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**WANTED**  
Candidate wanted for the following posts for a reputed convention center.  
**Manager** :- Candidate must have experience in management of convention center, restaurant in practical field for at least 5 years.  
**Marketing Officer** :- Candidate must have experience in this field for at least 3 years.  
Individuals can sit for interview with their photo, application and necessary documents on 10/10/2008 at 11 'O' clock.  
**Elegant Convention Center** :- House-11, Road-6, Gulshan-1, Dhaka.

**Career Opportunity**  
Required Sales and Marketing Manager for Three Star Hotel in Dhaka City with minimum 3 to 5 years Experience in Hotel business. Candidate must know to speak fluently and write in English. Apply with 2 pp color photo before 25<sup>th</sup> Oct.08. Please apply to HR Dept. Hotel Washington, 56 Gulshan Avenue, Gulshan-1, Dhaka.

**We Are Looking For.....**  
We, one of the leading & 100% Export Oriented Dyeing House in Bangladesh with an excellent growth, are looking for a number of qualified personnel to the following positions for **immediate appointment**,  
● **Sr. Executive, HR & Admin (Position - 1)**  
M.B.A or Masters in any discipline with 5 years experience in a reputed industrial organization.  
● **Executive, Marketing (Position - 2)**  
Masters in any discipline with minimum 2 years experience in a reputed Yarn Dyeing Company.  
We are offering attractive packages for the really deserving candidates with excellent opportunities of growth to himself and the company. Confident candidates are requested to apply with detail C.V. along with recent Photograph Within 7 Days.  
**Executive Director, FM Yarn Dyeing Ltd.**  
House-3 (3rd Floor), Road-7, Block-F, Banani, Dhaka-1213.

**BRAC**  
75 Mohakhali, Dhaka-1212  
Phone: 8824180 - 7, Ext: 2032

**Invitation for Tender (IFT) for Purchase of Education Materials**

Project Name	BRAC Education Program (BEP)
Source of Fund	DC Fund
Tender Package No	BEP(DC)-EM/07-08
Reference No & Date	IFT/BRAC/BPD-BEP(DC)/08-036 September 24, 2008
Tender Name	Education Materials
Time of Delivery	Within 15 January, 2009.
Price of the Tender Documents	Tk.1000.00 ( One Thousand ) only.
Tender Security	2.5% of Total Tender Value.
Tender Documents Available	Accounts Department, Annex Building, 5 <sup>th</sup> Floor, BRAC Center, 75 Mohakhali, Dhaka-1212.
Date & Time of Selling Documents	October 12 to October 23, 2008 Between 9:00 am to 3:00 pm.
Tender Dropping Place, Date & Time	Procurement Department, Ground Floor, BRAC Center, 75 Mohakhali, Dhaka-1212. October 26, 2008 between 9:00 am to 2:30 pm.
Tender Opening Place, Date & Time	3 <sup>rd</sup> Floor Conference Room/ Class Room, BRAC Center, October 26, 2008 at 3:00 pm.

**BRITISH COUNCIL**

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Fax: 00880 (0)2 811 6554

British Council Dhaka  
5 Fuller Road, Dhaka  
Tel: 00880 (0)2 861 8905-7  
00880 (0)2 861 8867-8  
Fax: 00880 (0)2 861 3375

e-mail: learnenglish@bd.britishcouncil.org

[www.britishcouncil.org/bangladesh](http://www.britishcouncil.org/bangladesh)

**UCEP-Bangladesh**  
Since 1972 (Transforms Underprivileged Children into Productive Human Resource)  
Plot # 2 and 3 Mirpur-2 Dhaka-1216

**Executive Search**

Underprivileged Children's Educational Programs (UCEP) is a large and expanding national NGO having 51 institutions in Dhaka, Chittagong, Khulna, Rajshahi, Sylhet and Barisal metropolitan cities and Gazipur District. The institutions are imparting integrated general & vocational education up to Grade-VIII and technical education and training in 16 trade courses to the urban working children to ensure their educational rights and reduce school dropouts. It provides skills training to the poor underprivileged children to develop their employable skills and places them in gainful wage and self employment. Present enrolment is over 30,000 children.

Applications are hereby invited for the following posts.

**Manager (Technical Education)**

Minimum Educational Qualification, Experience & Other Requirements:

- BSc. in Engineering from any reputed university/institute.
- 10 (ten) years experience in managing, monitoring and supervision of Technical Institutions/Skills Development Programs.
- Experience in preparing budget and budgetary control & monitoring.
- Able to prepare project document following logical frame work analysis.
- Able to produce analytical report.
- Able to prepare Technical/Vocational Curriculum/Syllabus etc.
- Able to operate Technical/Vocational education programs.
- Experience in program evaluation in line with the program objectives, output and activities.
- Proficient in Bangla and English both written and spoken.
- Skilled in computer operations specially MS Word & MS Excel.
- Age: maximum 50 yrs.

**Salary:** Starting Salary Tk. 31,000 per month. Higher initial salary may be offered to the candidate found exceptionally suitable. Service benefits like contributory provident fund, gratuity and life insurance are admissible as per UCEP service rules.

**Manager (Employment & Field Services)**

Minimum Educational Qualification, Experience & Other Requirements:

- BSc. in Engineering/Master's degree in any discipline or equivalent degree from any recognised institute/university.
- 10 (ten) years relevant experience in GO/NGO.
- Experience in placing skilled/semi skilled human resources in job market.
- Knowledge on job markets at home and abroad.
- Familiar with formal and informal factories/Industries.
- Pleasing personality with ability to lead a pool of employment support officials.
- Computer literacy in MS Word & MS Excel.
- Proficient in English and Bangla both written & spoken.
- Experience in conducting tracer study and other employment support activities will be an added advantage.
- Age: maximum 50 yrs.

**Salary:** Starting Salary Tk. 31,000 per month. Higher initial salary may be offered to the candidate found exceptionally suitable. Service benefits like contributory provident fund, gratuity and life insurance are admissible as per UCEP service rules.

Application addressed to the Executive Director should include the following:

- C.V. with contact telephone/cell number.
- Attested copies of all educational and experience certificates.
- Names and addresses with contact number of two traceable referees who are not relations of the candidate.
- Two recent coloured passport size photographs.
- Demand Draft/Pay Order (non-refundable) of Tk. 200/- in favor of UCEP Bangladesh.

Application must reach the Director Corporate Affairs, UCEP-Bangladesh, plot # 2 & 3, Mirpur-2, Dhaka-1216 on or before 15 October 2008. The post applied for should be mentioned on the top left side of the envelope. Internal candidates having requisite qualification and experience will get preference. Only short listed candidates will be contacted. The Authority reserves the right to accept or reject any application without assigning any reason whatsoever.

**Female candidates are especially encouraged to apply. Unsolicited approaches will be taken as disqualification.**

**উত্তরা ব্যাংক লিমিটেড**  
ষ্টেশনারী এন্ড রেকর্ডস ডিপার্টমেন্ট  
প্রধান কার্যালয়  
৯০ মতিঝিল বাণিজ্যিক এলাকা, ঢাকা-১০০০।

**ব্যাংকের ষ্টেশনারী সামগ্রী সরবরাহের জন্য দরপত্র বিজ্ঞপ্তি**

ব্যাংকের প্রয়োজনীয় ষ্টেশনারী সামগ্রী চাহিদা মোতাবেক সরবরাহ করার জন্য অভিজ্ঞতা সম্পন্ন অর্থাৎ যে কোন ব্যাংকে বর্তমানে ষ্টেশনারী সামগ্রী সরবরাহ করিয়া আসিতেছে এরূপ প্রতিষ্ঠিত প্রতিষ্ঠানের কাছ থেকে ষ্টেশনারী সামগ্রী সরবরাহের জন্য সীলমোহরকৃত দরপত্র আহ্বান করা যাচ্ছে। দরপত্রের বিস্তারিত সিডিউল উত্তরা ব্যাংক লিমিটেড, প্রধান কার্যালয় এর অনুকূলে যে কোন স্থানীয় বাণিজ্যিক ব্যাংকের শাখা থেকে ত্রয়কৃত ১,০০০/- (এক হাজার) টাকার পেমেট অর্ডার (অফেরৎযোগ্য) জমা সাপেক্ষে উত্তরা ব্যাংক লিমিটেড, ষ্টেশনারী এন্ড রেকর্ডস ডিপার্টমেন্ট (৮ম তলা), প্রধান কার্যালয়, ৯০, মতিঝিল বাণিজ্যিক এলাকা, ঢাকা থেকে ২৬শে অক্টোবর, ২০০৮ইং তারিখ পর্যন্ত যে কোন কর্ম দিবসে অফিস চলাকালীন সময়ে সরবরাহ করা হবে।

সিডিউল সঞ্চারের সময় হালনাগাদ ট্রেড লাইসেন্স, আয়কর সনদপত্র, ভ্যাট রেজিস্ট্রেশন সার্টিফিকেট এবং ব্যাংকের ষ্টেশনারী সামগ্রী সরবরাহের কাজের অভিজ্ঞতার সনদপত্রের মূল কপি প্রদর্শন করতে হবে যাহা প্রয়োজনীয় নিরীক্ষার পর ফেরৎ দেয়া হবে। উক্ত সনদপত্র সমূহের সত্যায়িত ফটোকপি সহ আগামী ২৭শে অক্টোবর, ২০০৮ ইং তারিখে বেলা ২.০০ (দুই) ঘটিকার মধ্যে অত্র অফিসের ৮ম (অষ্টম) তলায় রক্ষিত টেন্ডার বাস্তব দাখিল করতে হবে এবং ৩ দিনই বেলা ৩.০০ ঘটিকায় দরপত্র দাতাদের উপস্থিতিতে যদি কেহ উপস্থিত থাকেন। দরপত্র খোলা হবে। সরবরাহ কাজের অভিজ্ঞতা নেই এমন সব প্রতিষ্ঠানের দরপত্রে অংশগ্রহণ করার কোন প্রয়োজন নেই। ব্যাংক কর্তৃপক্ষ কোন কারণ দর্শানো ব্যতিরেকেই যে কোন অথবা সকল দরপত্র গ্রহণ বা বাতিলের অধিকার সংরক্ষণ করে।

চেয়ারম্যান  
উত্তরা ব্যাংক

**Bangladesh Foreign Trade Institute**  
TCB Bhaban (5th Floor) 1, Karwan Bazar, Dhaka

**Training Course: International Trade Law**

Date: 02-06 November 2008 (full day)

**Objectives:** To provide an in-depth knowledge and understanding of international trade laws with an emphasis on WTO laws.

**Resource Person:** Mr. Gustav Brink, an International Expert with wide experience on WTO and other trade law issues.

**Target Groups:** The target groups are- (a) Lawyers; (b) Government officials and officials from autonomous bodies; (c) Managers and officials of the private sector engaged in export-import activities; and (d) Individuals who have an interest in and wish to have a better understanding of international trade laws.

**Application Procedures:** Organisations or prospective participants may apply to the undersigned. The registration fee for the course is Tk. 5,000/- payable in advance in the form of a bank draft/pay order/cheque in favour of 'Bangladesh Foreign Trade Institute' by Thursday, 30 October 2008. The fee covers various training costs, including course material and refreshment. Limited places to be distributed on first come first serve basis. For more information and registration, please contact:

Fellow (Policy Advocacy & Training),  
Bangladesh Foreign Trade Institute,  
Telephone: 8152476-8, Fax: 8152479  
Email: Mozumder@bfti.org.bd  
Website: www.bfti.org.bd/

**Vacancy Announcement**  
Promotion of Development and Confidence  
Building in the Chittagong Hill Tracts

United Nations Development Programme in Bangladesh announces vacancies for the following positions for "UNDP-Chittagong Hill Tracts Development Facility" under "Service Contract" modality. The duration of the contract is one year initially and subject to renewal on an annual basis upon satisfactory performance.

- Programme Officer -CEP & QIF
- Programme Assistant for Health Cluster
- Upazila Mobile Team Medical Officer
- Upazila Mobile Team Nurse
- Upazila Mobile Team Health Promoter
- Procurement Officer - re-advertised
- Operations Officer
- Admin Associate- re-advertised
- CEP Field Supervisor
- Cluster Leader, Disaster Preparedness Management-re-advertised
- Scholarship Placement Unit Head
- Programme Associate
- Scholarship Assistant

For details of the Terms of Reference and instructions to apply, please visit our website: <http://www.undp.org.bd/jobs>. Hard copies of the TOR's can be collected from UNDP-CHTDF Offices of Dhaka, Rangamati, Khagrachari and Bandarban. Applications should be submitted no later than 21st October, 2008.

"Only short-listed candidates will be contacted. Submitted documents will not be returned to the applicants"  
"Women are strongly encouraged to apply"