

## VACANCY ANNOUNCEMENT

ICDDR,B invites applications from suitable candidates for the following positions with Human Resources 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.

**Salary** -Annual Salary - Tk.218,270/- inclusive of house rent and conveyance allowances with other admissible benefits.

**Benefits/facilities** -14.8% retirement fund contribution by the Centre, Medical 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.

Position - Administrative Assistant (HRD)

## Job profile

- Provide administrative support to Manager, HRD. Able to prioritize and follow up different works. Maintain all files properly;
- Maintain the training and staff development database and information files. Maintain all scholarship related documents and files. Enter all data related to staff development from annual staff appraisals and prepare yearly Training Needs Assessment (TNA) reports;
- Assist the Manager, HRD in all preparation required for the delivery of training/workshops. Contact selected participants and trainers, coordinate with relevant departments for logistics support and helping the HRD;
- Assist the Manager, HRD in preparation of brochures, power point presentation in Bangla and English, Excel program, writing of reports, organizing different events;
- Make copies, distributes and ensures proper filing of correspondences, letters, memos, and documents.

## Requirements

- Minimum Bachelor's Degree;
- At least 3 years work experience in admin related works preferably in the areas of HRD;
- Training on Human Resource Management will be an added advantage;
- Knowledge in universal office/ filing management;
- Excellent skills in computer operations in all commonly use programs in Bangla and English;
- Ability to draft letters, memos independently;
- Good communication skills in both oral and written English and Bangla.



Position - Administrative Assistant (Gender)

## Job profile

- Provide administrative support to Gender Specialist. Able to prioritize and follow up different works. Maintain all files properly;
- Assist the Gender Specialist in all preparation required for the delivery of training/workshops. Contact selected participants and trainers, coordinate with relevant departments for logistics support;
- Assist the Gender Specialist in preparation of brochures, power point presentation in Bangla and English, Excel program, writing of reports, organizing different events;
- Make copies, distributes and ensures proper filing of correspondences, letters, memos, and documents.

## Requirements

- Minimum Bachelor's Degree;
- At least 3 years work experience in admin related works preferably the area of Gender;
- Training on Human Resource Management and/or Gender will be an added advantage;
- Knowledge in universal office/ filing management;
- Should be a self starter, dynamic and good initiator;
- Ability to work under pressure in a multi tasking and diversified environment;
- Good communication skills in both oral and written English and Bangla;
- Ability to draft letters, memos independently;
- Excellent skills in computer operations in all commonly use programs in Bangla and English.

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-99, C/o. The Daily Star, 19, Kawran Bazar, Dhaka-1215 by June 1, 2008.** The internal candidates must mention their ID #s 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.

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

## Mohammadpur Preparatory Higher Secondary School

## Situation Vacant

Mohammadpur Preparatory Higher Secondary School received Best School Award in 1993 & 2000 from Govt. of Bangladesh and has got Bengali & English Version Sections with Excellent Environment and Board Results.

## Applications Invited for the following:

Sl. No.	Posts	Qualification
01.	Vice Principal/ Principal	Master Degree from reputed University & Fluent in English. Experience in English Medium School is desirable.
02.	Teachers & Senior Teachers	Master Degree from reputed University & Fluent in English. (Science & Business Subject. & English)

**Salary Negotiable.** For the post of Principal & Vice Principal candidates may meet the Chairman with CVs. **last date: 5 June 2008** Contact: Adm. Officer, 9112663 for further details 15/1 Iqbal Road, Mohammadpur, Dhaka-1207.

## Job Opportunity

**SOUTHPOLE U.S.A./B K Sourcing**  
One of leading whole seller (Garment) is looking for below positions:

- Senior Merchandiser for knit wears
- Senior Merchandiser for woven pants
- Sample Master (Technician)
- Secretary (Female).

## Requirements :

- Good speaking & writing in english.
- Good Computer skills.
- Well organized & educated background.
- Problem solving ability.
- Strong sourcing ability (Merchandiser)

**Application :** Send Bio-Data with photo by scan mail until May '30/2008.

**Interview & qualifying test date:** To be advised by e-mail or phone after review of Bio-Data.

## SOUTHPOLE/B K Sourcing

Apt# A1, House# 11 A/B, Road# 54, Gulshan-2, Dhaka.  
E-mail : bkont1@miraebd.net

"Pls mention the post in your application"

## REQUEST FOR EXPRESSIONS OF INTEREST



THE WORLD BANK  
Bangladesh

Consulting Services  
Procurement Monitoring and Resource Planning

The World Bank intends to finance the assignment/services described below under Bank's budget.

The consultant, as part of its services, will develop a procurement monitoring and resource planning software. The key tasks are as follows:

- Monitoring of procurement process of contracts for all World Bank funded projects such as invitation of bid, bid evaluation, contract award, progress of contracts (both physical and financial).
- Developing of a electronic procurement plan / contract database template for use by all implementing agencies. The implementing agencies will submit the updated procurement plan /contract database in this electronic template. The proposed system will have the option to upload this electronic plan / contract database and based on that generate customized reports.
- Producing system generated project specific procurement clearance or clarifications letters with standard clauses and format. There should be provision for manual customization.
- Resource planning for the procurement staffs by capturing of all future tasks and calculating the workload and generating customized reports on resource planning.
- Capturing all tasks completed by the procurement staffs and produce customized reports on average response time.

The World Bank now invites eligible local consulting firms to indicate their interest in providing the services. The firm should have proven track record of developing resource planning software with international experience. Interested consultants must describe what qualifications it has, and what assignments the consultant has executed that in its view qualify the firm for the proposed assignment. These, among others, will include (i) the firm's consistency of appropriate professional and expert staff, mastery of particular approach, methods or solutions relevant to the assignment, and (ii) firm's listing of executed assignments similar or closely related to the proposed tasks, (iii) firm's detailed information including availability of resources.

Consultants will be selected based on the Consultants Qualification (CQ) method in accordance with the procedures set out in the World Bank's Guidelines: Selection and Employment of Consultants by World Bank Borrowers (May 2004, revised October 2006).

Interested consultants should obtain further information from the address below.

Expression of interest must be delivered to the address below by June 08, 2008, clearly marking "EOI for Procurement Monitoring and Resource Planning". Electronic submission of EOIs are permitted under this notice.

Dr. Zafrul Islam  
Lead Procurement Specialist  
The World Bank Office, Dhaka  
E-31, Agargaon, Sher-e-Bangla Nagar, Dhaka 1207, Bangladesh.  
Tel: 8159001-28, Fax: 8159029-30 E-mail: zislam@worldbank.org

## Food and Agriculture Organization of the United Nations

## Vacancy Announcement

Dead line for Application: 5 June, 2008

The Food and Agriculture Organization of the United Nations (FAO) in Bangladesh is looking for suitable candidates for the following positions for its Highly Pathogenic Avian Influenza (HPAI) Programme and Emergency Recovery and Coordination Unit.

## For Highly Pathogenic Avian Influenza Programme:

Position: National Consultant- Communications (1 post)

**Duties and responsibilities:** Assist with the implementation the FAO Avian Influenza (AI) communications strategy for Bangladesh in close collaboration with FAO technical experts working on AI in Bangladesh and the responsible parties of the Department of Livestock Services working on AI; In close collaboration with the FAO technical experts to coordinate with the Department of Livestock Services' team working on AI on public awareness campaigns and media relations; Liaise with FAO technical experts to coordinate activities in the Department of Livestock Services communications portfolio related to AI in Bangladesh; Assist the Department of Livestock Services with development of communications tools for use within the veterinary structure at the central, regional, provincial, district and community levels; Coordinate with FAO technical experts and the Department of Livestock Services in enhancing the role and participation of organizations working on animal health in the government structure and other networks/groups working on AI communications (NGOs, donors, the private sector); Prepare, maintain and update the FAO promotional materials on paper, electronic format and website; This includes the production of information resources and articles for newsletters and other multimedia products; Under the supervision of the Communication Support Specialist provides timely updates on relevant media coverage in the national media to the FAO HPAI Control Programme Team; Assist FAO HPAI Control Programme Team with development of required communications or materials; Work directly with the International Information Officer to increase the visibility of FAO's HPAI Control Programme in the national media; Perform other duties as required.

**Qualifications:** Degree in communication or a related field, with experience in social mobilization and media advocacy; A minimum of 5 years communications experience preferably in development field; Familiarity with development issues, the United Nations system and the media in Bangladesh is an asset; Experience in dealing with institutional partners and donors are essential.

**Duty Station:** Dhaka with frequent field travel. **Duration:** Initially 6 (six) months, extendable based on performance and availability of funds.  
**Reporting:** The incumbent will report to CTA (Chief Technical Advisor), FAO Technical Unit for Avian Influenza.

Position: National Consultant- Outbreak Response and Training (1 post)

**Duties and responsibilities:** Assist the Government in reviewing and updating the National Avian Influenza and Human Pandemic Influenza Preparedness and Response Plan 2006-2008 and AI Operation Manual; Develop and update SOPs and training materials on surveillance, disease reporting and outbreak response including culling, disposal and decontamination; Develop training materials, booklets and flyers on biosecurity in poultry farms; Translate all training and communication materials in Bangla; Plan, organise and facilitate workshops, seminars and training programmes on surveillance, disease reporting, HPAI outbreak containment and farm bio security for the staff of DLS and other Government and Non-Government Organizations; Prepare regular reports in collaboration with members of the FAO Technical Unit; Perform other related duties as required.

**Qualifications:** The national consultant will be a veterinarian, preferably with a post graduate degree in veterinary epidemiology/ medicine/ microbiology/ pathology with at least 7 years of relevant experience in disease diagnosis and control; He/She should have good command in English and Bangla and practical experience of developing training materials and organizing meetings and workshop.

**Duty Station:** Dhaka with frequent field travel. **Duration:** Initially for 6 (six) months, extendable based on performance and availability of funds  
**Reporting:** The incumbent will report to CTA (Chief Technical Advisor) FAO Technical Unit for Avian Influenza.

Position: Veterinarian (50 posts)

**Duties and responsibilities:** Assist Upazila Livestock Officer (ULO) in implementing active surveillance programme for HPAI; Monitor the activities of Community Animal Health Workers (CAHWs) in door-to-door visits in search of suspected HPAI cases; Investigate suspected cases, collect samples and arrange shipment of samples to the laboratory; Assist ULO in compiling surveillance data; Perform other related duties as required.

**Qualifications:** The incumbent will be a registered veterinarian from a recognized university preferably with a post graduate degree in veterinary medicine, microbiology or pathology; He or she should be licensed to ride motorbikes and be prepared to work under village conditions.

**Duty Station:** Different Upazila Livestock Office. **Duration:** 6 months (Starting date: ASAP).  
**Reporting:** The incumbent will report to FAO Technical Unit for Avian Influenza.

## For the Emergency Recovery and Coordination Unit:

Position: National Consultant- Monitoring & Evaluation (1 post)

**Duties and responsibilities:** In collaboration with the ERUCO Technical Team of national consultants review the FAO and Government of Bangladesh's Emergency Livelihood Protection and Rehabilitation Programme Appraisal Document (January 2008); Prepare a logical framework matrix for the FAO and Government of Bangladesh's Emergency Livelihood Protection and Rehabilitation Programme and identify the key results, activities and objectively verifiable indicators that require monitoring by ERUCO; In collaboration with the ERUCO Emergency Field Co-ordinator and his/her Technical Team of national consultants, review the project documents of the seven on-going emergency agricultural response to cyclone-affected farmers and fishing communities projects (funded by FAO/ITP, UN/CERF (2), Governments of Belgium and Switzerland, and UNDP/DFID); Prepare logical framework matrices for all the on-going emergency flood and cyclone projects and identify the key results, activities and objectively verifiable indicators that require monitoring by ERUCO; In collaboration with the ERUCO Emergency Field Co-ordinator and his/her Technical Team of national consultants, visit project sites and assess the performance of ERUCO and its implementing partners in delivering project inputs; Prepare performance monitoring sheets for each of the seven on-going "emergency agricultural response to cyclone-affected farmers and fishing communities" projects comparing achievements against key results and objectively verifiable indicators highlighting any lessons learned and constraints to implementation; In collaboration with the TCEO Programme Development Specialist, review all pipeline livelihood protection and rehabilitation projects prepared by ERUCO and TCEO; Prepare logical framework matrices for each of the pipeline livelihood protection and rehabilitation projects and identify the key results, activities and objectively verifiable indicators that will require monitoring by ERUCO on the confirmation of donor funding; Design a management information system (MIS), defining reporting requirements from managers and co-ordinators of ERUCO and its implementing partners responsible for programme management and execution of project activities and define formats for standard reports (e.g. quarterly, mid-term and final progress reports). Prepare the technical specifications for the selection of an NGO which will be in charge of monitoring field activities and collecting information. In collaboration with the ERUCO Emergency Field Co-ordinator prepare the Letter of Agreement to be signed with the NGO; Design and install appropriate software for M&E and MIS information and arrange for the training of computer operators; Recommend suitable professional M&E and MIS training for staff from ERUCO, implementing partners and counterpart Government agencies; Perform any other tasks and duties required by FAOR, ERUCO Emergency Field Co-ordinator and TCEO Programme Development Specialist.

**Qualifications:** The Consultant should possess a university degree in social sciences, agriculture or economics and post-graduate qualifications in agricultural economics or rural development (or related technical disciplines); Minimum of 10 (ten) years of relevant experience and technical work in the agricultural sector, including working experience on donor-funded agricultural/rural development and livelihoods rehabilitation projects, preferably in an emergency context; Good judgment and analytical skills; Ability to use computers and word processors; Ability to work quickly and accurately; Initiative, courtesy and tact; Ability to establish and maintain good working relationships with people of different national and cultural background.

**Duty Stations:** Dhaka with in country travel. **Duration:** Initially for 5 months, extendable based on performance and availability of funds.  
**Reporting:** The incumbent will report to Emergency Programme Coordinator.

Position: Logistic Assistant (1 post)

**Duties and responsibilities:** Assist in the logistical arrangements for the delivery of internationally and nationally procured inputs to the project implementing Partners. Follow closely the delivery dates, contracts and air/water/road-deliveries to ensure proper arrival of the goods at the FAO/implementing partners' warehouses; In consultation of the Admin and Finance Unit of the FAO Representation, follow up on custom clearances and paperwork for the international procurements to ensure timely receipt and in-country transportation of the goods to the FAO or implementing Partners' warehouses; Assist in the preparation of a logistics plan for the distribution of emergency supplies to project sites, using the most cost-effective and secure routes and considering the various transportation modes available (water/land/air); Maintain transport logs and organize car-pools and supervise duties of the drivers allocated to the emergency and rehabilitation programme; Assist in the preparation and organization of logistics and transportation arrangements for visiting missions, meetings, training courses and workshops as requested; Organize the use and assignment of communication equipment, including mobile and satellite phones and cordan radios, for emergency project staff/consultants and visiting missions; Ensure due compliance with MOSSI prescribed UN/ISS security standard activities/ usage of equipment; Perform any other tasks as requested by the Senior Emergency and Rehabilitation Coordinator and the FAO Representative.

**Qualifications:** Completion of High School education preferably University degree supplemented with logistics training courses; 3 - 5 years of work experience in logistics work, preferably with UN or NGO; Good judgment and analytical skills; Ability to use computers and word processors; Ability to work quickly and accurately; Initiative, courtesy and tact; Ability to establish and maintain good working relationships with people of different national and cultural background; Working knowledge (level C) of English (spoken and written) and fluency in Bangla

**Duty Stations:** Dhaka with in country travel. **Duration:** Initially for 3 months, extendable based on performance and availability of funds.  
**Reporting:** The incumbent will report to Emergency Programme Coordinator.

## Application Guidelines:

Interested candidates fulfilling the above competencies should apply with clear indication of the position applied for, on the envelope to Asst. FAO Representative (Operations), FAO Representation, House 37, Road 8, Dhanmondi R/A Dhaka. Applicant(s) should fill-up the Personal History Form (PH Form) from FAO web page www.fao.org. Applications with PH Forms may also be received by FAO through E-mail: FAO-BD@fao.org. FAO of the UNITED NATIONS complies with standard work and security procedure of the UN, and maintains a non-smoking environment.

Any persuasion will disqualify the candidate; only short listed candidates will be invited for the interview. Women are particularly encouraged to apply.

## An Australian Government Initiative

Australian Scholarships  
THE PATHWAY TO EXCELLENCE

## Australian Leadership Awards - Scholarships

The Australian Agency for International Development (AusAID) is pleased to invite applications under the 2009 Australian Leadership Awards Scholarships (ALA) program from interested candidates who are committed to contribute to the development of Bangladesh. The purpose of ALA scholarships is to develop leadership in the Asia Pacific region. The program is an investment in the future of this region, training leaders who will advance reform, development and governance.

ALA Scholarships are academically prestigious awards offered to high achievers from the Asia-Pacific region each year to undertake postgraduate (Masters and Doctoral) study. Scholars also participate in a unique Leadership Development Program. ALA scholars are expected to return to their home country after they have completed their studies. Managed by the Australian Agency for International Development (AusAID), the ALA awards are highly competitive and targeted primarily towards those who have the potential to assume leadership roles that can influence social and economic policy reform and development outcomes in their home countries and the region. Recipients should also be willing to make a commitment to the exclusive Australian Scholarships alumni programme.

Applications are open to all fields of study; however, scholars in international trade, pandemics, security and climate change (including clean energy) are especially encouraged to apply.

Preference will be given to the following candidates:

- Those who have relevant professional experience in their chosen subject area
- Those who are in a leadership role or have the potential to assume a leadership role in the public, private or community sector

In each case, merit will be given to candidates likely to influence development outcomes at the national and regional levels.

## Mandatory requirements:

- Must have a record of high-level undergraduate or post-graduate academic achievement
- Must have an IELTS score of 6.5 or above, taken no longer than two years prior to the date of application
- Must have an unconditional offer letter from an Australian university for entry into full time study in the nominated subject area for masters or doctoral studies

## You will not be eligible if you:

- Are holding or have been nominated to receive another scholarship;
- Are a permanent resident or have applied for permanent residency in Australia;
- Are married or engaged to be married to a person who holds or who is eligible to hold Australian or New Zealand citizenship or permanent residence status.

Applications are open now for commencement at an Australian university from January 2009.

If you meet all the eligibility criteria, kindly go to the website [www.australianscholarships.gov.au](http://www.australianscholarships.gov.au) or <http://www.ausaid.gov.au/scholar/ala.cfm> for detailed instructions. You are requested to apply online or send a hard copy of the application to the address below. Please note that the deadline for receiving hardcopy and online applications is 30 June 2008.

Scholarships Officer  
Australian High Commission  
21 Gregory's Rd, Colombo 7, Sri Lanka.

Please read the instructions and other relevant information carefully before sending your application. Incomplete and ineligible applications will be disqualified.

Awards will be allocated equitably between men and women. Candidates with disabilities and candidates of tribal descent are strongly encouraged to apply.

Closing date for all applications: 30 June 2008