

## চালু সার্কুলার নিটিং প্রকল্প বিকী হবে

সম্পূর্ণ চালু অবস্থায় জার্মানীর Mayer & Cie এর তৈরি ৪টি রিব/ইন্টারলক ইনোভিট ২.০ QC ডায়া ৩০, ৩৪, ৩৬ ও ৩৮ ইঞ্চি ও ৩টি সিঙ্গেল জার্সি রিলাইন্ট ৩.২।। ডায়া ৩০, ৩২ ও ৩৪ ইঞ্চি বিকী হবে। যোগাযোগ ০১৯১১৫৪৮৭৯৯

## Vehicle for Sale

Model-L 400 Mitsubishi 1998 (08 seats) Car Number: Dhaka Metro GA-13-2121 Fully on duty Contact :  
**ECOTA**  
 6/4 A, Sir Syed Road, Mohammadpur, Dhaka-1207. Tel: +88 0 2 8126593

## Flat Sale

Lake view South Facing Luxurious Flat at Uttara, House-22, Road-01, Sec-10, Flat Size-2200Sq.Ft.Tel:8711651, Mob:01716305614,01912-027229, 01911-381055  
**MEMBER REHAB**

## Apartment For Sale

3090 sft@ Prime location in North Gulshan  
 Contact # 01911320788  
 Genuine Buyers Only

## OFFICE SPACE TO-LET

Office space available 4200 sft. at 1<sup>st</sup> floor of

## Noor Tower

110 Bir Uttam C.R. Dutta Road

[opposite Pan Pacific Sonargaon Hotel]

17-Storey Most Modern Intelligent Commercial Building with Stand-by Generator, 24-Hours Security, Fire Detection Alarm & Protection System. Bank, Leasing & Foreign organization preferred.

Please Contact:

[Tel] 9666087; [M] 01815 432689

## উত্তরায় রেডি ফ্ল্যাট

উত্তরায় ০৩ সেটের কর্পর পুটে ২৪১৫ ও ২৫৬০ বর্গফুটের ডুপ্লেক্স ও ১০ সেটের ১৪০০ বর্গফুটের রেডি ফ্ল্যাট বিক্রয়। যোগাযোগ: ০১৯১২০৮২৫৫, ৮৯১৮৭৪

## গাড়ী বিক্রয়

সকল প্রকার জাপানী বি.জি.ভি.সন গাড়ী হোলসেলে বিক্রয় করা হচ্ছে।  
**আজাদ প্রাইভেট**  
 বি.জি.ভি.সন গাড়ী আমদানিকারক  
 ক-১২, নল, প্রবলি বারি, বরগুনা, ঢাকা।  
 ফোন: ৮৮১৮৮৮৮৮, ০১২২৪৪২২৪২  
 ০১৬২২৪৪২২৪২, ০১৮১৬২২৪২৪২

## HOUSE TO-LET

Two storey 6000 sq.ft house with lawn & independent servant quarters to let in Gulshan 2. Foreigners preferred. Brokers (Dalaals) are requested not to call. Tel: 01716472077 Mr. Syed Moazzem Ali Email: syed\_mali2003@yahoo.com  
[www.flickr.com/photos/32915883@N02/](http://www.flickr.com/photos/32915883@N02/)

## দার্জিলিং এ ছাত্র ভর্তি

St. Augustine's School, Kurseong, Darjeeling I.C.S.E Affiliated সম্পূর্ণ ইংলিশ মিডিয়াম আবাসিক হায়ার সেকেন্ডারী স্কুল। ২০০৯ সালে ক্লাস I হইতে XI ক্লাসের জন্য ছাত্র/ছাত্রী ভর্তি নেওয়া হইবে। স্কুলের পরিচালক বর্তমানে ঢাকায় হোটেল মিডওয়ায়ে ইন্টারন্যাশনাল, ৩০, নয়া পল্টন, ডি.আই.পি. রোড, ঢাকা(জোনাকী হলের নিকটে) এই ফেব্রুয়ারি পর্যন্ত অবস্থান করিবেন। ভর্তি ইচ্ছুক ছাত্র/ছাত্রীর অভিভাবকগণ যোগাযোগ করুন। ফোনঃ ৮৩১৯৭৫৫, ৮৩১৯৩১৫, ৮৩১৯৩৪৫ ও ৭১৬৮৪৪।

## Commercial Space For Rent

Location: Gulshan Avenue at prime location (Near Wonderland)

- 2500 sq. ft. (approx.)

- 1500 sq. ft. (approx.)

Contact: 01674 494 333

## DIAMOND SHOW &amp; SALE

Exclusive Family Collection of Black Diamonds, Black Pearls, Sapphires, Emeralds and other Gemstones.

## VENUE

Hotel Washington, 56 Gulshan Ave. Rd # 132, Gulshan-1, Dhaka.

Saturday, 7th February & Sunday, 8th February '09.

Time : 12 Noon - 8 P.M.

Entry Fee : Taka 20/- Only.

Tel : 8851467-72, Mob- 01915-78 42 64.

## Call for WFTO-Asia Workshop

Program for Continuous Improvement-PCI is a system-based dynamic development tool designed to support for small social enterprises capacity building. WFTO-Asia is going to organize with World Fair Trade Organization-Bangladesh, known as ECOTA a 05 days long PCI Resource Person Development Program for the individuals who will work as the Certified PCI monitor Consultants for the relevant Social Enterprises Nationally and Internationally.

Individuals meeting the below mentioned requirements :-  
 -Business management analyst with relevant academic background; Hands-on consulting experience with SMEs;  
 - and interested to work at the country-level with the National Offices for PCI as certified PCI consultant; are requested to submit their Detail CV at arshadage@gmail.com or can further contact

Arshad Hossain Siddiqui  
 Country Manager, WFTO-Asia Bangladesh desk  
 ECOTA-National Fair Trade Network of Bangladesh  
 6/4 A, Sir Syed Road, Mohammadpur, Dhaka-1207  
 Tel: + 88 0 2 8126593, +88 01911341152, www.ecotafitf.org

## বাংলাদেশ বিজ্ঞান উন্নয়ন সমিতি

## বিজ্ঞপ্তি

বাংলাদেশ বিজ্ঞান উন্নয়ন সমিতি (Bangladesh Association for the Advancement of Science) এর একুশতম দ্বি-বার্ষিক সম্মেলন, ১২-১৪ ফেব্রুয়ারি পরিবর্তে আগামী ১৮-২০ই ফেব্রুয়ারি, ২০০৯খ্রিঃ তারিখে (বুধ, বৃহস্পতি ও শুক্রবার) গাজীপুরস্থ বাংলাদেশ কৃষি গবেষণা ইনস্টিটিউটে অনুষ্ঠিত হবে। এবারের সম্মেলনের প্রতিপাদ্য বিষয় হচ্ছে "Science for Food Security". উক্ত সম্মেলন উদ্বোধন করবেন গণপ্রজাতন্ত্রী বাংলাদেশ সরকারের মাননীয় কৃষি মন্ত্রী বেগম মতিয়া চৌধুরী। সম্মেলনে বিশেষ অতিথি থাকবেন বিজ্ঞান তথা ও যোগাযোগ প্রযুক্তি মন্ত্রণালয়ের মাননীয় প্রতিমন্ত্রী স্বপ্নিত ইয়াকুসে ওসমান। সমাপনী অনুষ্ঠানে প্রধান অতিথি থাকবেন খাদ্য ও দুর্যোগ ব্যবস্থাপনা মন্ত্রণালয়ের মাননীয় মন্ত্রী ড. মোঃ আবদুর রাজ্জাক। সম্মেলনে অংশগ্রহণ করার জন্য সমিতির সকল সদস্যকে আহ্বান করা হলো। সম্মেলনে অংশগ্রহণ করার জন্য গত ২০ ডিসেম্বর ২০০৮খ্রিঃ থেকে রেজিস্ট্রেশন আরম্ভ হয়েছে এবং ১০ই ফেব্রুয়ারি, ২০০৯খ্রিঃ পর্যন্ত চলবে। রেজিস্ট্রেশন ফি ধার্য করা হয়েছে টাকা ৫০০/- (পাঁচশত মাত্র)। নিম্নলিখিত ব্যক্তিগণের সাথে এ ব্যাপারে যোগাযোগ করা যাবে। ক। ড. ফিরোদ চন্দ্র রায়, পরিচালক (প্রশিক্ষণ ও যোগাযোগ), বাংলাদেশ কৃষি গবেষণা ইনস্টিটিউট, জয়দেবপুর, গাজীপুর (ফোনঃ ০১৭১২৫৯৯১৪)। খ। জনাব মো. হারুন-অর-রশিদ, প্রধান মুদ্রিকা ও কৃষি কর্মকর্তা, মুদ্রিকা গবেষণাগার, বাপাউরো, ৭২, শ্রীন রোড, ঢাকা (ফোনঃ ০১৭২০২৯৫৩১)।

মোঃ হারুন-অর-রশিদ

সাধারণ সম্পাদক

JEANS CARE LIMITED  
JOB OPPORTUNITY

One of the fastest Joint-Venture Garments Factory in the country is looking for self-motivated candidates for the following posts:

1. Commercial Manager : 1 Post  
 Candidate must be fluent in English & must have experience of handling documentation etc. for C&A Mondial.

2. Merchandisers (Male/Female) : 2 Posts  
 Must have good communication skill with min 2-3 years of working experience in knits, woven & must be fluent in both written & spoken English.

3. Quality Controller (Male/Female) : 3 Posts  
 Must have sound knowledge of production & AQL systems of inspection.

Foreign candidates can also apply for above openings. Candidates from India will be preferred for position # 1, 2 & 3. Interested candidates are requested to send mail their CVs with latest photograph to the following address:

## JEANS CARE LIMITED

348/B, Tejgaon I/A, (1st Floor), Dhaka, Bangladesh.  
 E mail: khokon@jeanscarebd.com; swapon@jeanscarebd.com

Directorate of Planning and Development Bangladesh University of Engineering and Technology				
Invitation for Tender				
BUET		Date		
NO. P&D/LP/08-09/05(P-13)DR-				
1	Ministry/Division	Ministry of Education		
2	Agency	Bangladesh University of Engineering and Technology (BUET)/UGC		
3	Procuring Entity Name	Bangladesh University of Engineering and Technology (BUET) represented by Director, P&D		
4	Procuring Entity District	Dhaka, Bangladesh		
5	Invitation for	Mentioned in identification of packages (SL No.-17)		
6	Invitation Ref. No.	P&D/LP/08-09/05(P-13)		
7	Procurement Method	Open Tendering Method		
8	Budget and Source of Funds	Development Budget of BUET		
9	Tender Package No.	Mentioned in SL No. 17		
10	Tender Publication Date	04.02.09		
11	Tender Last Selling Date	15.03.09 (during office hours)		
12	Tender Closing Date and Time	16.03.09 at 12.00 Noon (BST)		
13	Tender Opening Date and Time	16.03.09 at 12.30 PM (BST), Tender shall be opened in presence of Tenderers/Tenderer's authorized representative (if any).		
14	Name & Address of the office(s)			
- Selling and opening Tender Document		Directorate of Planning and Development (P&D), BUET		
- Receiving Tender Document		Directorate of Planning and Development (P&D), BUET, Office of Head of Civil Engg. Department, Civil Building, BUET, Office of Head of Mechanical Engg. Department, EME Building, BUET.		
15	Eligibility of Tenderer	Tenderer must have experience in supply of similar goods and related services as specified in the tender documents. Tenderer will have legal, financial, professional and technical capacity to deliver the requirements of this tender and have fulfilled the obligations of all tax requirements.		
16	Price of Tender Document (Tk)	GD-01: Electrical & Electronic Engineering [EEE/08-09/APP(D)/ITEM-1/LP(37)/S-1] Tk. 500/- GD-02: Computer Science and Engineering [CSE/08-09/APP(D)/ITEM-5/LP(38)/S-1] Tk. 200/- GD-03: Chemical Engineering [CHE/08-09/APP(D)/ITEM-3/LP(39)/S-1] Tk. 200/- GD-04: Materials & Metallurgical Engineering [MME/08-09/APP(D)/ITEM-1/LP(40)/S-1] Tk. 200/- GD-05: Water Resources Engineering [WRE/08-09/APP(D)/ITEM-6/LP(41)/S-1] Tk. 200/- GD-06: Naval Architecture and Marine Engineering [NAME/08-09/APP(D)/ITEM-1/LP(42)/S-1] Tk. 200/- GD-07: Petroleum and Mineral Engineering [PMRE/08-09/APP(D)/ITEM-11/LP(43)/S-1] Tk. 200/- GD-08: Industrial and Production Engineering [IPE/08-09/APP(D)/ITEM-3/LP(44)/S-1] Tk. 200/- GD-09: Urban and Regional Planning [URP/08-09/APP(D)/ITEM-2/LP(45)/S-1] Tk. 200/- GD-10: Architecture [ARCH/08-09/APP(D)/ITEM-6/LP(46)/S-1] Tk. 200/- GD-11: Chemistry [CHEM/08-09/APP(D)/ITEM-7/LP(47)/S-1] Tk. 200/- GD-12: Physics [PHYS/08-09/APP(D)/ITEM-2/LP(48)/S-1] Tk. 200/- GD-13: Mathematics [MATHS/08-09/APP(D)/ITEM-1/LP(49)/S-1] Tk. 200/-		
17	Package No.	Identification of Package(s)	Location	Tender Security Amount (Tk)
	GD-01: Electrical & Electronic Engineering [EEE/08-09/APP(D)/ITEM-1/LP(37)/S-1]	Supply, Installation/Testing and Commissioning of Scientific Instrument, Apparatus, Materials/Chemicals and Office Equipments for the Department of Electrical & Electronic Engineering, BUET, Dhaka	BUET	90,100/-
	GD-02: Computer Science and Engineering [CSE/08-09/APP(D)/ITEM-5/LP(38)/S-1]	Supply, Installation/Testing and Commissioning of Scientific Instrument, Apparatus, Materials/Chemicals and Office Equipments for the Department of Computer Science and Engineering, BUET, Dhaka	BUET	52,000/-
	GD-03: Chemical Engineering [CHE/08-09/APP(D)/ITEM-3/LP(39)/S-1]	Supply, Installation/Testing and Commissioning of Scientific Instrument, Apparatus, Materials/Chemicals and Office Equipments for the Department of Chemical Engineering, BUET, Dhaka	BUET	36,100/-
	GD-04: Materials & Metallurgical Engineering [MME/08-09/APP(D)/ITEM-1/LP(40)/S-1]	Supply, Installation/Testing and Commissioning of Scientific Instrument, Apparatus, Materials/Chemicals and Office Equipments for the Department of Materials & Metallurgical Engineering, BUET, Dhaka	BUET	27,100/-
	GD-05: Water Resources Engineering [WRE/08-09/APP(D)/ITEM-6/LP(41)/S-1]	Supply, Installation/Testing and Commissioning of Scientific Instrument, Apparatus, Materials/Chemicals and Office Equipments for the Department of Water Resources Engineering, BUET, Dhaka	BUET	18,100/-
	GD-06: Naval Architecture and Marine Engineering [NAME/08-09/APP(D)/ITEM-1/LP(42)/S-1]	Supply, Installation/Testing and Commissioning of Scientific Instrument, Apparatus, Materials/Chemicals and Office Equipments for the Department of Naval Architecture and Marine Engineering, BUET, Dhaka	BUET	18,100/-
	GD-07: Petroleum and Mineral Engineering [PMRE/08-09/APP(D)/ITEM-11/LP(43)/S-1]	Supply, Installation/Testing and Commissioning of Scientific Instrument, Apparatus, Materials/Chemicals and Office Equipments for the Department of Petroleum and Mineral Engineering, BUET, Dhaka	BUET	6,800/-
	GD-08: Industrial and Production Engineering [IPE/08-09/APP(D)/ITEM-3/LP(44)/S-1]	Supply, Installation/Testing and Commissioning of Scientific Instrument, Apparatus, Materials/Chemicals and Office Equipments for the Department of Industrial and Production Engineering, BUET, Dhaka	BUET	22,100/-
	GD-09: Urban and Regional Planning [URP/08-09/APP(D)/ITEM-2/LP(45)/S-1]	Supply, Installation/Testing and Commissioning of Scientific Instrument, Apparatus, Materials/Chemicals and Office Equipments for the Department of Urban and Regional Planning, BUET, Dhaka	BUET	15,750/-
	GD-10: Architecture [ARCH/08-09/APP(D)/ITEM-6/LP(46)/S-1]	Supply, Installation/Testing and Commissioning of Scientific Instrument, Apparatus, Materials/Chemicals and Office Equipments for the Department of Architecture, BUET, Dhaka	BUET	16,100/-
	GD-11: Chemistry [CHEM/08-09/APP(D)/ITEM-7/LP(47)/S-1]	Supply, Installation/Testing and Commissioning of Scientific Instrument, Apparatus, Materials/Chemicals and Office Equipments for the Department of Chemistry, BUET, Dhaka	BUET	15,900/-
	GD-12: Physics [PHYS/08-09/APP(D)/ITEM-2/LP(48)/S-1]	Supply, Installation/Testing and Commissioning of Scientific Instrument, Apparatus, Materials/Chemicals and Office Equipments for the Department of Physics, BUET, Dhaka	BUET	15,800/-
	GD-13: Mathematics [MATHS/08-09/APP(D)/ITEM-1/LP(49)/S-1]	Supply, Installation/Testing and Commissioning of Scientific Instrument, Apparatus, Materials/Chemicals and Office Equipments for the Department of Mathematics, BUET, Dhaka	BUET	6,800/-
18	Brief Description of Goods:	A) GD-01: High Voltage Impulse generator complete setup [for the Department of Electrical and Electronic Engineering, BUET, Dhaka] B) GD-02: (i)Moving Robot Kit, (ii)Programmable Robot Kit, (iii)Humanoid Robot Kit, (iv)UPS & (v)Workstation [for the Department of Computer Science and Engineering, BUET, Dhaka] C) GD-03: (i)Lumina Hollow Cathode Lamp of Atomic Absorption Spectrophotometer, (ii)146 i-Multigas Calibrator & (iii)Spartan Contron DCS Systems trainer [for the Department of Chemical Engineering, BUET, Dhaka] D) GD-04: (i) Metallurgical microscope with image analyzer with software and other accessories [for the Department of Materials and Metallurgical Engineering, BUET, Dhaka] E) GD-05: (i)Counter of C2 Small current meter, (ii)Electronic balance, (iii)Total Station, (iv)Electro magnetic flow meter, (v)Slurry pump & (vi)Computer Pentium 4 with CD Writer [for the Department of Water Resources Engineering, BUET, Dhaka] F) GD-06: (i) Cavitation Tunnel [for the Department of Naval Architecture and Marine Engineering, BUET, Dhaka] G) GD-07: (i)Viscometer Bath, (ii)Viscometers, (iii)Viscometer Holder, (iv)Suction Syringe, (v)Water jet pump, (vi)Slopper for Viscometer & (vii)Calibration Fluid [for the Department of Petroleum and Mineral Engineering, BUET, Dhaka] H) GD-08: (i)Desktop Robot, (ii)Raman - FTIR Spectrometer & (iii)Optical Crack Tracer CCD Camera [for the Department of Industrial and Production Engineering, BUET, Dhaka] I) GD-09: (i)Desktop Computer & (ii)LCD Projector (multimedia) [for the Department of Urban and Regional Planning, BUET, Dhaka] J) GD-10: (i)Laptop, (ii)Printer, (iii)GPS-500 Portable Navigation Unit, (iv)Multimedia Projector, (v)Toshiba Plain Paper Copier & (vi)Color Inkjet Plotter [for the Department of Architecture, BUET, Dhaka] K) GD-11: (i)BOD Meter/Apparatus with all accessories, (ii)Magnetic Stirrer with Hot Plate, (iii)Refrigerator, (iv)UV Cabinet for TLC, (v)Vacuum Pump, (vi)Oven & (vii)Dehumidifier [for the Department of Chemistry, BUET, Dhaka] L) GD-12: (i)JDC Power Supply & (ii)Turbo-molecular Vacuum Pump station with Gauge [for the Department of Physics, BUET, Dhaka] M) GD-13: (i)Computer [for the Department of Mathematics, BUET, Dhaka]		
19	Name of Official Inviting Tender	Prof. Dr. Md. Zoynul Abedin		
20	Designation of Official Inviting Tender	Director		
21	Address of Official Inviting Tender	The Directorate of Planning and Development (P&D), BUET		
22	Contact details of Official Inviting Tender	Director, P&D, BUET, Dhaka, Tel: 9665630, 9665650-80 Ext. 7350		
23	Validity of Tender	90 days from the date of Tender Opening		
24	Place/Date/Time of Pre-Tendering Meeting	N/A		
25	Special Instructions	(i) Intending participants shall have to apply for purchasing tender documents to the undersigned. The bidder should have valid Trade License, Bank Solvency Certificate and Income Tax Certificate, VAT Registration and Experience Certificate. Each tender must be accompanied by a Pay Order/Bank Draft/Bank Guarantee issued from any Scheduled Bank of Bangladesh located in Dhaka City amounting to above mentioned tender security money in favour of "Comptroller, BUET" without which no tender will be considered for evaluation. (ii) The Purchaser reserves the right to accept any Tender, to annul the Tender process, or to reject any or all Tenders, at any time prior to contract award.		

Prof. Dr. Md. Zoynul Abedin  
 Director  
 Planning and Development, BUET

GD-676

**সোশ্যাল ইনভেস্টমেন্ট ব্যাংক লিমিটেড**  
**سوشال انوسٹمنٹ بٹک لیمیتڈ**  
**SOCIAL INVESTMENT BANK LIMITED**  
 শরিয়াভিত্তিক পরিচালিত একটি ইসলামী ব্যাংক

Registered Office: Share Department, Head Office: 15, Dilkusha C/A, Dhaka

## PRICE SENSITIVE INFORMATION

This is for information of all concerned that the Board of Directors of the Bank in its 188<sup>th</sup> meeting held on Wednesday, the 4<sup>th</sup> February, 2009 at 5.00 p.m. has taken the following Price Sensitive decisions while considering/adopting Audited Financial Statements for the year ended at 31<sup>st</sup> December, 2008:

- The 14<sup>th</sup> Annual General Meeting (AGM) of the Bank will be held on Monday, the 23<sup>rd</sup> March, 2009 at 10:30 a.m. at the City Grand Hall, Bashundhara City, Panthapath, Dhaka;
- The Board recommended 10% Stock dividend (i.e. 01 share against every 10 ordinary shares) for the year 2008;
- The 'Record Date' for entitlement of the stock dividend and to attend the meeting will be on Thursday, the 19<sup>th</sup> February, 2009;
- The Shareholders whose names will appear in the Share Register of the Company or in the Depository on the 'Record Date' (i.e. on 19<sup>th</sup> February, 2009) will be entitled the stock dividend according to their holding and eligible to attend the meeting.

By the order of the Board of Directors

Sd/-

(Mahamud Hassan)

SVP & Company Secretary

Dated: February 04, 2009

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

**Regional IT Support Manager**

CARE-Bangladesh invites application from qualified candidates for the above position for IT Department, to be based in Chittagong. The duration of contract is up to May 31, 2010 with a possibility of further extension.

**Key Responsibilities:**

- LAN/WAN, Email & SCALA Administration
- Install, configure and troubleshoot desktop applications and operating systems
- Hardware & telecommunication support
- Plan and conduct training for all user
- Supervise/ Operate Helpdesk

**Requirements:**

- B Sc. in Computer Science or Applied Physics or Diploma/B.Sc. in Engineering.
- Minimum 3 years of experience for Bachelor and 4 year Experience for Diploma Engineer. In providing Network & Troubleshooting, Desktop Application, Helpdesk supervision and Hardware support on a Win NT/2K Network environment and MS-Exchange server administration.
- 1st Level Knowledge of HTML, Installation and 1st Level support for Web Server (IIS/Apache)
- Ability to read JavaScript code, Basic understanding of PABX switching, programming.
- Incumbent certified by MCSE & CISCO will get preference.

**Compensation:** Monthly gross salary is Tk.25,300.00 plus other admissible benefits as per organizational policy. Salary may be negotiated for highly qualified and competent candidate.

Interested candidates who fulfill the above requirements are requested to apply and the application format can be found on the website at: [www.carebd.org](http://www.carebd.org). Please note that only applications filled in as per CARE format will be considered. Please email the application to [hr.carebangladesh@gmail.com](mailto:hr.carebangladesh@gmail.com) on or before February 13, 2009. For those wanting to send hard copies of the CARE application format please send to: Manager-HRD&M, CARE Bangladesh, 20-21, Kawran Bazar, Dhaka-1215. Interested persons may also collect the application format from our Reception desk (9th floor).

*Note: \* Women are particularly encouraged to apply. \*Any persuasion will disqualify the candidates. \*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 corner of the envelope. Visit CARE web-site on: [www.carebd.org](http://www.carebd.org)*

**ASIAN UNIVERSITY FOR WOMEN**

**OPEN POSITION**

**Administrative Coordinator for the Vice-Chancellor/Provost Office**

The Asian University for Women ([www.asian-university.org](http://www.asian-university.org)) based in Chittagong, Bangladesh is an independent, all residential, international university dedicated to serving as a center of excellence for undergraduate and graduate professional education for women from all walks of life throughout Asia. The University seeks an Administrative Coordinator for the Office of Vice-Chancellor and Provost.

The Administrative Coordinator will provide critical, high-level support to the Acting Vice-Chancellor (VC) and Provost. This individual will oversee the Acting VC's scheduling, develop internal and external communications, and serve as a resource both throughout the organization and externally. This position provides an opportunity for an individual with superior critical thinking, communication, and relationship-building skills to play a critical role in supporting the advancement of the mission of the Asian University for Women (AUW).

**Responsibilities:**

- Manage Acting VC/Provost's calendar, meetings, and other arrangements;
- Coordinate logistics for University and Access Academy academic staff meetings;
- Maintain communication and correspondence for Acting VC/Provost;
- Serve as the Acting VC/Provost's liaison across internal departments;
- Research various topics as needed and presenting findings to Acting VC/Provost;
- Prepare and distribute letters, briefings, debriefs, and reports;

**Personal Qualities:**

- Must have exceptional administrative, organizational, and verbal and written communication skills;
- Must be highly efficient and able to manage a number of diverse tasks, activities, and projects at the same time;
- Good judgment, strong initiative, and a quick learner;
- Must be able to work under pressure and handle confidential matters with discretion;
- Ability to build strong relationships and work with individuals at all levels of the organization;

**Education and Experience:**

- Bachelor's degree in any field from a recognized University
- Fluency in English and Bangla or another Asian language
- Computer literacy, including knowledge of Microsoft Office (Outlook, Word, Excel, PowerPoint, etc.) in English
- Experience: Minimum 7 years in a similar capacity at a reputable Organization

Interested applicants are suggested to visit the following site for detailed requirements for this position:  
[http://www.asian-university.org/aboutAUW/job.htm#admin\\_vc](http://www.asian-university.org/aboutAUW/job.htm#admin_vc)

Applications should be e-mailed to [nicole.sanlamarina@asian-university.org](mailto:nicole.sanlamarina@asian-university.org). Qualified applicants must submit a list of the names and contact information for at least three references on the application and attach an electronic copy of their letter of application addressing qualifications and experience, resume, and transcripts from all universities/colleges attended (official transcripts required upon employment). All completed applications should be submitted by February 15, 2009.

As an equal opportunity employer serving women, the Asian University for Women strongly encourages highly qualified women to apply.

[www.asian-university.org](http://www.asian-university.org)