



OPEN POSITION

The Asian University for Women (AUW) is a start-up initiative in Chittagong, Bangladesh, with the mission to prepare women of high ability and potential to meet society's challenges and effect positive change through an innovative, rigorous curriculum that encompasses the liberal arts and sciences at the undergraduate level; professional training in fields such as computer science, environmental engineering and management at the graduate level; and develops thoughtful and ethical leaders.

AUW now seeks highly effective and experienced personnel for the following positions to be based in Chittagong:

- Director of Finance
- Human Resource Manager
- Library Officer

Detailed information/job descriptions for each of these positions are available at: http://asian-university.org/careers_at_AUW.htm

To Apply:

A complete application includes the following:

- Cover letter summarizing why you should be considered for this position. Please mention the job title in the cover letter.
- Resume/C.V.
- Names and Contact Information of at least 3 references

Applications should be e-mailed to: jobs@auw.edu.bd

Review of applications will begin on November 01, 2009 and continue until the position is filled.

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

www.asian-university.org

VACANT POSITION

The High Commission of Malaysia invites suitable qualified candidates to apply for the post of **Administrative Assistant**. Candidate should be either a Bangladeshi citizen or a Permanent Residence in Bangladesh and should preferably have:

- ▶ Bachelor's Degree / Masters in Business Administration or any other discipline with relevant working experience will also be considered.
- ▶ Good written and oral communication skills in both English and local language.
- ▶ Computer Literate.
- ▶ Able to work independently with minimum supervision.

Interested candidates are invited to submit their application along with a complete resume, expected salary and a recent passport size photograph before **4th November 2009**.

High Commission of Malaysia

House no: 19, Road no: 6
Baridhara, Dhaka - 1212

Dhaka Electric Supply Company Ltd. (DESCO)
House # 3, Road # 24, Block # K, Banani, Dhaka.

Corrigendum

The following amendment in the Advertisement for recruitment published in The Daily Ittefaq & The Daily Star on 19.10.2009 vide memo no. DESCO/Admin-22(A)/2009/4941 dated October 18, 2009 is hereby issued:

- (1) The following sentence shall be added at the end of text against Sl. 1.0 (b):
"Age limit for candidates serving in DESCO and having requisite academic qualification may be relaxed".
- (2) Date "28.10.2009" as mentioned in Sl. 4.0 (a) shall be replaced by 08.11.2009.

Date: October 22, 2009

Memo No. DESCO/Admin-22(A)/2009/5049

S.M. Habibur Rahman
DGM (Administration)

Unilever Bangladesh Limited

TENDER FOR DISPOSAL OF USED MOTOR VEHICLES.

Sealed quotations are invited for disposal of the following used vehicles:-

1. **Mitsubishi Pajero**, Year of Manufacturing: M 1995, 2555 CC, Color: Black.
2. **Mitsubishi Pajero**, Year of Manufacturing: M 2003, 2972 CC, Color: Black.
3. **Mitsubishi Pajero**, Year of Manufacturing: M 1996, 2555 CC, Color: Green.
4. **Honda Accord**, Year of Manufacturing: M 1998, 2000 CC, Color: Silver.
5. **Hard Jeep Nissan**, Year of Manufacturing: M 2003, 2500 CC, Color: Black.

Interested parties may procure a complete schedule of the vehicles on payment of Tk. 1,000.00 (nonrefundable) per set in between 2 PM – 6 PM from 25th Oct '09 to 27th Oct'09 from our corporate office (CO) located at: Z.N. Tower, Plot # 2, Road # 8, Gulshan-1, Dhaka-1212.

The vehicles may be inspected at our Corporate Office from 3 PM to 6 PM on 28th October'09. Last date of submitting tender is 29th October'09 within 6 PM. No schedule will be sold on 29th October'09.

The offer must be accompanied by a Pay order/ Bank draft drawn on any scheduled bank for 20% of quoted value as earnest money (refundable) in favor of UNILEVER BANGLADESH LIMITED.

The closed envelope should be addressed to NAIONAL SUPPLY MANAGER, UNILEVER BANGLADESH LIMITED, Z.N. TOWER, PLOT # 2, ROAD # 8, GULSHAN – 1, DHAKA-1212 and to be dropped in Tender box at RECEPTION COUNTER from 10.00 am to 6 pm on 29th October'09.

Successful bidders will be notified of the result by letter and they have to take delivery of the vehicles within max 7 (seven) days of such notification, failing which their earnest money shall be forfeited.

The disposal will be strictly on "AS IS WHERE AS" basis.

The company reserves the right to accept or reject any or all offers without assigning any reason whatsoever.

Vacancy Announcement



United Nations Development Programme (UNDP) - Bangladesh, invites applications from highly qualified, energetic, and experienced development professionals who want to join UNDP's dynamic working environment, for recruitment in the following positions for the **Access to Information Programme**:

- | | |
|---|------------------------------------|
| 1. Capacity Development Specialist | 7. System Analyst |
| 2. Capacity Development Assistant (2 posts) | 8. Senior Programmer |
| 3. Content Specialist | 9. Local Development Associate |
| 4. Content Associate | 10. Communication Assistant |
| 5. Policy Analyst | 11. Technology Assistant (2 posts) |
| 6. Policy Associate | 12. Office Secretary |

For details of the Terms of Reference and instructions to apply, please visit our website: <http://www.undp.org.bd/jobs>. Applications should be received no later than **5 November, 2009**.

REQUEST FOR PROPOSAL (RFP) (RE-ADVERTISEMENT)
PROMOTION OF DEVELOPMENT AND CONFIDENCE BUILDING IN THE
CHITTAGONG HILL TRACTS (CHT)

The Chittagong Hill Tracts Development Facility (CHTDF), United Nations Development Programme (UNDP) Bangladesh, seeks proposals from interested and well qualified national/international NGOs/Organizations in response to the following RFP in the CHT.

"RFP to operate Mobile Medical Teams/Satellite clinics in 2 Upazilas of Khagrachari District"
Two Upazilas are Lakshmichari and Panchari.

The first advertisement was appeared in two national daily newspapers on Tuesday, 11th August, 2009. All the bidders who submitted their proposals in response to that advertisement are requested to resubmit their proposals if they are willing to participate in this bidding. Only the proposals received in response to this advertisement will be considered for evaluation. The RFP is re-advertised because the first advertisement did not produce any responsive bid.

A pre-bid meeting will be held on **Sunday, 25th October, 2009 at 3 pm at CHTDF, UNDP, 7th floor, IDB Bhaban, Dhaka**. Maximum two (2) participants from each organization are allowed.

The RFP along with the instructions for submission can be downloaded from UNDP website: http://www.undp.org.bd/proc_more.php

The deadline for submission of proposal is **1st November 2009 (Sunday) 05:00 pm (Local Time)**.



Masters in Public Affairs



CIVIL SERVICE COLLEGE, DHAKA

(Affiliated to the University of Dhaka)
BIAM Foundation Complex, 63, New Eskaton, Dhaka - 1000

BACKGROUND: Sponsored by a group of senior and dedicated Civil Service Officials, registered under the Trust Act as a non-profit organization, **Civil Service College, Dhaka** is an Institute for post-graduate studies in public policy and management with **THE VISION** to become a centre of excellence in teaching and research on policy options regarding governance and development to establish an effective, transparent and accountable public service in Bangladesh. **THE MISSION** of the College is capacity development of public and private sector executives through strengthening their knowledge, skills and competence and by enhancing their commitment, motivation and dedication to the cause of the country and its people. **OBJECTIVES** are to provide internationally comparable post graduate studies at home for those meritorious officials who do not get opportunity for higher studies abroad and to prepare them to deal with emerging issues of the 21st century at national and international levels with competence & confidence.

Civil Service College, Dhaka INVITES APPLICATIONS from Officers of BCS Cadre and Executives of Public Sector Corporations, Private Sector Corporate bodies, Banks, Financial Sector Institutions, Educational & Research Institutions & NGOs **FOR ADMISSION** in **Masters in Public Affairs (MPA)** programme in the areas of:

- (1) Governance and Public Policy and (2) International Economic Relations.

Eligibilities for Admission: Minimum (1) Masters degree or four years Bachelor Degree with two years experience, or (2) Three years Bachelor Degree with three years experience, or (3) Two years Bachelor Degree with four years experience. Candidates to be eligible must at least be a graduate with a minimum of score six (6) points, where 1st Division/Class/CGPA above 3.5 = 3, 2nd Division/Class/CGPA 2.75 to < 3.5 = 2, 3rd Division/Class/CGPA 2.00 to < 2.75 = 1. Candidates without work experience having outstanding academic results may also be accepted. All eligible applicants will have to appear in a written test. Applicants in written test will be interviewed by a selection committee for acceptance for admission.

Special Features: * Highly qualified and experienced Faculty. * Evening classes. * Subsidized Fees * Duration 18 months spread over 4 semesters, of 4 month each. * **Only 35 seats are available in each areas indicated above, i.e. a total of 70 seats.**

Fees: * Tuition fee Tk -25,000/- for Government Officials and Tk -40,000/- only for others, payable at one time or per semester proportionately. * If tuition fee is paid at a time admission fee Tk -2,000/- only will be charged, if paid semester wise Tk. 2000/- will be charged as admission fee for every semester. In addition Registration fees & Examination fees, as prescribed by the University of Dhaka will also be charged.

Time Schedule

LAST DATE of submission of application	Wednesday, 4 th November, 2009	Brochure and admission forms available on payment of Tk -300/- only from the office of Assistant Director (Admin), Room # 409, BIAM Foundation Bhaban, 3 rd floor, Dhaka. SOFT COPY of admission form may also be downloaded from the CSC website, in which case a Pay Order of Tk -300/- in the name of "Civil Service College, Dhaka" along with the form shall be submitted to the College authority.
DISPLAY of list of eligible candidates for written test	Sunday, 8 th November, 2009	
WRITTEN TEST	Saturday, 14 th November, 2009	
Display of list of eligible Candidates for interview	Wednesday, 18 th November, 2009	
Date of INTERVIEW	Saturday, 21 st November, 2009	
DISPLAY of the list of applicants finally selected for admission	Tuesday, 24 th November, 2009	
LAST DATE for Admission	Wednesday, 9 th December, 2009	
Date of ORIENTATION	Saturday, 12 th December, 2009	
Classes start on	Sunday, 13 th December, 2009	

For further details please contact: Ph: 9331680, 9331693, PABX: 9348394, 9352406 Ext: 404/405/409/410, Fax: 8317352, E-mail: info@csc.edu.bd, web: www.csc.edu.bd

N.B. All applicants shall obtain the information from admission office as per schedule above. No individual letter will be issued.

Make A Difference

Oxfam works with others to find lasting solutions to poverty and suffering.

Vacancies With Oxfam GB

At Oxfam we are committed to ensuring diversity and gender equity within our organization and strongly welcome applications from female and under represented groups to apply for this position. Oxfam does not discriminate against applicants or employees based on their HIV/AIDS status.

Oxfam GB has been working in Bangladesh since the War of Independence (1971) and established our permanent country office in 1972. Since then we have responded to all major emergencies in the country. We are committed to lessen the suffering of the poor and vulnerable communities of the country by promoting an integrated development and disaster risk management programme in response to development and humanitarian needs.

We are looking for few dynamic team players for our Bangladesh Programme:

1. Programme Coordinator: 2 Posts

You will be responsible for Managing and Coordinating our ongoing northern and southern programme in Bangladesh and supporting development of new strategic programme which reflects the 3 pillars (Leadership & Governance, Economic Empowerment and Disaster Risk Reduction) on the National Chahges Strategies through analyzing the existing achievements, experiences & learning gathers.

You need to have demonstrable working experience in developing and managing programme with a sound leadership role and a postgraduate degree in Social Science or in similar field.

2. Programme Officer: 1 Post (Fixed Term)

In line with Oxfam's strategic plans and policy guidelines to work under the leadership of the Humanitarian Programme Coordinator in planning, implementing and monitoring agreed objectives / issues with Oxfam partners. Participate in and contribute to the development of wider institutional strategy.

You need to have considerable working experience and ability to assess situations and design appropriate humanitarian response interventions to support programme goals, implementing project plans, willingness to work in vulnerable locations, monitoring, reporting and evaluating projects, knowledge on gender analysis and methods and also the ability to communicate clearly in English and Bangla with the local community, donors, partners and external audiences.

3. Project Officer: 1 Post (Fixed Term)

Your will be responsible for delivering specific project(s) within Indigenous Peoples Capacity Building Programme Implementation Plan.

You need to have considerable working experience on implementing project plans, budgeting, monitoring and evaluating projects, the ability to communicate clearly in English and Bangla with the local community, partners and external audiences.

4. Human Resources Officer: 1 Post

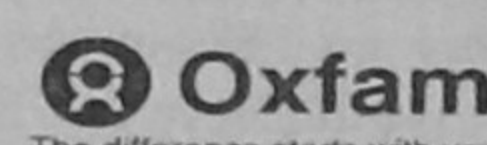
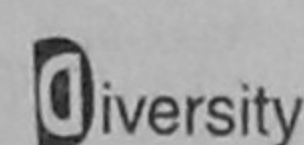
You will be responsible for managing the basic HR issues of Country Programme to achieve the departmental goals and objectives. You need to have at least 4-5 years working experience in related field with a Graduate Degree.

5. Reception & Admin Assistant: 1 Post

The post holder will be responsible for ensuring the effective and efficient services for reception areas and day to day admin support to Oxfam staffs, visitors etc. You need to have considerable working experience in related field with sound knowledge in basic admin functions.

Oxfam GB can offer you a challenging job and a competitive salary package with excellent benefits and a unique opportunity to make a difference.

If you feel you can make a difference, please collect the Oxfam application form and job profile from Oxfam GB, House # 4, Road # 3, Block # 1, Banani, Dhaka -1213, Bangladesh. You may also write to us at the above address or to oxfamgb@oxfam.org.uk. The closing date for applications is November 3, 2009. Please note only short listed candidates will be contacted due to limited resources.



CAREER OPPORTUNITY



One of the most reputed organizations in Bangladesh Garments Industry with Spinning, Knitting, Dyeing, Knit & Woven garments, Printing, Washing & Labels making factories. UTAH Group is looking for smart, dynamic, intelligent, energetic & result oriented personnel.

01. **GENERAL MANAGER/ PRODUCTION MANAGER (PRODUCT DEVELOPMENT, LABELS):** General Manager/ Production Manager with at least 8-10 Years of experience in Woven Labels. Knowledge in printed Labels/Items will be preferred. Interview directly with Executive Director & Confidentiality will be maintained.
02. **SENIOR EXECUTIVE - SALES & MARKETING:** MBA/Masters (Marketing Preferable). At least 05 Years experience in the related market. Should have knowledge on labels & trims, sharp negotiation skill, self corresponding. Also have impressive personality.
03. **SENIOR EXECUTIVE - CUSTOMER SERVICE:** MBA/Masters (Marketing Preferable). At least 05 Years experience in Customer Service. Excellent communication & interpersonal skills both in English & Bengali. Self motivated individuals with proven record of success in the field of Sale/Marketing are encouraged to apply. Will coordinate with operations to achieve customer satisfaction.
04. **SENIOR EXECUTIVE - PRODUCT DEVELOPMENT & SOURCING:** MBA/Masters (Marketing or in business field). At least 05 Years experience in the related market. Must be able to Product Development and Source Garments trims. An excellent communication skill both in English & Bengali is essential. Capability/Network to maintain existing buyers and develop new ones is essential.
05. **EXECUTIVE - SALES & MARKETING:** MBA/Masters in any department (Marketing Preferable). At least 02/03 Years experience in Sales & Marketing. Good communication skill in both English & Bengali essential.
06. **EXECUTIVE: CUSTOMER SERVICE:** MBA/Masters in any department (Marketing Preferable). At least 02/03 Years experience in the related Customer Service.

Relevant computer skills required for above positions.

Apply with complete CV and recent 01 Passport Size photograph, mentioning position on top of the envelop within 07 days to **The Head of HR, UTAH Group, Road#03, House#06, Dhanmondi R/A, Dhaka-1205. email:** jobs@utahgroup.net. You may submit CV (with PP size photograph) via email or physical copy.

Only short listed candidates will be called for interview.