
- Assist senior management for effective execution of administrative functions of the organization
- Arrange different meetings, seminars, workshops related to HR & Admin functions
- Look after various employee welfare issues

#### Requirements

- MBA major in HRM from any foreign or local reputed university
- Masters in Commerce or Social Science having Post-Graduate Diploma in Personnel Management may also apply for the position
- About 2-3 years experience in HR in any well-known organization
- Within 30 years of age
- Excellent leadership & team-building capacity
- Good Communication & Interpersonal skills
- Familiar with Microsoft Office Applications and E-mailing

### Customer Relations Executive, Rangs Limited, Dhaka & Chittagong

#### Job Responsibilities

- Communicate with the customers, clients in a polite and decent manner
- Handle customers grievances and complaints in a professional way
- Address customer needs in an appropriate and standardized manner
- Build up an intensive and individual relationship with existing and potential customers
- Maintain customer relation policy of the organization with a customer record
- Must have strong product knowledge in all ranges of Mitsubishi Vehicles and also should have adequate knowledge on competitors products
- Monitor and consolidate customer experiences and feedback from all touch-points

#### Requirements

- Minimum Graduate, having MBA in Marketing, Business Management or any relevant field will be an advantage
- About 1-2 years experience in Customer Services in any reputed company
- Within 30 years of age
- Customer & service oriented personality
- Excellent team playing aptitude and communication skills
- Fluency in Microsoft Office Applications and E-mailing

### HOW TO APPLY

Apply with a complete **Résumé** along with a **passport size photograph** on or before **April 30, 2008**. Please mention the post on the top of the envelope.

Email  
[career@rangs.com](mailto:career@rangs.com)

or Mail  
Head of Strategic Planning  
& Human Resources, Rangs Group  
387 Tejgaon Industrial Area  
Dhaka 1208

**RANGS GROUP**