# Opportunity



Incepta Pharmaceuticals Ltd. is a leading pharmaceutical dosage form manufacturing company having a thoroughly professional working environment. The company has already achieved a number of milestones including GMP certification from European authority. To further strengthen the qualitative approach and to support Engineering department, the company is offering the following positions to suitable candidates :

#### Manager, Engineering and Maintenance

#### **Educational Qualification:**

 Minimum B.Sc degree in Mechanical or Electrical engineering with excellent academic background preferably from BUET.

#### Job Requirement:

- About 10 (ten) years experience in a manufacturing concern. Working experience in pharmaceutical company is preferable.
- Good leadership, communication and people management is a must.
- Experience in erection, project management, trouble shooting with sound knowledge in electrical, instrumentation and control.

#### Assistant Manager, Mechanical/Electrical (2 positions) **Educational Qualification:**

 Minimum B.Sc degree in Mechanical or Electrical engineering with excellent academic background.

#### Job Requirement:

- Minimum 07 (seven) years experience in manufacturing concern. Working experience in Pharmaceutical company will get preference.
- Thorough knowledge on preventive maintenance/HVAC system/logic control and financial management.
- Person must be a good and strong leader to lead a team with a track of success and result.

Attractive compensation will be offered to the deserving candidate. Interested candidates are requested to send their updated resume along with photocopies of educational/professional certificates and two copies passport size recent photographs. The application must reach on or before July 14, 2008 to the following address. The position applied for should be marked on the envelop.

#### Incepta Pharmaceuticals Ltd

40, Shahid Tajuddin Ahmed Sarani, Tejgaon I/A, Dhaka-1208. E-mail-jobs@inceptapharma.com



#### Vacancy Announcement

Katalyst is a development project funded by CIDA, DFID, Embassy of the Kingdom of the Netherlands and SDC. It aims to improve the growth and competitiveness of micro, small and medium enterprises in selected sectors. The Services Division of Katalyst is looking for a dynamic, independent, and hardworking professional who have the vision to contribute to the economic growth of Bangladesh.

#### Position: Media Consultant

#### Work Experience:

3-5 years in media (either print or electronic)

#### Major Responsibilities:

- Plan and implement ideas for capacity building of media at national and local levels to facilitate growth of business and private sector development
- Work in a team to develop and implement innovative mechanisms to use the potentials of media to enhance growth of enterprises within rural and urban settings
- Capture impact of activities implemented

#### Academic Quality and Competence:

- Graduate/Post Graduate in Journalism or related subject with good analytical skills and creativity
- · Having on hand research experience would be preferred.
- Good understanding of media and its role in business and economic development in the local context
- Good communication and negotiation skills (both English and Bangla)
- Good computer skills
- Multi-tasking and ability to make informed decisions

Thames Valley University

- Result oriented and a team player
- Self motivated and interested to visit project sites within the country
- Think 'out of the box' and figure out solutions to complex problems

Attractive compensation and benefit packages will be offered to the deserving candidates.

Interested candidates are requested to send in their resumes, one passport size photograph along with a cover letter addressed to the Division Manager, Services Division, Katalyst, House #20, Road #6, Baridhara, Dhaka-1212. Applications can also be sent electronically to info@swisscontact-bd.org. Telephone inquiries will not be entertained.

Only short-listed candidates will be contacted for interviews. Last date of application is July 13, 2008.

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# **Faculty Search**

## Foreign Languages

BRAC University-Centre for Languages (CfL) is seeking applications for the posts of Part-time faculty members (Day/Evening shifts) to teach the following languages:

- 1) French
- Spanish
- Chinese
- Russian Italian
- 6) Bangla
- The incumbent requires to have 1) a Master's degree in Social Science from any
  - reputed university (home or abroad).
  - 2) a degree/diploma in the respective language and 3) at least one year teaching experience.

All applicants must submit their applications with copies of their CVs and two passport size photos before 10th July, 2008 to the HR Officer, BRAC University, 66, Mohakhali, Dhaka-1212 or e-mail to hrd@bracu.ac.bd.

# Job Opportunity

#### For a growing Travel Agency the following are required:

01. Assistant Manager: Should have proven work experience in travel agency with efficient knowledge how to manage all works of a travel agency including recruiting procedure. Acute knowledge about computer database is necessary.

02. Database Officer: Must have experience to work with database. Enable to develop a database and maintain independently. Computer Science background is preferred. Besides it must be expert in MS Access and Excel. Good speed in typing.

03. Office Executive: Graduate in English and Female candidate is preferred. Candidate should have proven skilled on M.S. Office package, Especially on Excel. Good speed in typing. And good knowledge on English language is essential

Please drop your CV within 17th July, 2008, along with a recent PP size photograph, expected salary, copy of all experience and educational certificates, addressed, Manager, Roni Tours & Travels, Suit # 07, 13th floor, City Heart, 67 Naya Paltan, Dhaka-1000. Or just email a word or pdf file of your papers at : rdronidhaka@gmail.com

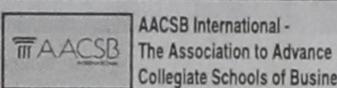
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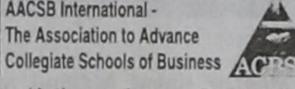
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**OLast Date of Admission:** July 26, 2008 **OClass Starts:** August 02, 2008

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#### Contact Address:

Head Office & Dhanmondi Campus Siddeswari Campus

744, Satmosjid Road, Dhanmondi

stamford@stamforduniversity.ws, Web Page: www.stamforduniversity.i

(Behind Monowara Hospital) Tel: 9124161, 9124569, 8156122-3, 8153168-9 Tel: 8355626, 8355596, 8354577, 8355512-13 Mobile: 01713082401, 01713082402, 01713082403 | Mobile: 01713082404, 01713082405

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## Office Services Manager

with Concern Worldwide, Bangladesh



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Reporting to the Head of Administration, the successful candidate will be responsible for ensuring effective and efficient office services including conference, travel, accommodation, and necessary logistics for Concern's staff, visitors and partners enabling them to meet high standard output and objectives in their work.

#### Your main role and responsibilities will be to...

- support, services and resources for smooth running of the offices, programmes and houses.
- · Ensure all necessary formalities and legal requirements are
- · Ensure fixed assets control systems are maintained and updated on an ongoing basis across all offices of Concern in Bangladesh.
- stores for items used in the organization following Concern Worldwide Policy.
- · Lead the office services team in a manner that empowers them to deliver excellent customer services.

#### The skills, qualifications and experiences we are

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- Office Service Management within a national or international organisation.
- related laws & legislations.

If you have what it takes, and the commitment to Concern's 1000, or by email to recruitment.bgd@concern.net. Please note the position applied for on the envelope or in the email subject line. Any canvassing will result in disqualification.

Concern values diversity in the workplace and is a committed equal opportunity employer. We encourage applications from all suitable candidates regardless of gender, race, family or marital status, ethnicity, age, sexual orientation, disability, class, caste or religion.

For more information on Concern Worldwide's work visit

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Autumn 2008

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5 O' Levels with a GPA 2.50 & 2 A' levels with a GPA of 2.00

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Minimum score of 1550 in SAT 1 & minimum 550 (paper based) or 213(computer based) or 80(internet based) in TOEFL or 5.5 in IELTS Grade 'A' in English and Math in A' Level exam.

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Population Environment

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- · Electrical & Electronic Engineering
- Electronic & Telecommunication Engineering

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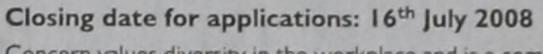
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looking for...

- · At least 3 years experience in the field of Administration or
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- values and vision, please forward a copy of your CV along with details of three references to: Human Resource Department, Concern Worldwide, P.O Box 650, Dhaka



Concern has a staff Code of Conduct and a Programme participant Protection Policy to ensure the maximum protection

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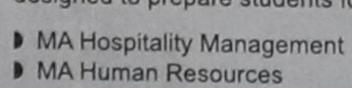
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will meet & interview the prospective students. Date: 5 July 2008, Time: 2pm - 6pm

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