

Incepta CAREER 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
- 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.**



Faculty Search for Foreign Languages



BRAC University

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
- 2) Spanish
- 3) Chinese
- 4) Russian
- 5) 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 hrc@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

ADMISSION - FALL 2008

Are you seeking internationally recognized

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STAMFORD offers internationally recognized Regular & Executive MBA

Membership of International Accreditation Bodies

AACSB International - The Association to Advance Collegiate Schools of Business
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Specialization Areas:

- ★ Marketing
- ★ Finance
- ★ Management
- ★ Human Resource Management (HRM)
- ★ Bank Management
- ★ Management Information system (MIS)

Mode of Study:

Full Time & Part Time

Class Time:

★ Evening Class
(from 6:30 p.m.)

★ Special Batch For Students With BBA Background

★ Graded As One of The Top Universities in Bangladesh By Govt.

★ Last Date of Admission: **July 26, 2008**
★ Class Starts: **August 02, 2008**

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Contact Address:

Head Office & Dhanmondi Campus
744, Satmosjid Road, Dhanmondi
Dhaka - 1209
Tel: 9124161, 9124569, 8156122-3, 8153168-9
(Ext-118, 119, 120, 121, 124, 125, 126, 127, 128 & 129)
Ext-114, 116, 119, 121, 122, 191 & 192
Mobile: 01713082401, 01713082402, 01713082403
E-mail: stamford@stamforduniversity.ws, Web Page: www.stamforduniversity.info

Siddeswari Campus

51, Siddeswari Road, Dhaka
(Behind Monowara Hospital)
Tel: 835626, 835596, 835477, 835512-13
Ext-114, 116, 119, 121, 122, 191 & 192
Mobile: 01713082404, 01713082405
E-mail: stamford@stamforduniversity.ws, Web Page: www.stamforduniversity.info

WANTED ENGLISH TEACHER'S

To teach communicative English, candidates with Special Expertise on Creative Writing & Linguistic phonetics will be given special consideration.

ELEVATING SOCIETY THROUGH SKILL DEVELOPMENT (ESSD)

Phone: 9116108, 8119266, 9145138, 9145139 Ext- 120, 116, 124, Cell: 01552393174, 01670812807

Office Services Manager

with Concern Worldwide, Bangladesh



Concern Worldwide is a non-governmental, international, humanitarian organisation dedicated to the reduction of suffering and the ultimate elimination of extreme poverty. We are looking for dynamic and motivated individuals to join us in a new and exciting phase of our work in Bangladesh.

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...

- Ensure effective and efficient provision of administrative support, services and resources for smooth running of the offices, programmes and houses.
- Ensure all necessary formalities and legal requirements are maintained for international staff, guests and visitors.
- Ensure fixed assets control systems are maintained and updated on an ongoing basis across all offices of Concern in Bangladesh.
- Ensure effective and transparent management of the 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 looking for...

- Honours in Management (Masters Degree in Management preferred).
- At least 3 years experience in the field of Administration or Office Service Management within a national or international organisation.
- Experience of managing large team.
- Knowledge on basic services for office administration and related laws & legislations.
- Good understanding of insurance policies and public administration.

If you have what it takes, and the commitment to Concern's 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 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.

Closing date for applications: 16th July 2008

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.

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

For more information on Concern Worldwide's work visit www.concern.net

Concern is an equal opportunity employer

Independent University, Bangladesh Celebrating Undergraduate Admission Autumn 2008 15th Year

Admission Eligibility:

HSC & SSC pass Certificate with a minimum GPA of 3.00 in both 5 O' Levels with a GPA 2.50 & 2 A' levels with a GPA of 2.00 International Baccalaureate/other equivalent degrees

Admission Test Exemption:

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.

Full Admission Fee Waiver:

For top ten students in admission test

100% IUB Merit Scholarship:

GPA of 4.8 (without 4th subject) at HSC

Two 'A' grades in minimum 2 A' level

Tuition Fee Discount:

100% tuition fee waiver for the top 3 students in IUB Admission Test

30% tuition fee waiver for students having GPA 5.0 in both SSC & HSC (with 4th subject)

50% financial waiver for siblings

Financial Aid:

Tuition discount on the basis of IUB semester result

On campus job facilities

Admission forms are available in the IUB website. You can download it and submit the form duly filled in via postal mail with a bank draft of Tk. 500/- in the name of Independent University, Bangladesh

Admission test 26 July 2008

Last date for submission 21 July 2008

Students waiting for their HSC/A-level results may also apply

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Business, BBA

- Accounting • Finance • Marketing • Management
- Management Information System (MIS)
- Human Resource Management (HRM)

B.Sc in • Economics

- BSS in • Media & Communication
- Anthropology

B.A. in • English Literature

B.Sc in Environmental Science

- Environmental Management
- Population Environment
- Land & Water Resources Management

B.Sc Engineering in

- Computer Science
- Computer Information System (CIS)
- Computer Engineering
- Electrical & Electronic Engineering
- Electronic & Telecommunication Engineering

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Thames Valley University is an exciting mixture of old and new. The university can trace its origin back over 140 years with courses designed to prepare students for working in the 21st century.

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MA Marketing
MA Media
MA Project Management

MA Tourism Management
MBA
MSc Applied Computing for Enterprise
MSc Corporate Communications
MSc Information Systems
MSc Interactive Software Development

A full range of degree programmes are also available

Ms Naushaba Singh, Academic Liaison Manager, will meet & interview the prospective students.

Date : 5 July 2008, Time : 2pm - 6pm

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