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Head of Training, IDSL

Job Summary and Competencies: Institutional Development Services Linkage (IDSL), an initiative of Anukul

Foundation, is mainly engaged in capacity building of development professionals and practitioners by

designing and imparting tailor made trainings. It also provides consulting services in various fields of

development. Anukul Foundation, which is registered with the Joint Stock Company, invites applications from

suitable candidates to fill up the position of Head of Training, IDSL. This is a Dhaka based position and offers considerable scope to the incumbent to set the agenda for and contribute to the development and growth of

IDSL. Reporting to the Chairperson of the Anukul Foundation, the Head of Training will provide vision and

leadership to the IDSL, be the lead trainer &/or lead consultant, the public face of the company responsible for

generating business as well as inspiring staff; determine the training agenda of IDSL based on market

analysis; be responsible for the financial oversight and growth of the IDSL's revenue; ensure compliance with

statutory laws and regulations; encourage professional development of staff, develop IDSL into a world-class

training and consultancy company capable of attracting customers from both Bangladesh and the region. The

candidate will have experience in training and/or consulting for development organizations at least for 10

years, preferably in microfinance, micro enterprise development, health and sanitation, gender etc., a passion

for poverty alleviation through private sector solutions, post graduate education in Business Management, or a

relevant field, a strong track record in managing a training institution and training module development,

experience in communicating a vision, skills in supervising and developing the skills of staff; past success in

increasing the revenue of a training institute; the ability to communicate and liaise at a high level; and

Compensation: Gross Salary for the above position is approximately Tk. 70,000 per month, plus other

Applications including detailed CV, a brief write up not exceeding a page describing the suitability of the candidate and a recently taken photograph should be submitted to: Chairman, Anukul Foundation 2/1, Block-

D. Lalmatia, Dhaka-1207, Dhaka, on or before October 18, 2008. Applications for the position of Head of

Note: & The authority reserves the right to reject any/all applications without assigning any reasons whatsoever. & Women

are particularly encouraged to apply. Any persuasion will disqualify the candidates, A Internal and external applicants

shall be treated equally in the entire selection process & Only short listed candidates shall be invited for the interview, &

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A large well-reputed health care organization working for the last thirty-four years

wishes to recruit the following professional for its Head Office in Dhaka. The company

seeks high caliber candidate who would join us and meaningfully contribute to the

The incumbent will be responsible to undertake and facilitate ground works thereby

• 3-4 years experience in Handling Import, Export, L/C, C & F, Commercial

Possess excellent oral and written communication skills in English and Bangla.

Prospective candidates may apply in strict confidence with detailed CV and two copies

of recent passport size color photographs by October 10, 2008 to "The Advertiser" c/o,

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Save the Children-USA, an International children and women focused organization invites

This position is responsible for ensuring and checking the existence of internal control

environment within the functional cycle of the organization. Other functions include reviewing

economy, efficiency, and effectiveness of the operation, compliance with laws, regulations and

management policies, directives, and other internal requirements in addition to system design

and development. This also requires 20% of agency-wide responsibility in auditing. Minimum

Requirements: Master Degree in relavant field with additional professional certificates on

CA/CPA/ACA or relevant. At least 07 years of relevant working experience (e.g. audit,

accounting, financial analysis, information system) with at least 03 years of experiences as

internal auditor. Excellent knowledge and working skills on internal control system and risk

management, financial analysis, system design and development, and high proficiency in

This position will be responsible for overall designing, planning, implementing and

monitoring both Early Childhood Development and Basic Education program activities. In

addition to program management, this position will provide necessary technical assistance to

the Education team. The incumbent will be responsible for budgeting, tracking program

expenditure, managing and supervising staff. S/he will also make liaison and network with

appropriate government, non-government organizations and represent SC as required.

Minimum Requirements: Masters degree in Social Science or relevant field. Professional

certificates in Education will be preferred. At least 10 years of working experience in relevant

field including at least 04 years in management position. Advanced knowledge on Child

Education policy, country situation, formal and non-formal Education theories and practices

and excellent skills on process facilitation and coordination with high standard. Excellent team

management skills, good writing and presentation skills both in Bangla & English, good

monitoring and analytical skills and proficiency in MS Word, Excel, PowerPoint, willingness to

SC-USA offers very attractive and competitive salary and benefit package. Candidates meeting

application from qualified and experienced candidates for the following positions.

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forth in the UN Convention on the Rights of the Child.

1. Manager-Audit (01 position based in Dhaka)

communication skills (both verbal and written) are essential.

frequent travel to field are essential.

2. Program Manager - Education (01 position based in Dhaka)

Computer proficiency in MS Office Application suite.

Please mark the position applied for, on the top of the envelope.

knowledge of training needs of development professionals in rapidly changing development environment.

admissible benefits as per organizational policy. Salary is negotiable for highly deserving candidate.

Training can also be dropped in the Application Box placed at the ground floor at the above address.

Please write the position applied for at the top right hand corner of the envelope.

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BANGLADESH FOREIGN TRADE INSTITUTE TCB Bhaban, 1 Karwan Bazar, Dhaka 1215

Position: Director

Bangladesh Foreign Trade Institute is a recently established public-private partnership institution with a mission to develop into a leading centre in the region for training and research on trade, business, and related subjects. It is funded by the European Commission under Bangladesh Trade Support Programme. The Institute will engage in major expansion from next year to build up a top quality training and research workforce. The Institute is looking for a suitable person to fill up a key position of Director.

This is a senior level position of the Institute reporting directly to the Chief Executive Officer. The main responsibility of the personnel, administration and financial affairs of the Institute will fall on the director. The successful candidate shall support and advise the CEO in human resource development and training, office management, supervision of office expansion/relocation, supervision of finance and administration of the Institute including staff discipline, preparation of annual work plans, budgets and forecasts and such other matters as required. The desired person shall have a good University degree in Public/Business Administration, Finance, Accounting, Economics or a related discipline with a minimum of 15 years experience in HRD, finance and administration with at least 5 years in senior positions in relevant private/ government/international organizations. The candidate must possess strong administrative, communication, human resource and financial management skills and a strong ability to analyse business/management problems, motivate staff and innovate solutions. A full description of the job requirements and qualifications can be obtained by writing to info@bfti.org.bd.

A highly competitive salary package will be offered to the right candidate. The closing date for applications is 20th **TEACHERS WANTED**

English-version school following national curriculum at Dhanmondi urgently requires qualified and dedicated teachers for classes from Play Group to SSC for teaching in science, commerce and arts groups.

Applicants those who have experiences for such a school that follows Board curriculums in English language and a dedicated mindset to pursue teaching as the noblest profession are requested to apply along with complete CV and two copies of PP-size photographs by 15th October, 2008 to The Advertiser, Box No. A-153, C/o The Daily Star, 19 Karwan Bazar, Dhaka-1215.

Qualified and Experienced Teachers in English Medium Schools will get preference.



न्गानाना विखेयम निमिटिए

(বাংলাদেশ ইস্পাত ও প্রকৌশল করপোরেশনের একটি প্রতিষ্ঠান) ১৩১-১৪২ টংগী শিল্প এলাকা **उर्गी, गांकी** श्रूत- ५१५०।

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দেয়াল ক্যালেভার, ডায়েরী ও বার্ষিক প্রতিবেদন বই মুদ্রন কাজের দরপত্র বিজ্ঞপ্তি

ন্যাশনাল টিউবস লিমিটেড এর ২০০৯ সালের দেয়াল ক্যালেন্ডার, ডায়েরী ও ২০০৭-০৮ অর্থবছরের বর্ষিক প্রতিবেদন বই মুদ্রন ও সরবরাহের জন্য ব্যবস্থাপনা পরিচালক, এনটিএল কর্তৃক প্রকৃত মুদ্রন/সরবরাহকারী প্রতিষ্ঠানের নিকট হইতে নিম্নেবর্ণিত বিবরণ অনুযায়ী সীলমোহরকৃত খামে দরপত্র আহ্বান করা যাইতেছেঃ

টেভার নং ও তারিখ দ্রব্যাদির বিবরণ আর্ণেষ্ট মানি টেভার দলিলের মূল্য টেভার খোলার (ফেরতবোগ্য) তারিখ ও সময় (অফেরতযোগ্য) ১) বানিচ্চ (ছানীয়ক্রর)০২/ ভারেরী (খামসহ) - ১৮০০ টি णि8 €, 000/-১৬-১০-২০০৮ তারিবে णिश १००/-08-09-26-56-09-0A ক্যালেভার (খামসহ)- ৪৫০০ টি (পাঁচ হাজার) नकान ১১-১৫ घिकाय (পাচশত) (नमूना जन्यावी টেভার বাক্স বন্ধ হইবে ১) বানিচ্য (স্থানীয়ক্রর) - ৩/ ২০০৭-০৮ অর্থ বছরের বার্থিক টাঃ৩,০০০/-টাঃ ৩০০/-এবং একই প্ৰতিবেদন বই (গামসহ)- ৩২৫০ টি 05-08-515-40-0P (তিন হাজার) मकान ১১-७० घिकाव (नमूना जनुयाग्री) খোলা হইবে।

উক্ত দ্রব্যাদি মুদ্রনের যাবতীয় নিয়ম ও শর্তাবলী সম্বলিত টেভার সিডিউল নির্ধারিত মূল্য পরিশোধ সাপেক্ষে অফিস চলাকালীন সময়ে হিসাব বিভাগ, न्যाननाल िউবস लिभिएँড, ऐशी मिल्ल जेलाका, গাজीপুর এবং হিসাব নিয়ন্ত্রক, বাংলাদেশ ইস্পাত ও প্রকৌশল করপোরেশন, বিএসইসি ভবন, ১০২ কাজী নজরুল ইসলাম এভিনিউ, ঢাকা-এর অফিস হইতে পাওয়া যাইবে। অনিবার্য কারণ বশতঃ টেভার খোলার দিন অফিস ছুটি/বন্ধ থাকিলে পরবর্তী কার্যদিবসে একই সময়ে উভয় স্থানে টেন্ডার গ্রহণ ও খোলা হইবে। টেন্ডার খোলার দিন কোন দরপত্র সিডিউল বিক্রয় করা হইবে না।

Vacancy Announcement



CARE Bangladesh invites applications from qualified candidates for SHOUHARDO program for the following positions, on contract up-to September 30, 2009.

Technical Manager- Health & Nutrition

(Based in Region-Rangpur)

Key Responsibilities:

· The incumbent is responsible to ensure the quality of the field based maternal and child health program, growth monitoring and promotion services.

 Provide technical backstop support to 8-16 Technical Officers (TOs) of PNGOs and CARE staff, with active support from the Technical Coordinator, Health & Nutrition at the central level.

· Build capacity of PNGO's staff through short training, case exercise, dialogue sessions, interactive meetings, arranging exposure visits.

Core Qualifications and Competencies:

· MBBS with 3 years working experience in the community based health, hygiene & nutrition program strategy development and implementation or Masters of Social Science/Anthropology with 5 years experience in the community based HH&N program development and implementation.

· Strategic thinker and able to guide the program staff and government counterpart to activate the government's Health Service Providers in the remotest areas.

Considerable technical knowledge and experience in capacity building and problem solving approaches.

 Ability to perform summary analysis of collected monitoring data and prepare high quality progress reports. · Willingness to travel in the remotest areas.

Experience in program budget preparation and expenditure analysis.

Excellent written and oral communication skills in both English and Bangla.

Computer skill in MS Word and Excel is essential.

Compensation: Gross Salary for the position is approximately Tk 45,000.00 per month, plus other admissible

benefits as per organizational policy.

2. Infrastructure Officer

(Based at different field locations under regional offices in Rangpur and Tangail)

Key Responsibilities: · Managing and organizing all the Cash/Food for Work (CFW/FFW) and infrastructure activities of Direct

· Delivery/PNGO operational (Char/Haor/Coastal/Slum) area. Responsible for implementation of large structures that are being implemented by LGED and Pourashava. . To build up the technical capacity of PNGO and CARE field staff is one of the essential activities of this

position. In all cases of infrastructure development, the incumbent has to cope with SHOUHARDO community led approach and S/he is responsible to ensure infrastructure related soft activities before construction of infrastructure.

Ensure effective use of resources at field level.

Conduct Technical surveys, monitoring and environmental assessment.

Need to apply the appropriate judgment and to solve the field problems.

Core Qualifications and competencies:

• Diploma in Civil Engineering with a minimum of 6 years experience in development field including supervision and construction of various infrastructure interventions.

Understanding the issues of the poor/poorest household/communities in Char, Haor, Coast and urban slums.

. Strong technical skills to ensure quality.

· Strong technical skills on participatory methods, partnership and environmental assessment.

Strong leadership and interpersonal skills.

Strong skills in liaison with different partners.

 Strong skills in community motivation. Sufficient knowledge of computer operation.

corner of the envelope.

Have motorcycle driving license and willing to drive motorcycle.

Compensation: Gross Salary for above position is Tk. 23,500.00 per month, plus other admissible benefits as

per organizational policy. Interested candidates who fulfill the above requirements are requested to drop or mail their CVs (with cover letter, recent passport size photograph, and names/addresses of two non-relative referees) at: CARE-

Bangladesh, 20-21, Kawran Bazar, Dhaka by addressing Section Manager-HRM, HRD&M Department or e-mail at hr@carebangladesh.org on or before October 8, 2008. Note: Nomen are particularly encouraged to apply Any persuasion will disqualify the candidates Internal and external applicants shall be treated equally in the entire selection process . Applicants who have relatives in CARE are discouraged to

apply > Only short listed candidates shall be invited for the interview > Please write the position applied for at the top right hand

Visit CARE web-site on: www.carebd.org

We seek a world of hope, tolerance, and social justice, where poverty has been overcome and people live in dignity and security

the above requirements should send their CVs mentioning two names of professional referees along with a cover letter to The Director, HRD & M, Save the Children USA, House No. 1A(2), Road No. 91, Gulshan-2, Dhaka -1212 by October 08, 2008. Only short listed candidates will be invited for interview. Please write the position applied for at the top of the envelope. Women are especially encouraged to apply.

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VACANCY

October 2008.