

## UNICEF Vacancy Announcement

The United Nations Children's Fund (UNICEF) is seeking applications from Bangladeshi Nationals to fill the following professional position in its Dhaka Office.

JOB TITLE: Communication Manager, NO – D Level, Communication & Information Section.

**MAIN DUTIES/RESPONSIBILITIES:** The successful candidate will be responsible for developing strategies to get children's issues into the public domain internationally and strengthen political will in support of UNICEF's mission and objectives. S/he will be in charge of external and donor relations and develop close collaboration with UNICEF's international partners and the international mass media through different activities such as quality reporting on progress and constraints of the country programme implementation, organizing visits to project sites, facilitating documentary, photo and video coverage. S/he will utilize both web-based and traditional media and develop partnerships with international groups and organizations to strengthen and advance advocacy and communication efforts. The Communication Manager will be responsible for organizing national advocacy events and to adapt and develop appropriate strategies to disseminate advocacy materials from the Headquarters and the Regional Office. S/he will assess and identify the need for additional materials and activities, such as programmes for the mass media, publications, photographs, Web Sites to advocate and promote the cause of children and the organizational goals within the country and manages production and dissemination to appropriate audiences. S/he will support and share feature stories and other materials to facilitate global/regional advocacy and fund-raising activities of the Headquarters and the Regional Office.

**QUALIFICATIONS:** Advanced university degree in Communication, Journalism, Public Relations; or equivalent professional work experience in the communication area, combined with a university degree in a related field.

**WORK EXPERIENCE:** Eight years progressively responsible professional work experience in communication, print and broadcast media or interactive digital media, four years of which should be in developing countries and two at the management level.

## EXPERTISE AND PROFICIENCIES:

1. Knowledge of current theories and practices in communication research, planning and strategy and how to use them in the best possible ways.
2. Thorough understanding of the role of function of different forms of media and communication channels and when and how to utilize the ones suited to the purpose.
3. Proven ability to conceptualize, plan and execute ideas. Fluency in English and Bangla both verbally and in writing.
4. Be responsible for keeping up-to-date with the latest developments in the social sector and UNICEF Programme and management policies, priorities, strategies and procedures.
5. Be aware of and sensitive to the national development and political environment
6. Knowledge of computer systems, relevant office applications and the internet

## COMPETENCIES:

Commitment	Teamwork	Strategic and Global Thinking
Drive for Results	Communication	
Embracing Diversity	Judgment	
Integrity	Networking	
Self-Awareness and Self-Regulation	Technical Leadership	

**CONTRACTS AND REMUNTERATION:** The selected candidate will be awarded a 2 year Fixed Term contract and remuneration is at the NO-D level of the United Nations local salary scale.

**COMMUNICATIONS:** Applications with CV should be forwarded to the HR Officer, Human Resources Section, UNICEF-Bangladesh, Sheraton Annex, 1 Minto Road, Dhaka-1000, by January 15, 2009. Please mark on the envelope the post applied for. Only short-listed candidates will be called for written test/interview. Any attempt to unduly influence UNICEF's selection process will lead to automatic disqualification of the applicant.

UNICEF IS COMMITTED TO GENDER EQUALITY IN ITS MANDATE AND ITS STAFF. WELL QUALIFIED CANDIDATES, PARTICULARLY FEMALES ARE STRONGLY ENCOURAGED TO APPLY

unite for children

unicef

## UNICEF Vacancy Announcement

The United Nations Children's Fund (UNICEF) is seeking applications from Bangladeshi Nationals to fill the following professional position in its Dhaka Office.

JOB TITLE: Human Resources Specialist, NO – C Level, Human Resources Section.

**MAIN DUTIES/RESPONSIBILITIES:** Under the overall supervision of the section chief the successful candidate will be responsible for the effective implementation and timely administration of the following areas of HR management:

- 1) Recruitment, selection and placement – ensure the timely implementation of the overall recruitment process, 2) Policy implementation and HR management – maintain transparency, equity and consistency in the interpretation of the organisation's HR policies and guidelines for contracts, entitlements, performance evaluations etc, 3) Capacity building and career development – identify and address opportunities for training and career development and provide technical support to organize and conduct training for staff, 4) Strategic HR planning and management – provide guidance and technical support to management in the areas of staffing, organizational designs, budget planning and change management, 5) Staff and Management relationship – support and advice on staff issues and work towards establishing harmonious work environment in the office, 6) Inter-agency networking and partnership – maintain regular contact with other UN agencies including government institutions and NGOs for sharing information and best practices, 7) Emergency and staff security – support the office in the emergency preparedness and staff security plans, 8) Supervisory and deputy functions – provide guidance to the supervisees and take a lead role in managing the section during the absence of the chief.

**QUALIFICATIONS:** Advanced university degree or equivalent backgrounds, in Human Resources, Business Administration, International Relations, Social Sciences, Psychology or related areas

## WORK EXPERIENCE:

- Minimum five years of progressively responsible experience in the field of personnel administration and management.
- Experience in an international organization is desirable.
- Specialised degrees/diplomas will be an advantage.
- Knowledge on current HR Management systems and competency based interview techniques are essential.
- Background/familiarity with emergency operations and staff security is desirable.

## SKILLS &amp; ATTRIBUTES:

1. Be responsible for keeping up-to-date with the latest developments in the HR policies and systems both outside and within the organization
2. Ability to conceptualize, plan and execute ideas.
3. Fluency in English and Bangla both verbal and written

## COMPETENCIES:

Diversity and Inclusion	Communication	Analyzing
Integrity	Working with people	Adapting and Responding to Change
Commitment	Drive for results	Applying Technical Expertise
		Following Instructions and Procedures
		Formulating Strategies and Concept
		Leading and Supervising

**CONTRACTS AND REMUNTERATION:** The selected candidate will be awarded a 2 year Fixed Term contract and remuneration is at the NO-C level of the United Nations local salary scale.

**COMMUNICATIONS:** Applications with CV should be forwarded to the HR Officer, Human Resources Section, UNICEF-Bangladesh, Sheraton Annex, 1 Minto Road, Dhaka-1000, by January 15, 2009. Please mark on the envelope the post applied for. Only short-listed candidates will be called for written test/interview. Any attempt to unduly influence UNICEF's selection process will lead to automatic disqualification of the applicant.

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## DIVINE NONI WANTED

Web Fund Foundation Ltd., a MNC, marketing Divine Noni Fruit Juice Concentrate in Bangladesh need the following personnel:

**Managers / Officers / Assistants / Computer Operators.** Fluency in English & Computer literacy a must.

Degree & above with experience will have and an added advantage. Apply in person by fixing appointment over phone.



Web Fund Foundation Ltd. Motilal Tower- 1 (4th Floor) 8/2, Paribagh, Hotirpool, Dhaka - 1100, Ph: 02-9661074



বাংলাদেশ বিদ্যুৎ উন্নয়ন বোর্ড  
Bangladesh Power Dev. Board

Office of the Director of Purchase  
BPDB, WAPDA Building, 9th Floor, Dhaka  
Tel. 9550532 Fax: 880-02-7126151

Memo No. Pdr-115/GMCO/2008/1021

Date: 23-12-2008

## Amendment of BPDB's Tender Enquiry

Sl No.	Tender Inquiry No. & date	Item of original tender which amended	Existing	Amended as
01.	Pur-115/GMCO/2008 Dt. 10/11/2008	Tender last selling date of tender document. (Tender Notice Sl. No. 17)	16/11/2008 to 06/01/2009	16/11/2008 to 14/01/2009
		Tender closing & opening date (Tender Notice Sl No. 18 & 19)	07/01/2009	15/01/2009

All other terms & conditions of the tender shall remain unchanged.

Md Abduhu Ruhullah

Director

Biddut/Jan-573(4)/23-12-08  
GD-6016

Directorate of Purchase  
BPDB, Dhaka

## CAREER OPPORTUNITY

A Multinational Knitting Factory invites applications for the following positions for it's Head Office located at Uttara, Dhaka.

## 1. Commercial Officer:

- Master's Degree/MBA preferably in Accounting/ Finance
- Minimum 2 ~ 3 years working experience
- Age limit: 30 ~ 45 years

## 2. Sales Officer:

- Master's Degree/MBA preferably in Marketing
- Minimum 2 ~ 3 years working experience
- Age limit: 30 ~ 45 years

All positions require good command in Computing and both written & spoken English. Interested Candidates should submit their CV along with P.P. size Photograph to the **Box No. A-170, C/O, The Daily Star, 19, Karwan Bazar, Dhaka-1215 by 1<sup>st</sup> January, 2009.** Please mention the expected salary and position on the top of the application.



বঙ্গবন্ধু শেখ মুজিবুর রহমান  
কৃষি বিশ্ববিদ্যালয়

গাজীপুর, বাংলাদেশ, টেলিফোন: পিএবিএক্স ৯২৫২০২০, ৯২৫২৫৬৬, ৯২৫২৮৫০-৫২ ফ্যাক্স ৮৮০-২-৯২৫২৮৭৩  
BANGABANDHU SHEIKH MUJIBUR RAHMAN AGRICULTURAL UNIVERSITY, GAZIPUR, BANGLADESH, TELEPHONE: PABX 9252020, 9252566, 9252850-52 FAX: 880-2-9252873 E-MAIL: BSMRAU@SDNBD.ORG

স্মারক নং: বঙ্গবন্ধু/কৃষি/ভীন (এমি-০১/২০০৮/১৩২ তারিখ: ২৩/১২/২০০৮ইং

ব্যাচেলর অব সায়েন্স (এগ্রিকালচার/ফিসারিজ)  
প্রোগ্রামে ছাত্র/ছাত্রী ভর্তির আবেদনের সময় বৃদ্ধির  
বিজ্ঞপ্তি

কোর্স ক্রেডিট পদ্ধতিতে ৪ (চার) বছর মেয়াদী ব্যাচেলর অব সায়েন্স (এগ্রিকালচার) এবং ব্যাচেলর অব সায়েন্স (ফিসারিজ) প্রোগ্রামে উচ্চতর কৃষি শিক্ষার অন্যতম সরকারি বিশ্ববিদ্যালয় "বঙ্গবন্ধু শেখ মুজিবুর রহমান কৃষি বিশ্ববিদ্যালয়"-এ সামার ২০০৯ টার্মে ছাত্র-ছাত্রী ভর্তি করা হইবে। এ প্রেক্ষিতে আর্থী প্রার্থীদের নিকট হইতে আবেদনপত্র আহ্বান করা যাইতেছে। পূর্ব বিজ্ঞপ্তি অনুযায়ী সামার ২০০৯ টার্মে বিএস (এগ্রিকালচার/ফিসারিজ) প্রোগ্রামে ভর্তির জন্য আবেদনপত্র জমাদানের নির্ধারিত সময়সীমা ২৪ ডিসেম্বর ২০০৮ইং এর স্থলে ১৯ জানুয়ারি ২০০৯ইং এবং লিখিত পরীক্ষা ৩ জানুয়ারি ২০০৯ইং এর পরিবর্তে ২৭ জানুয়ারি ২০০৯ইং পর্যন্ত বর্ধিত করা হইল। সে মোতাবেক সরকারি ছুটির দিন ব্যতীত ১৯ জানুয়ারি, ২০০৯ইং তারিখ পর্যন্ত ভর্তির আবেদন ফরম সংগ্রহ ও জমা দেয়া যাইবে।

## আবেদনের যোগ্যতা:

- (ক) প্রার্থীকে অবশ্যই বাংলাদেশের নাগরিক হইতে হইবে।
- (খ) বিজ্ঞান গ্রুপে ২০০৫ বা ২০০৬ সালে মাধ্যমিক স্কুল সার্টিফিকেট (SSC) এবং ২০০৭ বা ২০০৮ সালে উচ্চ মাধ্যমিক সার্টিফিকেট (HSC) অথবা সমমানের পরীক্ষায় যে কোন একটিতে কমপক্ষে ৩ (তিন) জিপিএসহ উত্তর পরীক্ষায় একত্রে জিপিএ ৭ (সাত) থাকিতে হইবে।
- (গ) উচ্চ মাধ্যমিক বা সমমানের পরীক্ষায় পদার্থবিদ্যা, রসায়ন, জীববিজ্ঞান, ইংরেজি এবং গণিত বিষয়ে প্রতিটিতে কমপক্ষে "B" গ্রেড থাকিতে হইবে।
- (ঘ) "O" লেভেল এবং "A" লেভেল পাস প্রার্থীদের ক্ষেত্রে "O" লেভেল পরীক্ষায় চারটি পেপারে প্রতিটিতে কমপক্ষে "B" গ্রেড থাকিতে হইবে এবং "A" লেভেল পরীক্ষায় পদার্থবিজ্ঞান, রসায়ন, জীববিজ্ঞান, গণিত ও ইংরেজি প্রতিটিতে কমপক্ষে "B" গ্রেড থাকিতে হইবে।

## ভর্তি সংক্রান্ত সংশ্লিষ্ট পরিবর্তিত সিডিউল:

- (ক) আসন সংখ্যা: কৃষি অনুষদ-১০০, ফিসারিজ অনুষদ-৩০।
- (খ) ভর্তির আবেদনপত্র বিতরণ: আগামী ১৯ জানুয়ারি, ২০০৯ পর্যন্ত অত্র বিশ্ববিদ্যালয় ক্যাম্পাসে অবস্থিত সোনালী ব্যাংক অথবা সোনালী ব্যাংক, ফার্মসেট শাখায় নগদ ৫০০.০০ (পাঁচশত) টাকা জমা দিয়া অফিস চাকরালীন সময়ে ডীন, কৃষি অনুষদ অফিস অথবা সোনালী ব্যাংক, ফার্মসেট শাখা হইতে ভর্তির আবেদন ফরম এবং ভর্তি নির্দেশিকা সংগ্রহ করা যাইবে।
- (গ) আবেদনপত্র জমাদানের শেষ তারিখ: ১৯ জানুয়ারি, ২০০৯।
- (ঘ) লিখিত পরীক্ষার (MCQ পদ্ধতি) তারিখ: ২৭ জানুয়ারি, ২০০৯ইং রোজ মঙ্গলবার সকাল ১১:০০টা হইতে দুপুর ১২:০০টা পর্যন্ত।
- (ঙ) ভর্তির জন্য নির্ধারিত এবং অপেক্ষমান প্রার্থীদের নামের তালিকা প্রকাশ: ২৭ জানুয়ারি, ২০০৯ বিকাল ৪:০০টা।
- (চ) নির্ধারিত ছাত্র-ছাত্রীদের ভর্তি: ০৮ ফেব্রুয়ারি, ২০০৯।
- (ছ) অপেক্ষমান তালিকা হইতে ভর্তি: ১১ ফেব্রুয়ারি, ২০০৯।

প্রফেসর ড এম মোফাজ্জল হোসেন

ডীন, কৃষি অনুষদ

ও

সদস্য সচিব, ভর্তি কমিটি

জিডি-৫৯৮১

## Vacancy Announcement

We are a private sector development project, funded by an international donor consortium, that aims to reduce poverty and stimulate pro poor growth by improving competitiveness in selected sectors where the poor participate as producers, employees and consumers. We aid growth by improving access to knowledge, information, skills, services, and essential inputs and by addressing issues that improve the economic environment.

We are looking for two entry level professionals (one with a background in **Psychology** and one with a background in **Statistics**) who have the ability and vision to complement our team. The main involvement of both candidates will be with continuously developing the monitoring, survey and data analysis tools used in the organization mainly aiming to inform decision makers within the organization and through this enabling them to improve the activities within their development projects.

## Requirements

- A student majoring in or graduated with a degree in psychology or statistics (completed at least 2 years of fulltime study).
- Practical experience in planning, designing and executing research.
- Awareness of socio-economic development issues and a strong desire to contribute towards economic development.
- Strong communication skills in both English and Bangla.
- Willingness to travel extensively in different parts of the country.
- A good team player.
- Is willing to work fulltime, and has a commitment to stay at least 2 years.
- Knowledge of market development projects, how they work would be an added advantage.

If this profile fits you, please apply to the **Box No. A-169, C/O, The Daily Star, 19, Karwan Bazar, Dhaka-1215** with CV, 1 passport size picture and an essay of no more than 500 words describing the key issues of development in Bangladesh. Applications should be typed out and submitted by January 10th, 2009. Only short listed candidates will be called for an interview.

VACANCY ANNOUNCEMENT  
INTERNATIONAL LABOUR ORGANISATION

The International Labour Organisation is a specialized agency of the United Nations with a mandate to promote social justice and improve working and living conditions for people everywhere. For its project on Promotion of Indigenous and Tribal People's Rights through Legal Advice, Capacity-Building and Dialogue in Bangladesh, the ILO invites applications for the position of:

- Post Title and Grade : National Coordinator (NOB).  
Duty Station : ILO Office in Dhaka.  
Starting Date : February 2009  
Duration : 12 months (with possibility of extension)
- Under the overall management and responsibility of the ILO Director in Dhaka, and under the technical supervision of the Chief Technical Advisor (CTA) of the ILO Project to Promote ILO Policy on Indigenous and Tribal Peoples (PRO 169) in Geneva and the South Asia Coordinator in New Delhi, the National Coordinator will be responsible for development and implementation of the project activities as described in the general project document. Activities will continue to build on consultations and activities undertaken in previous years by the ILO, in partnership with government and indigenous peoples' institutions in Bangladesh, with the overall aim that government and indigenous institutions in Bangladesh will have the capacity to implement key principles of relevant ILO Conventions (particularly Nos. 107, 111 and 169).

- Description of Duties**
1. Review data, where available, for planning purposes; assemble and analyse information on economic, social, cultural and political issues that affect Indigenous Peoples' in Bangladesh, including information on relevant donor and government programmes.
  2. Carry out regular planning exercises; produce and review work plan together with partners for the smooth implementation of the project activities; review activities as necessary to achieve project outputs, considering changing context, lessons learned and alternative approaches and methods.
  3. Responsible for implementation and overall execution of national project activities through the establishment of a work plan in close with local project partners, efficient provision of inputs and delivery of outputs, and the monitoring and evaluation of project activities in conformity with ILO technical cooperation procedures which includes effective administrative and financial management, and reporting.
  4. Assess planned areas for technical support: in close consultation with the relevant programme and technical units of the ILO, identify and review areas for technical support by the ILO under the framework of the project and provide analysis on the findings to the PRO 169 CTA, the South Asia Coordinator, and management of the ILO Dhaka Office.
  5. Provide technical inputs and organize the project activities, including research, training and capacity building.
  6. Produce bi-monthly progress report, and prepare briefs and statistical data on status of project activities. Ensure that all reports are submitted and tasks are executed on a timely basis and of high standard.
  7. Cooperate and consult closely with the PRO 169 CTA, the South Asia Coordinator, concerned Specialists (New Delhi) and with relevant ILO Dhaka officials and personnel at all stages of project cycle.
  8. Maintain and develop relationships with relevant government officials in particular the MoCITA, MOLE and PMO and related government bodies on behalf of the ILO to promote indigenous and tribal rights, project partners, ILO constituents and donors.
  9. Participate in the organization of conferences, seminars, workshops, training sessions and meetings as required.
  10. Assist in the programming and control of resources from all sources of project funds, prepare budget estimates and expenditure.
  11. Undertake missions to national project sites as required and undertake international missions if relevant.
  12. Brief relevant ILO officials, personnel and donor officials and provide relevant information on programme matters.

## Specific

13. Promote inter-agency coordination on indigenous issues in general and integrate indigenous rights into other UN and donor programmes where feasible: participate in relevant groups and bodies, take initiative to ensure sharing of resources and experiences and where appropriate joint planning and activities.
14. Coordinate publicity and sharing of information and experience learned: regularly providing information to relevant target groups, in English, Bangla and other relevant languages, support to prepare official correspondence, statements and other public information material.
15. Coordinate training, fellowship and awareness raising activities: direct, development and supervise the activities specified in the project document based on consultations with stakeholders; promote action-based and practice-oriented approaches to ensure that activities are relevant and applicable to the target groups.
16. Coordinate with implementing partners: develop action programmes, training material and agreements on specific activities with indigenous organizations, government and other implementing partners.
17. Direct research and consultancies: determine relevant areas, write TORs and hire and supervise consultants based on the project document, planning review exercises with project partners, and in consultation with ILO technical supervisors; ensure that products are relevant to and useable by the target groups, have a high quality and are disseminated effectively.
18. Carry out other relevant duties as assigned by the ILO Dhaka Director and the South Asia Coordinator.

## Qualification Requirements

- Master of First-level university degree in development studies or related fields, including or supplemented by training in indigenous peoples' rights.
- At least two to three years of professional experience at the national level in project management, preferably including international organizations. Candidates with experience of working with indigenous rights are preferred. Practical experience in working with related technical cooperation projects is an asset.
- Excellent knowledge of English/Bengali. Knowledge of one or more indigenous languages will be an advantage.
- Thorough knowledge of indigenous rights issues in general and Bangladesh's indigenous peoples in particular; experience with implementing advocacy and rights-based programmes with partners and ability to navigate in highly politicized environment like the indigenous peoples' movement.
- Ability to understand and work effectively with government, employers' and workers' organizations, other UN agencies and development partners.
- Ability to negotiate.

Applications with a cover letter and a full resume should be sent via email to <matsuura@ilo.org> no later than 8 January 2009. Submitted application documents will not be returned. Only short-listed candidates will be contacted for a written examination and interview. Salary will be based on the UN salary scale in Bangladesh.

**The ILO is an equal opportunities employer: women candidates and candidates from an indigenous background are especially encouraged to apply.**  
**The ILO is a smoke free working environment.**

D-1025