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BIFT

BGMEA INSTITUTE OF FASHION & TECHNOLOGY (BIFT)
A Center of Excelence in Fashion & Clothing Technology

Accounts Personnel for BIFT

BGMEA Institute of Fashion and Technology (BIFT), an established institute, affiliated with National University, Bangladesh and several foreign universities, specialized in fashion design and related apparel and textile sector invites applications for the post of **Deputy Director (Accounts & Finance)** from the deserving candidates. Prospective candidates should have the following qualifications:

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IN REMEMBRANCE

With fond memories we remember to-day Tuesday, **7th July** 2009 ***Late Begum Fazilatun Nessa*** on her 5th death anniversary.

We feel her absence in every step of the way. Relatives, friends and well wishers are kindly requested to remember her in their prayers.

On the occasion of her ***5th Death Anniversary Qur'an Khatam, Prayer*** and ***Feeding the destitutes*** has been organized.

Abeda & Najmul Huq, Roushan & Golam Kibria.
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আম-মোক্তারনামা ও চুক্তিপত্র বাতিল করণ

এসডি প্রপার্টিস লিঃ এর এম.ডি মোঃ শহীদুল্লাহ ওসমানী পিতাঃ মরহুম খান মোঃ ওসমান গনী এবং প্লটের মালিক কমান্ডার মোঃ আজিজুল হক (জি) বিএন এর মধ্যে মিরপুর ডিওএইচএস এর প্লট নং-৬৩৪ সংক্রান্ত আম-মোক্তারনামা নং-৮৬৩০, তাং-২৬-০৬-২০০৭ কে দলিল নং-৫০০২, তাং-২৫-০৫-২০০৯ দ্বারা এবং চুক্তি নামা নং-৮৬২৯, তাং-২৬-০৯-২০০৭ কে ০৪-০৬-২০০৯ এর পত্র দ্বারা রদ করা হয়েছে। সর্বসাধারণকে জানানো যাচ্ছে যে, বর্ণিত জমির বিষয়ে এম.ডি মোঃ শহীদুল্লাহ ওসমানীর সঙ্গে কোনরূপ লেনদেন না করিবার জন্য বিশেষভাবে অনুরোধ করা হল।

গোলাম সাবের চৌধুরী (এডভোকেট)
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(শুক্রবার অফিস খোলা)

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Tel: 8861213, 8753726, 01197-255976
Office Hour: 10 AM - 6 PM

Study in UK AUS

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ব্যাংক থেকে Study Loan নিয়ে ভিসা করানো যায়।

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Sr. Executive Director (HR & Admin)
BASHUNDHARA GROUP
125/A, Block-A, Bashundhara R/A,
Baridhara, Dhaka-1212

Last date for submission of application : 15 July, 2009
(Name of the post should be mentioned on the top of envelope)

শেরেবাংলা কৃষি বিশ্ববিদ্যালয়

Sher-e-Bangla Agricultural University
Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh

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রেজিস্ট্রার (অতিরিক্ত দায়িত্ব)
শেরেবাংলা কৃষি বিশ্ববিদ্যালয়

C-1147

Bangladesh Women Chamber of Commerce and Industry (BWCCI)

CAREER OPPORTUNITY

Bangladesh Women Chamber of Commerce and Industry (BWCCI) is a non profit, non political trade organization is being committed to a broad based economic development for business women in business and industries. BWCCI intends to immediately recruit a **Project Manager** under "Engaging Women Entrepreneurs in Anti- Corruption Reform Efforts" project in cooperation with USAID, Promoting Governance, Accountability, Transparency and Integrity (PROGATI)

Qualifications and Experiences :
Masters degree in any discipline of social sciences, business, or related subjects. Minimum 5 years of experiences in national or international development organizations including minimum 2-3 years in project management position

Major Responsibilities :

- Design, plan and smooth implementation of project activities
- Prepare reports, maintain proper documentation and partner liaison
- Coordinate training, advocacy and research activities
- Development of technical tools and methods for enhanced effectiveness of the project
- Ensure proper monitoring and evaluation
- Facilitate teamwork and manage and resolve conflicts among staff
- Formulate operational budget and ensure effective financial management
- Develop, review and refine the project planning and budget as needed
- Develop project action plan and implementation strategy
- Organize training workshops and seminar as per project need.
- Project Manager will responsible for day to day project implementation, coordination and corresponding with respective stakeholders.
- Managing and providing supervision and guidance to staff, and playing an active role in mentoring and developing their professionalism and team spirit;
- Maintaining standard office operating procedures and practices and overseeing day-to-day functions of the project office
- Strong analytical skills, particularly on gender issues, women's economic empowerment, and entrepreneurship development and anti corruption issues.
- Ability to produce quality reports for organization and donors within scheduled time frame.
- Excellent communication skills (written and oral on English and Bengali)
- Highly motivated with excellent interpersonal skills and ability to work under pressure to meet tight deadlines. Willingness to make frequent field visits for project implementation.
- Excellent computer knowledge & skill on MS Office

Job Location : Dhaka

Application Instruction : The deserving candidates are being requested to apply with the latest CV and a photograph mentioning two names of non-relative referees to Bangladesh Women Chamber of Commerce and Industry: Gulshan Grace, Apt # 2C, (1st Floor), House # 8, Block # CWS(C) South Avenue, Gulshan-1, Dhaka-1212, Bangladesh via mail or e-mail to womenchamber.office@gmail.com by 14 July 2009. Please mention the name of the post applied for.

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