

Teacher Wanted

Experienced Teachers for English & Science are required for English medium school. Salary will be according to qualification & experience.
Contact : Mosharef Grammar School
 Majidee Court, Noakhali.
Mob : 01713061191

Physics + Chemistry Tuition

Six months to complete O/A/A2 syllabus
 QP solve (Edex & Cam) + Mock Tests
Math B/Pure C-Ci M-H
 20 yrs QP solve D/A2 EP-EP S-S2
Nabil Sir - 01673594503
 Electrical Engineer BUET
 O/A Level Completed from Mastermind

FLAT TO-LET

A well furnished 3 bedrooms apartment with all modern facilities at Iqbal Road, Mohammadpur. Foreigner preferable.
Call: 01711566728, 019160486831

Tuition Wanted

Highly experienced Math teacher wants to teach O-A Level Math only. 19 years question paper solutions of Math (B, Pure), C1-C4, M1M2, S1S2 are available.
Babul-01727-411842 C-2333

INDUSTRIAL LAND SALE

Total land 287 decimal/8.70 bigha with electricity, gas, water etc. at BSCIC Industrial Estate in Comilla town. No bank loan.
Phone: 01911390931 C-2391

WANTED

Candidate have to be good in spoken English. Temp hire to assist and coordinate with overseas visitor for answering phone call and office management.
Please contact: 01713-013773, 017115-44982

SALE

COMMERCIAL SPACE/FLAT
 DHANMONDI OFFICE SPACE
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Web: www.hurdcointernational.com

IIBIT Sydney & Adelaide in association with University of Ballarat

CRICOS Provider No:
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University of Ballarat: 00103D (VIC), 01266K (NSW) & 02235J (SA)

IIBIT Vocational Courses in Sydney:

- Certificate & Diploma in Business, Accounting & Information Technology
- Certificate III & IV in Hospitality (Commercial Cookery)
- ELICOS (English for Academic Purposes, IELTS Preparation, and General English)

University of Ballarat Courses @ IIBIT in Sydney & Adelaide:**Undergraduate & Postgraduate Courses in:**

- Information Technology
- Business Information Systems
- Management / Business Administration
- Professional Accounting

Ms Sherrain Cosico from IIBIT will be available for interview and spot decisions

on **14th August 2008 at 10AM – 5PM** for 2008 - 2009 intakes

To register please contact:**Australian Centre for Education (IDP Education Pty Ltd.)**

House # 4A, Road # 54A, Gulshan 2, Dhaka-1212, Bangladesh
Tel: + (880) 2 9883545, 8821067, 9895913, 9896134, Fax: + (880) 2 8823343, 8828737
e-mail: info.bangladesh@idp.com | www.idp.com

CAREER OPPORTUNITY

Pegasus Sewing Machine Pte Ltd, a Japanese Industrial Sewing Machine Manufacturing Co. Ltd, Head office in Osaka, Japan inviting applications from the dynamic, energetic, self motivated and challenging mission oriented candidates for the following position for it's Bangladesh Liaison Office, within 10 days of published of this advertisement.

• Sales Coordinator**Key Responsibilities:**

Planning, Organizing, Control, Supervision, monitoring, business negotiation, overseas & internal communication and Coordination of the Marketing and Sales to develop & implement marketing strategy and sales plan.

Requirements:

MBA (preferably major in marketing)/ Masters in business discipline from any recognized university. Minimum 3 years of experience in industrial sewing machine sales operation. Having sales experience on textile machinery & equipments and on other industrial products also can apply.

The incumbent must be dynamic and possesses leadership, managerial & intellectual qualities and should have strong aptitude of marketing and sales of industrial sewing machine, good command in both spoken & written English with excellent interpersonal and communication skills.



Deputy General Manager

PEGASUS BANGLADESH LIAISON OFFICE

Latif Tower (8th Floor), 47 Kawran Bazar, Dhaka-1215

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 GULSHAN-1 LAKE FRONT APARTMENT, 4-BED, 4-BALCONY, 5-BATH, INDEPENDENT READING ROOM, WELL-DECORATED KITCHEN AND BATHS WITH FOREIGN FITTINGS WITH DRAWING, DINING AND CAR PARKING. HOUSE-16, ROAD-33, APART-5B, GULSHAN-1. CONTACT: 01711527220, 7300908, 01719954255 C-2392

Luxurious Apartment At Gulshan For Rent
 2400sqft. Luxurious Apartment with West face Balcony & (Swimming pool, Gym, Top floor barba-Q) facilities. Road # 63, House# 32, Apt# B3, Gulshan-2, Dhaka. PLS Contact: Mr. Bhuiyan- 06662684317, 01190654925, 01670039686

Motorcycle Stolen: Hero Honda Motorcycle Dhaka Metro HA-27-2934, Model-2007, CC-100, Engine No. 07F15M17279, Chassis No. MB3HA10EE7GF00176, was stolen on 03.08.08 from owner residence at West Shewrapara. Case No. 11, Date03.08.08. U/Ss. 457/380 has been duly recorded with Mirpur Thana. under DMP. Contact # 9004194-6. ACME.

Motorcycle Stolen: Hero Honda Motorcycle Dhaka Metro HA-23-8563, Model-2006, CC-100, Engine No. 06A15M-14936, Chassis No. 06A16C-49736, was stolen on 03.08.08 from Bangladesh Diabetes Samity, Road No-10/A, HouseNo-42. Case No. 08, Date 03.08.08. U/Ss. 379 has been duly recorded with Dhanmondi Thana. under DMP. Contact # 9004194-6. ACME.

অয়েল ট্যাংকার আবশ্যক
 জরুরী ভিত্তিতে ৩ (তিন) টি অয়েল ট্যাংকার আবশ্যক। ট্যাংকারগুলি অবশ্যই ১০০০ টন উৎকর্ষ ধারণ ক্ষমতা সম্পন্ন হতে হবে। ২৫ বছর বয়স পর্যন্ত পুরাতন ট্যাংকার চলবে। আগ্রহী বিক্রেতাদেরকে যথাসম্ভব নিম্ন টিকানায় অথবা টেলিফোনে যোগাযোগ করার জন্য অনুরোধ করা যাচ্ছে।
কাত্তা গ্রুপ অব কোম্পানীজ
 ৭/৪, আগরসেজ রোড, ঢাকা- ১২০৭।
 ফোন: ৯১১৫৮২৮, ৯১১৫৭১৫, ৮১২০২৭৪
 মোবাইল: ০১৭১১৭৪৯২৫৯।

পার্টটাইম ডাক্তার নিয়োগ

যোগাভা : এম বি বি এস পাশ (ইন্টার্ন সম্পন্ন)
বেতন : আলোচনা সাপেক্ষ
যোগাযোগ : মহাখালী ডিওএইচএস কাউন্সিল, কাউন্সিল ভবন
 রোড নং # ২৭, মহাখালী ডিওএইচএস, ঢাকা - ১২০৬।
ফোন : ৯৮৮২৫০৭, মোবাইল : ০১৯১২০০৮৮৫২।

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উইলস লিটল ফ্লাওয়ার উচ্চ মাধ্যমিক বিদ্যালয়

৮৫ কাকরাইল, ঢাকা-১০০০।
আবশ্যিক

নিম্নলিখিত পদের নিয়োগের জন্য যোগ্যতা ও অভিজ্ঞতা সম্পন্ন প্রার্থীদের নিকট হতে দুই কপি পাসপোর্ট সাইজ ছবি, সনদপত্রের অনুলিপি, জীবনবৃত্তান্তসহ আবেদন আশীমী ২০/০৮/২০০৮ তারিখের মধ্যে আহবান করা হয়েছে। চাকুরীরত প্রার্থীদের যথাযথ কর্তৃপক্ষের মাধ্যমে দরখাস্ত করতে হবে। আবেদনপত্রের খামের উপরে পদের নাম অবশ্যই উল্লেখ করতে হবে।

ক্রমিক নং	পদবী ও পদ সংখ্যা	শিক্ষাগত যোগ্যতা	অভিজ্ঞতা
১।	সহকারী প্রধান শিক্ষক/শিক্ষিকা ইংরেজী মাধ্যম-১	যে কোন স্বীকৃত বিশ্ববিদ্যালয় হতে ইংরেজীতে অনার্সসহ মাস্টার্স (৪ সেমিস্টার) পাঠ্যক্রমিক অতিরিক্ত যোগ্যতা হিসেবে গণ্য করা হবে।	যে কোন স্বীকৃত ইংলিশ মিডিয়াম স্কুলে কমপক্ষে ১২ বছরের শিক্ষকতা/প্রশাসন অভিজ্ঞতা।
২।	সহকারী প্রধান শিক্ষক/শিক্ষিকা বাংলা মাধ্যম-১	যে কোন স্বীকৃত বিশ্ববিদ্যালয় হতে অনার্সসহ মাস্টার্স ডিগ্রী পাঠ্যক্রমিক অতিরিক্ত যোগ্যতা হিসেবে গণ্য করা হবে।	যে কোন স্বীকৃত স্কুলে কমপক্ষে ১২ বছরের শিক্ষকতা/প্রশাসন অভিজ্ঞতা।

উক্ত পদেই যোগ্যতা ও অভিজ্ঞতার আলোকে আলোচনা সাপেক্ষে বেতন ভাতাদি নির্ধারণ করা হবে। তৃতীয় বিভাগ/শ্রেণী প্রাপ্ত প্রার্থীদের আবেদনের অযোগ্য বলে বিবেচিত হবেন। **অধ্যক্ষ**

বাংলাদেশ বিদ্যুৎ উন্নয়ন বোর্ড

Bangladesh Power Development Board
 Office of the Project Director
 Sirajganj 150 MW Peaking Power Plant Construction Project, BPDB
 Biddut Bhaban (4th Floor)
 1, Abdul Gani Road, Dhaka
 Phone: 9564630

Amendment of BPDB's Local Tender Enquiry

Sl No	Tender Inquiry No & date	Subject to be amended	Existing as	Shall be amended as
1.	Memo No- 249- PD/Siraj- 150MW/Tech- 07/08 Date: 28/07/2008	Brief description of goods (Tender Notice Sl No 15)	02 (two) Nos Double Cabin Pick-up (5 seated), 2000-2500 CC, 4 doors, diesel (Model 2007 or latest)	02 (two) Nos Double Cabin Pick-up (5 seated), 2300-2700 CC, 4 doors, petrol having catalytic converter (Model 2008)

All other terms & conditions shall remain unchanged.

Project Director
 Sirajganj 150 MW Peaking Power Plant
 Construction Project, BPDB, Biddut Bhaban
 (4th Floor), 1, Abdul Gani Road, Dhaka-1000

Position Vacancy Announcement

The United States Agency for International Development/Bangladesh (USAID) invites applications from Bangladeshi nationals for the position of administrative assistant for its Economic Growth office (EG).

The Administrative Assistant will serve as the administrative assistant for the most diverse portfolio of the USAID Mission in Dhaka. S/he will be responsible for providing administrative and programmatic support, managing information and records, and coordinating communications to contribute to an efficient and properly functioning EG office. Support functions involve close coordination with the EG team members, as well as the administrative and financial offices at USAID.

Under the direction of the EG director and deputy director, the administrative assistant will assist in maintaining EG's files, ensuring that all official files are properly filed and follow the relevant disposition schedule. S/he will assist with reviewing incoming correspondence, routing and logging correspondence, drafting, editing, preparing and sending routine correspondence and faxes; scanning and finalizing and formatting outgoing correspondence; and making copies as needed. The administrative assistant will track records, files and other documentation to ensure efficient management of information within the unit. S/he will assist in the preparation of the minutes of EG meetings.

The administrative assistant will assist in organizing meetings, assisting visitors, and coordinating venue arrangements and schedules. The employee will coordinate and assist with the organization of conferences and workshops. S/he will organize and ensure that travel by team members and implementing partners follows official USAID procedures. He or she will prepare domestic and international travel requests, travel vouchers and travel advances.

S/he will be responsible for updating the office staff travel and field trip schedule, and coordinate the submission of training and leave plans. S/he will assist with the completion of Time and Attendance reports and act as the Timekeeper. S/he will track office equipment and supplies, requisition office supplies, and prepare maintenance and repair requests as needed. S/he will serve as EG's resident software troubleshooter and liaise with the IT Office. S/he will provide programmatic backup support, including providing partners and clients with information on matters and issues which do not involve subjects of specialized or substantive questions. The administrative assistant will be requested to provide program assistance, once adequate competency is ascertained. S/he will develop working relationships with partners and appropriate Government of Bangladesh officials to facilitate the flow of documentation and information, and to assist with program coordination.

Required Qualifications:
 The applicant should be a Bangladeshi national. The applicant must be able to pass a security clearance and a health screening for fitness to work. Women and minorities are encouraged to apply. USAID is an equal opportunity employer.

1. Education: Higher Secondary Certificate education is required. Business school or specialized secretarial and office management training is required. Higher education training (BA) would be an advantage.
 2. Language Proficiency: Good communications skills, reading, writing and speaking abilities in Bangla and English are required.

3. Prior Work Experience: Three to five years of experience in administrative support, general familiarity with development programming in Bangladesh or related work is desired.
 4. Knowledge: Knowledge of Government of Bangladesh (BDG), International Organizations and Foreign Donor Agencies' records and communications management and procedures is sought. Knowledge of U.S. Government records and communication management and procedures preferred. General familiarity with development agencies' programs in Dhaka would be helpful.

5. Skills and Abilities: Good skills in oral and written English and Bangla communication are required. Proficiency in word processing and spreadsheet applications, including typing skills in English, is required. The ability to draft standard correspondence of a general nature is needed. The employee must have professional poise, maturity and self-confidence to make pragmatic judgments. S/he is expected to prepare minutes of meetings and other documents and to informally translate from Bangla into English certain documents, reports and letters.

Interested applicants must submit a resume along with a recent photograph and a one-page cover letter stating his/her motivation, level of education, relevant experience and other qualifications for this position. No other documentation will be accepted. Please submit to the Human Resources Section, GPO Box 2593, Ramna, Dhaka 1000, by close-of-business August 28, 2008. Please mention in your application that you have applied for the Economic Growth Office Administrative Assistant position. Only short-listed candidates will be notified.



REDWORKS

RedWorks, a WPP Group company, in collaboration with Ogilvy & Mather (O&M), is launching a world-class Online Production Hub in Bangladesh to cater to its global clientele across the region. Ogilvy & Mather is one of the world's largest advertising agencies and has been ranked consistently the #1 Marketing Communications Network in Asia Pacific by Media Magazine. O&M has more than 497 offices across 100 countries and employs over 30,000 people worldwide.

We are now looking for experienced professionals to become a part of this new RedWorksHub that not only promises challenging work but great career opportunities as well.

BUSINESSMANAGER (1 Position)**Job Description**

- Responsible for overall operation of the RedWorksHub and deliver on business objectives
- Some of the major functions will include – Studio Traffic Management, Resource Planning, Progress Monitoring of Live Projects, Recruitment and Training, Delivery on Deadlines and Financial Targets

Required Skills & Qualification

- Excellent organizational skills to manage studio traffic with an analytical understanding of resource planning
- Excellent hands-on experience in team management, with the ability to motivate and deliver on set targets
- Solid understanding of financials and strategic business planning skills
- Working knowledge of design, typography, and print production methods
- Working knowledge of all Adobe Creative Suite applications, especially InDesign
- Bachelor degree in Business Administration; additional Diploma in Graphic/Interactive Design will be an added advantage
- Minimum 5 years of experience in a similar position with any reputed company but online outsourcing work experience will be an added advantage for this position
- Given the international nature of the business, excellent command over both written and spoken English is an absolute must
- But most importantly, unbridled passion to exceed all expectations

STUDIOMANAGER (1 Position)**Job Description**

- Responsible for ensuring quality and accuracy of all Finished Artwork produced within the RedWorksHub
- Responsible for producing high quality Finished Artwork in a timely manner against critical deadlines

Required Skills & Qualification

- Good people management skill with experience in overseeing a team of Desktop Publishers and managing their workflow
- Ability to interpret a written Origination Brief and apply design skills in the creation of new materials in new media from a supplied template without supervision
- Thorough knowledge of design, typography, and print production methods in Mac platform
- Sound knowledge of all Adobe Creative Suite applications, especially InDesign is a must
- Bachelor degree or diploma in Graphic Design/Art or related field
- Minimum 5 years of experience in a similar position in Graphic Designing, Desktop Publishing or Advertising
- Online outsourcing work experience will be an added advantage for this position
- Given the international nature of the business, excellent command over both written and spoken English is a must

INTERACTIVEDESIGNER (6 Positions)**Job Description**

- Responsible for concept development, designing, and creation of a wide range of online communications in a timely manner against critical deadlines

Required Skills & Qualification

- Proven ability to turn a Brief into an effective and engaging communication that delivers result
- Ability to clearly articulate and present designs and concepts as part of a multi-skilled team throughout a project life cycle
- Demonstrable experience in interface design; an understanding of information architecture and dynamic navigation, often including database interaction
- Strong working knowledge of online advertising formats and compliance issues
- Expertise in all Adobe CS Applications, Flash, Dreamweaver is a must
- Bachelor degree or diploma in Digital Designing or related field
- Minimum 3 years of experience in a similar position with an Online Content Provider or with an Interactive Agency
- Given the international nature of the business, excellent command over both written and spoken English is a must

DTPOPERATOR (4 Positions)**Job Description**

- Responsible for producing high quality Finished Artwork in a timely manner against critical deadlines

Required Skills & Qualification

- Ability to interpret a written Adaptation Brief and execute independently without supervision
- Thorough knowledge of design, typography, and print production methods in Mac platform
- Excellent knowledge of all Adobe Creative Suite applications, especially InDesign is a must
- Bachelor degree or diploma in Graphic Design or related field
- Minimum 3 years of experience in a similar position in Graphic Designing, Desktop Publishing or Advertising
- Given the international nature of the business, excellent command over both written and spoken English is a must

PROOFREADER (1 Position)**Job Description**

- Responsible for ensuring quality and accuracy of all Finished Output produced within the RedWorksHub

Required Skills & Qualification

- Bachelor degree in English; additional Diploma in Graphic Design or related field will be an added advantage
- Minimum 3 years of experience in a similar position in Newspaper, Publishing or Advertising
- Ability to interpret a written brief and proof read its corresponding Finished Output for quality and accuracy with an eye for detail
- Working knowledge of design, typography, and print production methods in Mac platform
- Working knowledge of all Adobe Creative Suite applications, especially InDesign
- Given the international nature of the business, excellent command over both written and spoken English is a must

ITEXECUTIVE (1 Position)**Job Description**

- Responsible for ensuring smooth operation of the entire IT Infrastructure and troubleshooting

Required Skills & Qualification

- Bachelor degree in Computer Science/Engineer or Information Technology
- Minimum 3 years of experience in a similar position with hand-on expertise in Server Maintenance, Network Administration (MCSE preferable), HW/SW Troubleshooting, and Communication Setup Management
- Excellent knowledge of Mac environment and hardware is a must
- Sound knowledge of Mac X-Serve, RAID, Cisco Network Devices, Tape Storage System is a must
- Given the international nature of the business, excellent command over both written and spoken English is a must

E-mail your résumé to **recruitment@ogilvy.com.bd** by 22nd August 2008. Please clearly mention the position applied for on the résumé and on the subject line of the e-mail.

WPP is an equal opportunity employer.