

Teacher Wanted

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

Physics + Chemistry Tuition
Six months to complete O/As/A2 syllabus
QP solve (Edex & Cam) + Mock Tests
Math B/Pure C1-C4 M1-M3
20 yrs QP solve D/Ad F1-F3 S1-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: 01711565728, 019160485831

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

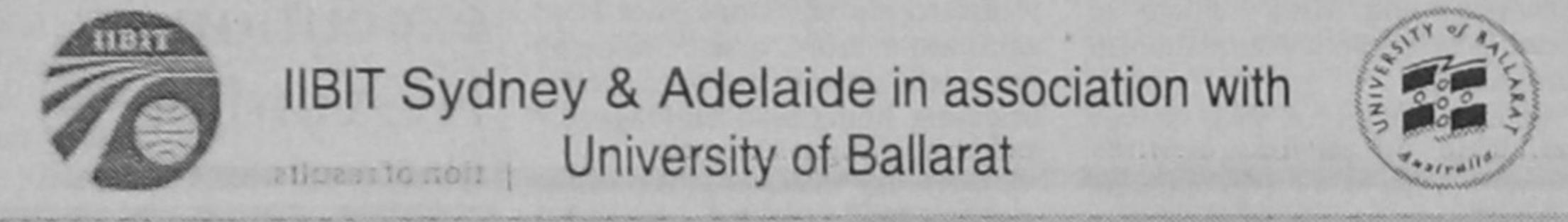
INDUSTRIAL LAND SALE
Total land 287 decimal 8.70 bigha with electricity, gas, water etc. at BSCIC Industrial Estate in Comilla town. No bank loan. Phone: 01911390931 C-2391

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



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- 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, 9889193, 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 its 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

পার্টটাইম ডাক্তার নিয়োগ

যোগ্যতা : এম বি বি এস পাশ (ইন্টার্ন্স সম্পন্ন)

বেতন : আলোচনা সাপেক্ষ

যোগাযোগ : মহাখালী ডিওয়েইচএস কাউন্সিল, কাউন্সিল ভবন

রোড নং # ২৭, মহাখালী ডিওয়েইচএস, ঢাকা - ১২০৬।

ফোন : ৯৮৮২৫০৭, মোবাইল : ০১৯১২০০৮৮৫২।

Luxurious Apartment At Gulshan for Rent

2400ft. 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, 01670039682.

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 Shewrapura, Case No. 11, Date 03.08.08. 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-2007, CC-100, Engine No. 06A15M-14936, Chassis No. 06A16C-49736, was stolen on 03.08.08 from Bangladesh Diabetes Samity, Road No. 10/A, House No-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 ট্যাক্সার আবশ্যক
জরুরী ডিত্তে ও (তিনি) টি অয়েল ট্যাক্সার আবশ্যক। ট্যাক্সারটি অবশ্যই ১০০০ টন উক্ত ধরণ ক্ষমতা সম্পন্ন হতে হবে। ২৫ বর্ষ বয়স পর্যন্ত পূর্ণতান ট্যাক্সার চলবে। অবশ্য বিদেশগুলোকে যথসম্মত নিম্ন টিকারার অধৰা টেলিফোনে যোগাযোগ করার জন্য অনুরোধ করা যাচ্ছে।
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ইলিস লিটল ফ্লাওয়ার উচ্চ মাধ্যমিক বিদ্যালয়
৮৫ কোকরাইল, ঢাকা-১০০০।

নিম্নলিখিত পদে নিয়োগের জন্য যোগাযোগ ও অভিজ্ঞতা সম্পন্ন প্রার্থীদের নিকট হতে দই কাপ প্রার্থীদের সাহিত হবে, সদাপত্তের অনুমতি প্রদান করেন। আগামী ২০/০৮/২০০৮ তারিখের মধ্যে আবদ্ধন করা হচ্ছে। চাকুরীর প্রার্থীদের যথাযথ কৃতিপূর্কের মাধ্যমে নির্বাচিত করতে হবে। আবেদনপত্রের বাবে উক্ত পদের নাম অবশ্যই উচ্চের কর্তব্যে।

ক্রম নং পদবী ও পদ সংখ্যা শিক্ষাপ্রতিষ্ঠান যোগাযোগ অভিজ্ঞতা

১। **সহকারী প্রধান শিক্ষক/শিক্ষিকা ইংরেজী মাধ্যম-১**
যে কোন শীকৃত বিশ্ববিদ্যালয় হতে ইংরেজীয়ে অনাসর্স মাছিম
(ও দেশে এ দেশে পাসে অভিজ্ঞতা যোগাযোগ করা হবে)।

২। **সহকারী প্রধান শিক্ষক/শিক্ষিকা বাংলা মাধ্যম-১**
যে কোন শীকৃত বিশ্ববিদ্যালয় হতে অনাসর্স মাছিম পাস করে এবং কৃপণে প্রক্ষেপ কর্তৃপক্ষের প্রয়োগে অভিজ্ঞতা।

উভয় পদেই যোগাযোগ ও অভিজ্ঞতার আলোকে আলোচনা সাপেক্ষে বেতন ভাত্তানি নির্ধারণ করা হবে। তৃতীয় বিভাগ/শ্রেণী প্রাণী প্রার্থীদের আবেদনের অযোগ্য বলে বিবেচিত হবেন।

বাংলাদেশ বিদ্যুৎ উন্নয়ন বোর্ড

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

Amendment of BPDB's Local Tender Enquiry

Memo No: 257-PD/Siraj-150MW/Tech-07/08 Dated: 06/08/2008

Sl. No. Tender & Date Subject to be Amended Existing as Shall be amended as
1. Memo No 249- PDI/Siraj- 150MW/Tech-07/08 Dated: 28/07/2008

02 (two) Nos. Double Cabin, Pick-up (5 seated), 2000-2500 CC, 4 doors, diesel having catalytic converter (Model 2007 or latest)

02 (two) Nos. Double Cabin, Pick-up (5 seated), 2300-2700 CC, 4 doors, petrol having catalytic converter (Model 2008 or latest)

All other terms & conditions shall remain unchanged.

Project Director
Sirajganj 150 MW Peaking Power Plant
Construction Project, BPDB, Biddul Bhaban
(4th Floor), 1, Abdul Gani Road, Dhaka-1000
GD-3619

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 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 communication 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.



Ogilvy
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&