

For add campaign  
No expect req.  
Send your portfolio with  
Pic by 16th Jan.  
Tk. 1000 per Minute  
Tk. 1500 Registration  
Rarenworthy@gmail.com

House # 5, Road # 4,  
DOHS Banani (Old DOHS),  
Dhaka. 1st & 2nd Floors:  
1150 sq-ft. 3 Bed, 1450  
sq-ft. 3 Bed, 2nd Floor:  
2400 sq-ft. 4 Bed, 6th  
Floor: 450 sq-ft. Studio.  
Mobile : 01723740726

**Legal Notice**

This is to inform all concerned that on behalf of my client "M/S. ACS Textiles Bangladesh Ltd." Mr. Masood Dawood Akbani, Tatlabo, Rupgonj, Narayangonj, has come into an agreement to purchase following mentioned properties from its bonafide owner Shamima Parveen gong, C/o. Hasan Ul Kamor, Vill: Dumni, P.S. Gulshan, Dist. Dhaka. If any concern have any objection or right on mentioned properties are requested to contact with undersigned within seven days after publishing this legal notice along with all relevant documents in support of claim. If there no objection arised within mentioned period, those will considered as claim free properties.

**Description of properties**

Dist: Dhaka, Thana: Gulshan, Mouja: Dumni, S.A. Khotian No. 886, 638, R.S. Khatian No. 817, 836, S.A. Dag 424 / 1194, 290, 291, R.S. Dag 2162, 830, 829, Area-56.548 decimal or 34.28 khata.

Sd/-

**Sankar Bandhu Das, Advocate**  
Judge Court, Narayangonj. Cell: 01716-420397

BRAC  
75 Mohakhali, Dhaka-1212.  
Phone # 8824180 - 7, Ext 2017.

**Invitation for Tender for Road Milk Tanker**

Name of the project	BRAC Dairy & Food Project
Source of fund	BRAC Own Fund
Tender Package No.	BDFP-RMT/01-10
Invitation for tender ref. & date	IFT/BRAC/ BPD-BDFP/10-03 Dt. 10-01-2010
Time of completion of delivery	Within 60 days of issuing L.C. /Purchase Order
Price of tender documents	Tk 500.00 (Tk Five hundred) only.
Amount of tender security	2.5% of tender value. (In the form of Pay Order)
Name & address of selling tender documents	4 <sup>th</sup> Floor, Annex Building, BRAC, 75 Mohakhali, Dhaka-1212
Time & date of selling tender documents	17-01-2010 to 25-01-2010. (Daily From 9.30 am to 2.30pm)
Name & address of receiving tender documents	Procurement Department, (Ground Floor) BRAC, 75 Mohakhali, Dhaka-1212
Date & Time of submission tender	26-01-2010 from 9.30am to 2.45pm
Date, time & place of opening tender	26-01-2010 at 3.00 pm at BRAC Staff Canteen (3 <sup>rd</sup> Floor) BRAC 75, Mohakhali, Dhaka

**OFFICE RENT**

Office Space of 8000 sqft. Available at Gulshan-1, Jabbar Tower (level 15)

Contact cell: 01713229895  
01713364765  
01713229897



**Career Opportunity**

A UK based international development organization working in Bangladesh since 1991 with over 700 staff with 75 offices all over the country is looking for suitable candidates to immediately fill the following positions.

- Head of Finance**  
Our expectations: The candidate should have CA/ACCA with wide experience and excellent analytical skills and 5 years experience in a senior finance position with donor-funded projects.  
Remuneration Package: According to experience.
- Media & Communications Officer**  
Our expectations: The candidate should have post graduate qualification in any discipline and 3 years experience in print or electronic media. Experience in Public Relations is desirable. Excellent English writing and computer skills are essential.  
Remuneration Package: According to experience.
- PA to Country Director**  
Our expectations: The candidate should be graduate and minimum 2 years experience in similar role. The PA to the Country Director will help to manage his workload providing him with a comprehensive secretarial and administration service. S/he will provide fluent and accurate translation of oral and written materials from Bangla to English and visa versa, maintain and organize the Country Director's diary, filing system, facilitate meetings, schedule-debriefing meetings for follow up action and coordinate staff/committee meetings. Good command in English and Computer skill is essential.  
Remuneration Package: According to experience.
- Monitoring & Evaluation officer (Micro Credit & SME)**  
Our expectations: The candidate should have post graduate in any discipline and 5 years experience in MFI monitoring & training .Good command in English and Computer skill is essential.  
Remuneration Package: Tk.15000-25000.
- Accounts officer (Micro Credit & SME)**  
Our expectations: The candidate should have post graduate degree in accounting and 5 years experience in MFI accounts & Finance Management. Good command in English and Computer skill is essential.  
Remuneration Package: Tk.15000-25000.
- Only short listed candidates will be invited for interview**  
Applicants must collect an application form from our office or through our webpage, [www.muslimaidbd.org](http://www.muslimaidbd.org) and submit the completed form on or before 31<sup>st</sup> January 2010 to the Head of Human Resource & Administration, Muslim Aid Bangladesh Field Office, House-23, Road-03, Sector-03, Uttara, Dhaka-1230 or by email to: [hrd@muslimaidbd.org](mailto:hrd@muslimaidbd.org)  
**Muslim Aid is an equal opportunity employer.**  
**Women are especially encouraged to apply.**

**ফ্ল্যাট ভাড়া**  
গুলশান-১ এ ২৮৫০ বর্গফুটের দক্ষিণমুখী ফ্ল্যাট ১টি গ্যারেজসহ ভাড়া হবে।  
মোবাইল : ০১৭১১-৩৫৪০৪৫, ০১৭১৩-০৪২৬৩৯

**ফ্ল্যাট বিক্রয়**  
পুরানা পল্টনের আকর্ষণীয় লোকেশনে ১৯৮০ বর্গফুটের ১টি গ্যারেজসহ ফ্ল্যাট বিক্রয় হবে।  
মোবাইল : ০১৬৭১-৪৮১২৫৪, ০১৭১১-৩৫৪০৪৫

**Car Sale**  
**Mitsubishi Lancer Saloon GLX 2007**  
1500 cc, 4 cylinder, Black color, Oil driven, Mileage 11259 km, Serial 21, Fitness 2011.  
**Contact : 01712035053**

**VACANCY NOTICE (Deadline Extension)**



United Nations Development Programme in Bangladesh extends the deadline for submission of applications for following positions of "Comprehensive Disaster Management Program – Phase II" project. The candidates who submitted applications need not re-apply again.

The duration of the Service Contract is twelve months initially, extendable upon satisfactory performance and availability of funds.

1. Rural Risk Reduction Specialist - SB4
2. Communications Specialist - SB4
3. GIS Mapping Analyst - SB4
4. Advocacy and Communication Analyst - SB4
5. Capacity Building Analyst - SB4
6. Project Coordination (Inter-Ministerial) Officer - SB4
7. Organizational Development Specialist - SB4
8. Disaster Response Management Specialist - SB4
9. Knowledge Management Specialist - SB4
10. Response / Adaptation Management Analyst - SB4
11. Monitoring Officer - SB4
12. Field Program and Monitoring Associates (8 positions) - SB3
13. HR Associate - SB3
14. Program Associate - SB3
15. Procurement Associate - SB3
16. IT Assistant - SB2
17. Program Assistant (3 positions) - SB2

For details of the Job Description and instructions to apply for the above positions, please visit our website: <http://www.undp.org.bd/jobs>. Applications should be submitted no later than 17:00 pm, Sunday, 31 January 2010.

**18. Driver (2 positions) - SB1**

**Duties and Responsibilities:** The incumbent will drive the project vehicle within / outside Dhaka city to meet the transportation requirement of the project, day-to-day maintenance of the vehicle, maintain a log book, arrange repairs where necessary, collect / deliver mail or documents when required

**Qualifications and Experiences:** The incumbent should have at least secondary education or equivalent level, with at least five years of relevant experience. The incumbent must have a valid heavy / light vehicle driving license. Good knowledge of road network in Dhaka and surrounding areas and adequate knowledge and skills in vehicle maintenance and minor repair are essential. She / he must have working knowledge of communicative English. Experience of UN or government organizations would be an asset.

**Submission of Application:** Application should be marked 'Confidential' and the position applied for i.e. Driver - CDMP Phase II should be clearly written on the A4 Size envelope. Application including curriculum vitae and a recent passport-size photograph should be sent to the HR Cluster, UNDP-Dhaka, GPO Box: 224, Dhaka-1000, or deposited at the Deposit Box at the IDB Bhaban (Ground Floor), Begum Rokeya Sharani, Agargaon, Dhaka-1207 no later than 17:00 pm, Sunday, 31 January 2010.

Submitted documents will not be returned to the applicants and only short-listed candidates will be contacted.

**LOOKING FOR YOUR CAREER TO SOAR?**

Regent Airways is the start-up airline company from Habib Group – one of the oldest conglomerates in Bangladesh, based in Chittagong and in existence since 1947. It further expands the already well-diversified Group from the predominant manufacturing sector to the service sector, and the endeavour is hence given paramount importance in terms of quality and value of services to be provided in the fast-growing airline industry of Bangladesh.

The airline is expected to begin operations from Q1, 2010, and seeks to reflect the best of Bangladeshi hospitality – warm, caring, and pleasant. Our goal is to be the premier airline from Bangladesh, earning high-regards from travellers within the country as well as across continents.

We want to invest in building the finest teams, and will offer an attractive package of salary & benefits in addition to well-defined career plans to deserving candidates.



**Post: Cabin Crew**

Department: Crew Management / Customer Service  
Location: Dhaka

Our cabin crew will be at the forefront of our operations, taking care of our most precious assets – our 'guests' as we'd like to call them, rather than just passengers. Therefore, the crew must possess a high degree of motivation, enthusiasm and commitment, and be willing to go that extra mile to meet and exceed our guests' expectations - each day, every day, every single flight.

- Qualifications**
- Minimum age of 18 years
  - Minimum height of 158cm (females), 162cm (males) or minimum arm reach of 212cm (for both males and females, on tiptoes)
  - Good height to weight ratio
  - Ability to swim at least 20m in open water
  - No visible tattoos or piercings
  - Normal vision (contact lenses acceptable)
  - Minimum education of at least secondary level or equivalent
  - Ability to demonstrate high standards of English - verbal, written, and comprehension; fluency in other languages will be an added advantage
  - Medically fit to meet regulatory requirements
  - An outgoing personality, with good interpersonal skills and the ability to work in a team environment
  - A valid Bangladeshi Passport

**Experience**  
- Prior experience of working as a cabin crew will be preferred, but first-time candidates are equally encouraged to apply

**Post: Contact Centre Agent**

Department: Customer Service  
Location: Dhaka

Contact Centre Agents will be required to attend to guests' calls and provide first-call resolutions, ensuring compliance with set standards and procedures in order to optimize guests' satisfaction and achieve revenue and customer service targets. Additional responsibilities will be to provide first-call resolutions to all guest enquiries, online booking engine support through application of technical expertise in reservations, ticket issuance and re-issuance, taking initiative to continuously enhance technical skills, and keeping up-to-date on Regent Airways' products, services, policies and procedures to ensure accurate information and correct implementation.

- Qualifications**
- Minimum education of at least secondary level or equivalent
  - Fluency in both English and Bangla

**Experience**  
- At least 1-2 years' customer service and/or contact centre experience; preference will be given to those with experience in airline reservations.  
- Knowledge of contact centre operations  
- Training in GDS reservation and ticketing  
- Excellent verbal communication skills  
- High level of computer literacy

**Post: Sales Support Assistant**

Department: Sales  
Locations: Dhaka, Chittagong, Sylhet

Sales Support Assistants will provide sales-related and administrative support to Sales Executives and Sales Managers, in order to ensure maximum productive time with customers. They will also help establish the presence of the airline as a major brand in the Bangladesh market.

- Qualifications**
- Education to minimum A' Level or equivalent
  - Minimum grade of C in both English and Maths in GCSE, O' Level or equivalent

**Experience**  
- As this is an entry-level position, previous travel industry experience is an advantage but not essential  
- Applicants should have previous exposure to working in a multicultural and commercial environment  
- Sound ability to work using Microsoft Office  
- GDS systems knowledge  
- Understanding of the industry as a whole  
- Sales and customer service training will be an advantage

**Post: Sales Manager**

Department: Sales  
Locations: Dhaka, Chittagong, Sylhet

The Sales Managers will be responsible for generating maximum profitable revenues and passenger volumes for Regent Airways through directing and focusing the sales team to agreed plans and activities, and to establish the presence of the airline as a high quality brand in the market.

- Qualifications**  
- Masters in Business Administration (MBA)
- Experience**
- 4 years' experience in sales, 2 of which in a senior level, at an airline or multinational travel company
  - Training in account management
  - Great sales and negotiation skills
  - Ability to coach, train and guide sales executives
  - Team leadership skills - positive, energetic, dynamic, and creative
  - Ability to work under pressure
  - Strong presentation, communication and interpersonal skills
  - Good analytical skills to make positive use of a broad range of data and information
  - Good PC skills, including proficiency in Word, Excel, PowerPoint and using the Internet

Interested candidates are requested to send applications including résumé with passport size photograph to the Head of Human Resource, Habib Group  
Dhaka Office: Rangs Arcade (2nd Floor) 153/1/A, Gulshan Avenue, Gulshan 2. Phone: 880-2-9883744, 8835719 or through E-mail: [careers@habibgroupbd.com](mailto:careers@habibgroupbd.com)

