

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 its "Promoting Access to Justice and Human Rights in Bangladesh" Project:

- Project Officer (1 position):** Will take a lead role in the overall project implementation / management and is expected to be an expert in the area of Access to Justice and Human Rights; must have legal education and relevant professional background.
- Research Assistant (1 position):** A challenging research-oriented position expected to provide documentation, reporting, capacity building and knowledge development/management services relevant to the project; legal, human rights, business administration/management or other relevant educational and research background.

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 **04 June 2008**.



Bangladesh

QC MANAGER/MERCHANDISER

Multinational garment buying office requires:
 • **QC manager** - Should have experience of woven, denims and knits. Foreigners may also apply.
 • **Merchandiser** - Experience of woven and denim is must.
 Pls send your resume with recent photograph, current salary and expected salary to ngill@indusapparel.com

Job Opportunity

The Guide Tours Ltd. has been providing reliable travel related services to individuals and corporate clients since 1989. We are looking for dedicated and skilled team players to join our Dhaka Head Office. Applications for the following full-time positions are currently requested:

- Senior Manager, Tours and Logistics
- Manager, Ticketing and Bookings
- Senior Executive, Tours and Logistics
- Senior Executive, Sales, Marketing and Planning

Candidates must have excellent communication skills both in written and spoken English. Candidates with an MBA or BBA as well as previous experience with management or executive secretarial work will be given preference.

Applications should be addressed to the Office Manager (office@guidetours.info), The Guide Tours Ltd., Darpan Complex, Gulshan 2, Dhaka and include a CV and a cover letter stating your interest in one of the positions currently open. Applications will be accepted until May 30th, 2008

Vacancy Announcement for Finance Professionals

A development advisory services company is looking for some bright, young and committed males/females for the field of Public Financial Management.

Qualifications:
 - The first and foremost requirement is the ability to write well in the English language. This means the ability to write well at a level of someone who has obtained 7.5 in the Writing section of IELTS (and has an overall band score of 7.5) or 90%+ in both writing section and the overall paper based/CBT TOEFL score.
 - A preferred combination could be an MA in Economics combined with MBA in Finance from a good university or it could be a Professional in Accountancy Qualification. However, other related fields/ combinations will be considered. No prior experience is necessary but a mature, professional outlook and a well-connected family background along with the ability to work long and hard with patience is useful.

Job Description:
 - Identifying business opportunities/ areas in development of financial/ developmental assistance and in different loan projects funded by different donor agencies.
 - Regular internet browsing for projects information, daily news paper review for updating of incoming projects.
 - Regular correspondence with international firms for forming associations for Expression of Interest (EOI), Proposals (Financial, Economical), request for Proposals (RFP) for donor funded agencies.

We offer a competitive package and a minimum starting salary of Tk.20,000.00 (consolidated) can be offered. If you feel you are the one, please send us a full CV with a color photograph to The Advertiser, Box No.: A-98 C/O, The Daily Star, 19 Karwan Bazar Dhaka-1215 within 7 (seven) days of the appearance of this advertisement.

Canadian High Commission, Dhaka Employment Opportunity

The Canadian High Commission in Dhaka has a vacancy for a full-time **Migration Integrity Assistant - LES 05**
Eligibility: Open to internal and external candidates.
Employment starting date: July 2008 (date to be determined)
Main duties
 • Receiving phone calls and visitors and using specialized knowledge and experience to explain the services and procedures of the immigration program.
 • Preparing reports, letters, e-mails, memoranda, charts and tables, using suitable software.
 • Interpreting between the local language and one or both official languages of Canada at interviews, official meetings or seminars.
 • Translating texts between the local language and one or both official languages of Canada.
 • Examining for authenticity of various documents e.g. birth/death certificates, educational certificates, employment letter, bank certificates.

Basic requirements:
Experience
 Demonstrated experience working in a general office environment. Demonstrated experience working on a PC in a network environment. Experience in dealing with the general public.
Language
 Ability to read, write and speak local language(s) fluently. Ability to read, write and speak English fluently. Ability to communicate orally in other official Canadian language (French) is desirable.

Availability
 Able to travel on short notice outside Dhaka.

Rated Requirements
Knowledge
 • Some knowledge of Canadian Immigration processing and procedures.
 • Knowledge of general office procedures and practices.
 • Knowledge of Microsoft Office.
 • Knowledge of society and customs of Bangladesh.

Abilities
 • Ability to analyze and evaluate information relevant to immigrant and non immigrant authorization/eligibility and make sound recommendations.
 • Ability to provide administrative support services to the immigration officers.
 • Ability to adapt quickly to procedural and technological changes.
 • Ability to communicate orally and in writing.
 • Ability to establish effective interpersonal relationships within team and supervisory relationships.
 • Ability to communicate orally in other official Canadian language is desirable.

Personal Suitability
 Professional integrity, tact, dependability, judgement, initiative, adaptability, flexibility and effective performance under pressure. Capacity to establish and maintain effective and professional working relationships with clients, colleagues and supervisors.
NOTE: An enhanced reliability check is required for this position.

How to apply?
 Interested persons must submit their application by **June 1, 2008**. To apply, send your curriculum vitae AND a covering letter to the Canadian High Commission, Human Resources division, House 16/A, Road-48, Gulshan-2, Dhaka.
Selection procedures:
 Only candidates selected for an interview will be contacted.
 If there is a need this competition may be used to fill other similar positions in the future.



ENGLISH FOR LIFE

Enrol for courses
 19 - 26 May
 9.30 - 5.30
 Placement test fee Tk700

Course Dates
 27 May- 21 July

- General English • Young Learners
- IELTS Preparation • Business English
- English for SSC Students



British Council Teaching Centre
 754b Satmasjid Road, Dhanmondi, Dhaka-1205
 Tel: 00880 (0)2 911 6171, 911 6545, 914 5557-8
 Fax: 00880 (0)2 811 6554

British Council Dhaka
 5 Fuller Road, Dhaka
 Tel: 00880 (0)2 861 8905-7
 Fax: 00880 (0)2 861 8867-8

e-mail: learnenglish@bd.britishcouncil.org

www.britishcouncil.org/bangladesh

VACANCY ANNOUNCEMENT

ICDDR,B invites applications from suitable candidates for the following positions with the Dhaka Hospital under the Executive Director's Division at Dhaka. Appointment will be made on a fixed-term basis for 2 years, which may be renewable depending on performance and availability of funds.

Benefits - 14.8% retirement fund contribution by the Centre, Children allowance @Tk.1,420/=, medical facilities for dependent spouse and children, free group life insurance, and subsidized transport, canteen, daycare facilities.

Analyst Programmer
 Salary - Annual salary Tk.726,450/- inclusive of house rent and conveyance allowances with other admissible benefits.

Job Profile
 • Overall administration of Hospital Management System which is about to be introduced;
 • Direct involvement in planning and implementing the Hospital Management System;
 • Maintaining and updating databases;
 • Designing, developing, implementing and monitoring new databases;
 • Preparing operational manual, and documentations;
 • Supervising and directing subordinates;
 • Training end users.

Requirements:
 • Masters degree in Computer Science or in relevant discipline with good academic records;
 • At least 6 years of experience in supervisory capacity of programming, data processing. Team management is required in a reputed organization
 • At least 1 year or more years of experience in Microsoft Dynamics NAV (Navision) with strong technical knowledge of the same;
 • Must have good knowledge of SQL Server;
 • Must have practical experience in Client-Server architecture and application development with tools such as Microsoft .net or C or C++;
 • Must have good knowledge of other Microsoft technologies;
 • Good communication skills in English and Bangla;
 • Strong understanding of concepts of ERP Solutions.

Senior Programmer
 Salary - Annual salary Tk.589,340/- inclusive of house rent and conveyance allowances with other admissible benefits.

Job Profile:
 • Creating complex database and testing applications e.g. relational database management systems;
 • Data analysis, interpretation and report writing;
 • Checking programming process and appropriateness of the data output/reports;
 • Coordinating data application, report processing, data cleaning and writing application interface;
 • Supervising programmer and other data management staff.

icddr,b
 KNOWLEDGE FOR GLOBAL LIFESAVING SOLUTIONS

• Maintain confidentiality about data validation and user password.

Requirements:
 • Masters degree in Computer Science or in relevant discipline with good academic records;
 • At least 5 years of experience in relevant field;
 • At least 6 months or more experience in Microsoft Dynamics NAV (Navision) with strong technical knowledge of the same;
 • Minimum 2 years of experience in SQL Server;
 • Minimum 2 years of experience in development of Client - Server architecture solutions using Microsoft technologies or in C/C++;
 • Good communication skills in English and Bangla.

Programmer
 Salary - Annual salary Tk.362,780/- inclusive of house rent and conveyance allowances with other admissible benefits.

Job Profile:
 • Designing, developing and implementing different software applications;
 • Maintaining and updating existing application software;
 • Solving system related and/or field related problems;
 • Designing and developing data capturing system;
 • Preparing detailed technical and non-technical documents.

Requirements:
 • Masters/Bachelor degree from Computer Science Masters/Bachelors degree in Computer Science or in relevant discipline with good academic records;
 • At least 3 years of experience in relevant field;
 • At least 6 months or more experience in Microsoft Dynamics NAV (Navision) with strong technical knowledge of the same;
 • Preferred knowledge of SQL Server SQL Server;
 • Minimum 1 year of experience in development of Client - Server architecture solutions using Microsoft technologies or in C/C++;
 • Preferred adequate skills in solving computer related problems;
 • Good communication skills in English and Bangla.

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-100, C/O. The Daily Star, 19, Karwan Bazar, Dhaka-1215 by May 29, 2008.** The internal candidates must mention their ID #s in the applications.

Candidates those who applied before 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.

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

চাকুরীর ভাইভাতে,

'কাশি' দিলেও তা ইংরেজীতে দিতে হয়!

আসলে চাকুরীর বাজারে এখন চাচা-মামার খুঁটির জোরের চেয়ে

English-এর দিকতার খুঁটি আরো বেশি কাজে লাগে! **জরুরি, DU Graduate**

আসলে আমরা সময় নষ্ট করায় একরকম আসক্ত। তা না হলে ইংরেজীতে খুব ভাল না হলে কোন চাকরই পাওয়া যায় না, তা জানা স্বভেদে কলেজ/Varsity/মেডিকেল কলেজ/BUET-এর student-রা নিজেদের মূল্যবান সময় English না শিখে কিভাবে আত্মা মেরে নষ্ট করে? অথচ S@ifur's-এ দিনে মাত্র দেড় ঘণ্টা সময় ব্যয় করে English-এর কোন একটি কোর্স করে BUET/ভার্সিটি/মেডিকেল/জাতীয় ভার্শিটির অনেক student-ই তাদের classmate যারা ইংরেজী শেখেনি, তাদের চেয়ে অনেক better job পাচ্ছে। আর আপনি.....! **S@ifur's-এর যেকোনো কোর্স নিয়ে জানতে: 01713 204 783**

www.saifurs.org
S@ifur's
 45% ছাড়ে মাত্র 8500 টাকায় জরুরি সুযোগ।
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 আমাদের নিয়ে আগামী 9 দিনের মধ্যে এলে পাবেন Spoken & Phonetics কোর্সের প্যাকেজ

Ad নিয়ে যেকোনো যম্বা: 01911 572 562
 পাছপাছ 8629471, 8628624; 01817 110600 ডিভা 8913232, 8951613; 01713 042983
 নিরপুর 8016654, 9011266; 01713 409351 স্মার্টফোন 01713 432 058; 01713 004574
 মালদা 9133386, 9118511; 01713 017811 N. Gonj 9752316; 01713 035053
 সিংদেবী 8354320, 8315707; 01713 204783 সিলেট 0449-4440625; 01714 000998 বুলনা 813755
 চম্পান 01713 432044, 01816 282610 পুরনো ঢাকা 7166457; 01713 004576 ফ্রান্স 63490

CAREER OPPORTUNITY

Times Securities Ltd, a leading brokerage house of the Dhaka Stock Exchange Ltd is looking for enthusiastic and talented personnel to join its team in Dhaka, Sylhet and Chittagong. The following positions are open:

AUTHORISED REPRESENTATIVES
 With 2+ years experience of trading at a DSE brokerage house.

CDBL LIAISON EXECUTIVE
 Full operational knowledge of the CDBL system

MARKETING EXECUTIVES (LOCAL)
 Preferably BBA background with 2+ year's experience

INTERNATIONAL LIAISON OFFICER
 Preferably MBA background with 2+ year's experience, English proficiency mandatory

ACCOUNTS DIVISION EXECUTIVE
 Qualifications in accounting required

ALL APPLICANTS SHOULD SEND THEIR CV/RESUME TO TIMES SECURITIES LTD, STOCK EXCHANGE ANNEX BLDG., SUITE 904 (8TH FLOOR), 9/E MOTIJHEEL C/A, DHAKA - 1000, OR CONTACT HRD: 01678 088 757.

TSL is an equal opportunities employer

NATIONAL POLYMER INDUSTRIES LTD

House # 39/A (5th & 6th Level), Road # 8, Dhanmondi, Dhaka

PRICE SENSITIVE INFORMATION

This is for kind information of all concerned that the Board of Directors of National Polymer Industries Ltd. in its Board Meeting held on May 22, 2008 ended at 5.30 P.M at Head Office took the following decisions:

Business agenda	Decisions
1. Raising of Paid-Up capital through issuance of Rights Share	2R:1 (2 right shares for every 1 share, At a price of Tk. 350/- each, including a premium of Tk.250/- per share)
2. Record date for attending the EGM	19 th June 2008, Thursday (the shareholders, whose names would appear as shareholders in the Register of Members at the close of business on the Record Date, will be eligible to attend the EGM.)
3. Date & time of EGM	14 th July 2008 at 11.00 am
4. Venue of the EGM	Will be informed later with the EGM Notice.
5. Record date for entitlement of Rights	To be informed after approval from the Securities & Exchange Commission.

By order of the Board of Directors
 Sd/
 Md. Zahidul Huq Ponni MBA, AIPM
 Company Secretary

Job Vacancy

Associate Coordinator and Manager - Administration & Finance

INTERCOOPERATION, a Swiss organisation for development and international cooperation, invites applications from Bangladeshi nationals for the positions of **Associate Coordinator and Manager - Administration and Finance** for its 'Agroforestry Improvement Partnership - AFIP' project based in Dhaka. AFIP aims at increasing income and employment of rural poor and extreme poor through improved agroforestry production as a result of a systematic national programme on quality planting material (QPM) development and distribution involving key (public and private) stakeholders.

1. The Associate Coordinator would be responsible for facilitating collaboration between national, regional and local institutions dealing with agroforestry species (fruit trees, timber trees, bamboo, medicinal plants, spices etc) and for the promotion of nursery associations in order to establish a supply chain of quality planting materials.

The incumbent should have at least 10 years of relevant experience, particularly in development organisations and a post-graduate degree in a related subject. She/he should have excellent skills in facilitation, networking, and practical knowledge on promotion of value chain, inter-personal communication, promoting partnership, information processing and report writing (in both Bangla and English). Experiences in promotion of planting material of timber species will be treated as added advantage.

The applications and CV must be accompanied with a paragraph not exceeding 300 words, on her/his ideas about a distribution system of germplasm/planting materials from research organisations to farmer in Bangladesh.

2. The Manager Administration and Finance would be responsible for establishing and ensuring a standard financial management system; preparing budgets, disbursing fund to the partner organisations and monitoring the expenses on a regular basis; management of external and internal audit of projects and partner organisations; external relationship with NGO Bureau, Board of Investment, Department of Passport & Immigration, National Board of Revenue; supervising and providing capacity building supports to the administration and finance personnel as well as contribution to general admin & finance pool tasks.

The candidates should have the following qualities: University degree in Accounting / Finance / Management, strong background in working with project finance & administration; good analytical skills of financial statements; at least seven years experience in administration, financial operation & management in international development organizations; good communication skills and command of English; excellent capacities for team building and coaching as well as skills on MS-Excel, Word, Power Point and ACCPAC operations.

The applications and CV must be accompanied with a paragraph not exceeding 300 words, on her/his ideas about the role of Manager Administration and Finance in project management.

Candidates fulfilling the above criteria for the relevant positions should submit their applications along with their resume, and a passport size photograph to the Project Coordinator, AFIP-Intercooperation, House 2 F NE(D), Road 73 G, Gulshan 2, Dhaka 1212 (E-mail: intercooperation.bangladesh@intercooperation-bd.org) by 3 June 2008.

The candidates must mention their salary expectation in the cover letter and The envelope should be marked the position. Only short-listed candidates will be called for interview