

# MANAGER SEARCH

We are one of the emerging real-estate developers, giving highest emphasis on selection and development of it's human resources. To its expansion program **DOM-INNO DEVELOPMENTS LTD.** is seeking to recruit smart enthusiastic and hard working personnel for the following positions:

## ASSTT. MANAGER (SALES):

M.B.A. Major in Marketing or equivalent from any recognized institution with minimum **5-8 years** practical experience in relevant sector.

## SR. EXECUTIVE (SALES):

M.B.A. Major in Marketing or equivalent from any recognized institution with minimum **3-5 years** practical experience in relevant sector.

## EXECUTIVE (SALES):

M.B.A. Major in Marketing or equivalent from any recognized institution with minimum **2-3 years** practical experience in relevant sector.

please apply in confidence with full C. V. and 2 (Two) copies of recent passport size Photograph, a contact number along with a cover letter addressing to the **Director Monitoring & Operation** within **15 days after publishing this advertisement** to the following address. Please write the position applied for on the top of the envelop. **Candidates who are not working in relevant field need not to apply.**

## DOM-INNO DEVELOPMENTS LTD

HR & CUSTOMER CARE DIVISION:

House no- 68, Road no- 15, Block no- C Banani R/A, Dhaka. Fax: 880-2-9873163, 8833982  
E-mail: wecare@dominno-bd.com, dominno@bananinet.com

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# JOB VACANCY

BBC WORLD SERVICE TRUST

## ADMINISTRATION OFFICER

Duration : Two Years

(Contingent on completion of three-month trial period)

The BBC World Service Trust is the charity and development agency of the BBC. Working in over 40 countries worldwide, the Trust uses media and communications to reduce poverty and promote human rights. The BBC World Service Trust is looking for the following challenging mix of ingredients for the Administration Officer's role. The terms of reference and required experience are listed below:

### DUTIES

- Responsible for managing key function related to the daily operations of the office, such as Administrative Correspondence, Commercial Correspondence, Purchase Management, File Management, etc.
- Maintenance of all aspects of facilities management, including office premises refurbishment, ongoing maintenance and backup power supply and office supplies.
- Responsible for procurement of office supplies and maintenance of supply closet and inventory procedure for non-durable items.
- Assist in identifying suppliers and ensuring competitive bidding procedure for all purchases.
- Coordinate with the Head of Administration in hiring and supervising the support staffs.
- Responsible for maintaining office health and safety standards in accordance with BBC guidelines and applicable Bangladesh laws and regulations.
- Provide day to day assistance to the Head of Administration.

### REQUIREMENTS

- Qualified professional with university degree and demonstrated experience in office management procedures and policies.
- Must have sound understanding of managing administrative affairs of a diverse multicultural work group.
- Experience in working in international organization and with major donors will be an added advantage.
- Innovative and creative in solving problems in a complex business environment.
- Fluency in written and spoken English and Bangla.

Applications: Interested applicants should send a one page cover letter and CV to BBCWST-Dhaka HR at applications@bbcwbtd.org. The deadline for receiving applications is before 6 pm on 17th July 2008. The BBC is an equal opportunities employer.

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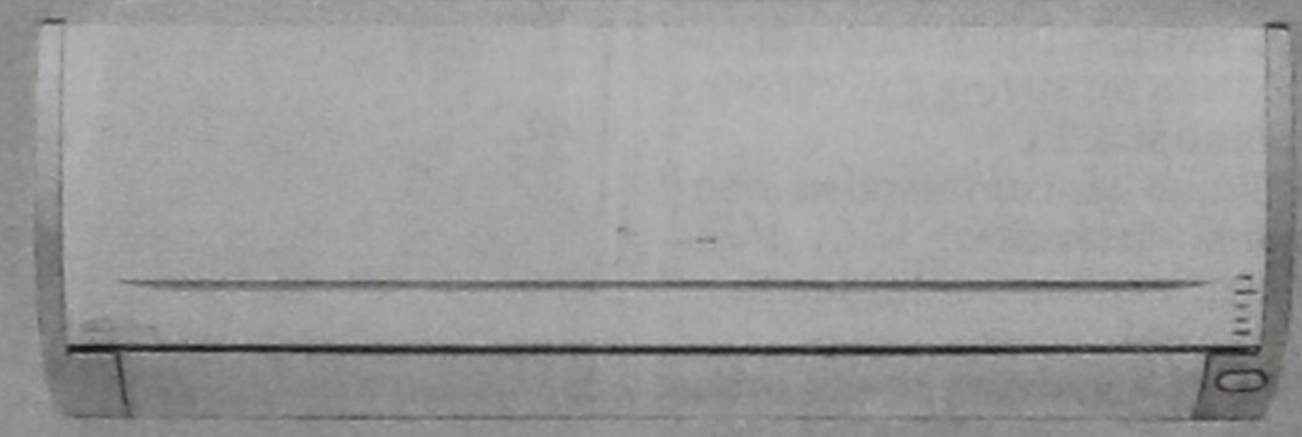
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**Deluxe Envio**  
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**Standard/Super Tropical**  
PC12GKH (1 ton), PC18HKK (1.5 ton), PC24HKK (2 ton), PC30EKF (2.5 ton), PC36EKF (3 ton)

\*Offer valid from June 28 to July 31, 2008

**M. K. ELECTRONICS (GULSHAN BRANCH):** Hamid Tower, 24 Gulshan Avenue, Circle -2, Gulshan, Dhaka - 1212. Tel: 9863108, 9894225, 9893109, 01712-714095, 01725-119279.  
**M. K. ELECTRONICS (STADIUM BRANCH):** 95, Bangabandhu National Stadium Market, Dhaka-1000. Tel: 9554232, 9570409, 9558487, 7160797. **A. B. ELECTRONICS (DHANMONDI BRANCH):** Road No. 04, House No. 07, Mamta Plaza, Dhanmondi, Dhaka-1205. Tel: 9664331. **SAVED ENTERPRISE:** 34/B, Khilkhet Super Market, Khilkhet, Dhaka-1229. Tel: 8920759. **J. B. ELECTRONICS:** Omoni Manson, 349/Ka (New), Kandaripar, Comilla. Tel: 01817-029983, 081-77143. **A. B. C. ELECTRONICS:** Latif Center (2nd Floor), Zindabazar, Sylhet. Tel: 0821-711600, 01199-603301, 01711-812290. **ELECTRO BAZAR:** 403 Latif Center, Zindabazar, Sylhet. Tel: 0449-5000456, 01711-552543. **FUTURE ELECTRONICS:** Latif Center (4th Floor), Zindabazar, Sylhet. Tel: 0821-2831101, 01727-363258. **CLASS ONE ELECTRONICS:** Airport Road, Dorga Gate, Sylhet. Tel: 0621-716013. **APPOLO TRADERS:** 1810, S.K. Mujib Road, Agrabad, Chittagong. Tel: 031 712694, 031 723366, 01711-749672. **GLOBAL REFRIGERATION:** 59, CDA Avenue, Dampara, Chittagong. Tel: 01712912672.

# EAST WEST UNIVERSITY

Leading Private University of Bangladesh



## ADMISSION: FALL 2008

### UNDERGRADUATE PROGRAMS

- B.Sc. in Computer Science & Engineering
- B.Sc. in Computer Science
- B.Sc. in Electronic & Telecommunication Engineering
- B.Sc. in Information & Communication Engineering
- B.Sc. in Electrical and Electronic Engineering
- Bachelor of Pharmacy
- BBA
- BA in English
- BSS in Economics

### Admission Eligibility

- Minimum 2nd division or GPA 2.5 both in SSC and in HSC; or
- University of London or Cambridge GCE "O" Level in 4 subjects with a minimum GPA of 2.5 and "A" Level in two subjects with a minimum GPA of 2.5; or
- American High School Diploma or equivalent and
- Acceptable EWU Admission Test Score or a minimum score of 1100 in the Scholastic Aptitude Test (SAT) in lieu of the Admission Test

### Undergraduate Admission Test: 02 August 2008 at 10:00 am

- Students with Golden GPA are generally awarded one year full free tuition that continues based on the first year result
- Scholarship of taka 3 Crore 24 Lakhs awarded to 1168 students in 2007

### Why should students choose East West University?

- Highly educated and trained faculties
- Most modern computer facilities
- Highly equipped laboratories
- Valuable degrees in Business Administration, Economics, Pharmacy, Electrical and Electronic Engineering, Telecommunication Engineering, Electronics
- Telecommunication Engineering, and Computer Science and Engineering
- Employers' preference for East West University
- Recognition of East West University by foreign universities

### GRADUATE PROGRAMS

#### Master of Business Administration (MBA)

Regular : 60 Credits (Waiver available as per policy)

Executive : 42 Credits (Waiver available as per policy)

#### Master in Bank Management (MBM)

Bachelor degree from a reputed university with at least

2nd division/class in all public exams or CGPA of at least

2.5. Test waived if scored 500 in TOEFL and 550 in GMAT

#### MS in Computer Science & Engineering

Bachelor degree from a reputed university in CSE or EEE or any equivalent discipline with a minimum CGPA of 2.5

#### Master of Development Studies (MDS)

A Bachelor or Master degree from a recognized university having courses in Economics, Social Sciences with CGPA of 2.5 at undergraduate level (for GPA based system) or with 7 points as prescribed by EWU.

#### MS in Telecommunication Engineering

Bachelor degree from a reputed university in Communication Engineering /Computer Engineering/Electrical Engineering/Electronic Engineering /Physics/Applied Physics/Computer Science, who earned a minimum of second class or GPA of 2.7 (out of 4.0) in the bachelor degree from reputed institutions are invited to apply for admission. Students with three years undergraduate degree and one year master degree in any of the above mentioned subjects may also apply for admission

#### MA in English

BA (Hons.) in English with minimum 2nd division/class or minimum CGPA of 2.0

### Graduate Admission Test:

**25 July 2008 at 10:00 am**

For details please contact: East West University  
43 Mohakhali C/A, Dhaka 1212 or

Call: 9887989, 8814786, 9882308, 8861163-4

Fax: 880-2-8812336 or

E-mail: admissions@ewubd.edu

URL: www.ewubd.edu

# What are you waiting for?

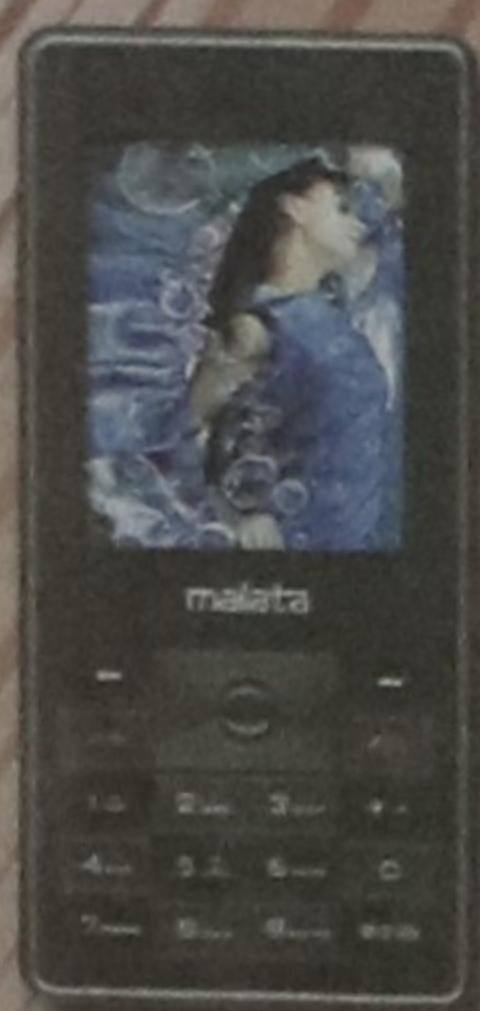
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