

EAST WEST UNIVERSITY
Human Resource Requirements
 East West University, a leading private University and an equal opportunity employer, invites applications for the following position:
Deputy Registrar: 01
Qualifications:
 The candidate should have Masters Degree in any discipline preferably in English with at least second division/class/CGPA-2.70 at all levels. MBA will be an added advantage. Highly proficient in written and spoken English as well as in drafting letters, notes, minutes, reports etc. Proficient in MS office and customized applications and database.
Experience: At least five (05) years experience as Assistant Registrar or two (02) years as Deputy Registrar in a University or equivalent position in similar jobs.
Age limit: Maximum 45 years as on 20 February 2010.
 Please send your complete CV mentioning the name of post to the Chief of HR & Logistics, East West University, 43 Mohakhali C/A, Dhaka 1212 with two copies of recent passport size photographs copies of academic & experience certificates or apply through prothom-alojobs.com or send your CV by using Website <http://www.ewubd.edu> or email to ewuhr@ewubd.edu
Application deadline: 20 February 2010

The Daily Star
 grameenphone
 VOICE NEWS SERVICE
 Dial 2 2 2 2
 for the latest news highlights in English

Career Opportunity
Job Description: Content Developer / Technical Writer
Job Responsibilities: Writing professional press release, article etc. Writing, Editing & Delivering unique content for marketing purpose.
Job Qualifications: 5-7 years experience working as a Technical Writer/Manual Writer, working as a Writer/Editor for Advertising Agency/Graphic Design House, IT Enabled Service to name a few.
Added Advantages: IELTS score & English news writing experience & Already preparing press release/writing/editing for image manipulation related works with graphic design, advertising agencies, to name a few.
 Please send your resume to colorexports.resume@gmail.com

Career Opportunity
 We are a vertically integrated Textile Mills based in Karachi Pakistan, actively engaged in the manufacturing and exporting of Home Textile products & fabrics to very well known & renowned retailers & fashion brands of Europe & North America. We are looking for a Business Manager to establish our branch office for liaison with the buying office of European customers, based in Bangladesh.
 The incumbent should be:
 - A graduate from a reputable institute.
 - Should have at least 3 years of relevant experience.
 - Must have direct connections with the European buying offices in Bangladesh.
 - Having direct connections with the customers abroad shall also be given preferences.
 Congenial work environment & a handsome package shall be offered to the selected incumbent.
 Apply in confidence with detailed resume & a recent photograph to hometxtile@yahoo.com

IMMIGRATION TO CANADA
INVESTOR PROGRAM
 If you want to migrate to Canada with your family as an investor, apply now. The present law is changing very shortly. Our consultant team is in Dhaka now. Call our local contact or e-mail us.
MEDIATOR INTERNATIONAL INC.
 (Recruiting Agency)
 31 Hunterwood CR, Ottawa
 ONT-KIG 5V7, Canada
 E-mail: mediatorinc@gmail.com
Dhaka Contact:
 Dr. Jahangir, (T) 01726427529
 Dr. Mohammed Ali
 (T) 01711959024
www.cometocanada.info
 Call Nurul Amin Chowdhury
 Cell: 0191298078 (6th Feb to 15th Feb)

UNICEF Vacancy Announcement
 The United Nations Children's Fund (UNICEF) is seeking applications from Bangladeshi Nationals to fill the following positions. For detailed Job Descriptions, please visit our website: www.unicef.org.bd
 (1) Registry Assistant [GS-5]
 (2) Finance Assistant [GS-5]
 Last date of receiving applications: 18 February 2010
 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.
 Application should be addressed to the Chief, Human Resources, BSL Office Complex, 1 Minto Road, Shahbagh, Dhaka.
 UNICEF IS COMMITTED TO GENDER EQUALITY IN ITS MANDATE AND ITS STAFF. WELL QUALIFIED CANDIDATES, PARTICULARLY FEMALES ARE ENCOURAGED TO APPLY.
 UNICEF is a non-smoking working environment
www.unicef.org.bd
 unite for children

রাজউক উত্তরা মডেল কলেজ
 মেটর-৬, উত্তরা মডেল টাউন, ঢাকা-১২১০
দরপত্র বিজ্ঞপ্তি
 ১। সিডিউলে উল্লিখিত বিবরণমুযায়ী এ কলেজে নিম্নবর্ণিত আইটেমসমূহ সরবরাহের জন্য আর্থী প্রতিষ্ঠানের নিকট থেকে দরপত্র আহ্বান করা যাচ্ছেঃ
 ক। ডুপ্লো ডিজিটাল ছুপ্লিকিট/প্রিন্টার - ১টি
 খ। ফটোকপিয়ার - ১টি
 গ। গভারহেড প্রজেক্টর - ৬টি
 ২। ০৭/০২/২০১০ তারিখ থেকে ১৭/০২/২০১০ তারিখ পর্যন্ত সকল কার্যদিবসে অফিস চলাকালীন সময়ে (০৮০০ ঘটিকা হতে ১৪০০ ঘটিকা পর্যন্ত) কলেজ অফিস থেকে ট্রেড লাইসেন্স প্রদর্শন পূর্বক ১০০০/- (এক হাজার) টাকা করে (অফেরতযোগ্য) পূর্ণ তথ্য সম্বলিত সিডিউল পাওয়া যাবে। দরপত্র জমা দেয়ার শেষ তারিখ ২০/০২/২০১০ বেলা ১১৩০ ঘটিকা এবং ৩ দিনই বেলা ১২০০ ঘটিকার সময় উপস্থিত দরপত্র দাতাদের সম্মুখে (যদি কেহ উপস্থিত থাকেন) দরপত্র খোলা হবে।
 ৩। কলেজ কর্তৃপক্ষ সর্বনিম্ন দরপত্র গ্রহণে বাধ্য নহেন এবং কোন কারণ দর্শানো ব্যতিরেকে যে কোন অথবা সকল দরপত্র বাতিল করার ক্ষমতা সংরক্ষণ করেন।
 ফোনঃ ৮৯১২৭৮০-১১৫/১১৬, ৮৯৫৪৬৭৬
 অধ্যক্ষ

The Federation of Bangladesh Chambers of Commerce and Industry (FBCCI)
 Federation Bhaban, 60 Motijheel C/A, Dhaka 1000.
 Phone : 9560102-3, Fax : 88-02-9564174
 E-mail : fbcci@bol-online.com
 Website : www.fbcci-bd.org
 FBCCI/ GoB/IDCB/09/283 February 04, 2010

Invitation for Re-Tenders

1.	Name of procuring entity	FBCCI																											
2.	Invitation for	Renovation works of FBCCI Building and Supply of furniture for FBCCI.																											
3.	Invitation ref. no.	FBCCI/ GoB/IDCB/10/283																											
4.	Date	February 04, 2010																											
5.	Procurement method	OTM (Open Tendering Method)																											
6.	Budget and source of funds	GoB																											
7.	Project name	Infrastructural development & capacity building of the FBCCI																											
8.	Package no.	Pack-01 & Pack-02																											
9.	Tender publication date	February 05, 2010																											
10.	Tender selling date and time	Upto 15-02-2010 during office hours (9:30 upto 4:30)																											
11.	Tender submission date and time	16-02-2010; 2:30PM																											
12.	Tender opening date and time	16-02-2010; 3:00PM																											
13.	Name and address of the office for selling, receiving and opening tenders	Auditor (Project), FBCCI Federation Bhaban (3rd Floor) 60 Motijheel C/A, Dhaka 1000.																											
14.	Eligibility of tenderer	• Update Income Tax Clearance Certificate • Update Vat Clearance Certificate • Update Trade Licence • Tenderer should have 3 years of experience of similar works/supply.																											
15.	Brief description of works/Goods	<table border="1"> <thead> <tr> <th>Pack No.</th> <th>Lot No.</th> <th>Name of Lot/Pack</th> <th>Tender Security</th> <th>Completion Date</th> </tr> </thead> <tbody> <tr> <td rowspan="5">PK-01</td> <td>011</td> <td>Renovation & interior decoration works of conference room</td> <td>Tk. 80,000</td> <td rowspan="5">45 days</td> </tr> <tr> <td>012</td> <td>Renovation & interior decoration works of board room and lounge</td> <td>Tk. 80,000</td> </tr> <tr> <td>013</td> <td>Renovation & interior decoration works of lift lobby and stair (1st floor to 7th floor) with Electrical</td> <td>Tk. 80,000</td> </tr> <tr> <td>014</td> <td>Renovation & interior decoration works of corridor and lift lobby and stair (ground floor)</td> <td>Tk. 80,000</td> </tr> <tr> <td>015</td> <td>Renovation & interior decoration works of 3rd floor (both Side)</td> <td>Tk. 80,000</td> </tr> <tr> <td>PK-2</td> <td>021</td> <td>Manufacturing and supplying of furniture for conference room, board room and lounge.</td> <td>Tk. 60,000</td> <td>45 days</td> </tr> </tbody> </table>	Pack No.	Lot No.	Name of Lot/Pack	Tender Security	Completion Date	PK-01	011	Renovation & interior decoration works of conference room	Tk. 80,000	45 days	012	Renovation & interior decoration works of board room and lounge	Tk. 80,000	013	Renovation & interior decoration works of lift lobby and stair (1st floor to 7th floor) with Electrical	Tk. 80,000	014	Renovation & interior decoration works of corridor and lift lobby and stair (ground floor)	Tk. 80,000	015	Renovation & interior decoration works of 3rd floor (both Side)	Tk. 80,000	PK-2	021	Manufacturing and supplying of furniture for conference room, board room and lounge.	Tk. 60,000	45 days
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16.	Price of tender document	Pack-01, 2,000 BDT (Non refundable) Pack-02, 1,000 BDT (Non refundable)																											
17.	Name & designation of official inviting tender	Secretary General, FBCCI																											
18.	Address and/or contact details of official inviting tender	Office of the Secretary General FBCCI, Federation Bhaban (2nd Floor) 60 Motijheel C/A, Dhaka 1000.																											

• Tenderers can correct, replace or withdraw their tenders before deadline of tender submission
 • Any Tenderer can submit Tender for single or multiple Lots.
 • FBCCI reserves the right to reject or accept any or all tenders without assigning any reasons.
 -Secretary General, FBCCI

Vacancy Announcement
Smiling Sun Franchise Program
 Smiling Sun Franchise Program (SSFP), the largest health project of USAID-Bangladesh, is moving fast forward, to become on of the world's largest health social franchise. In fulfillment of this mission, SSFP has been maintaining a highly motivated and fairly large team of skilled personnel from medical, engineering, business and communication disciplines, employed by Chemonics International Inc. Smiling Sun Franchise Program (SSFP) in Bangladesh announces vacancy for the following position for Dhaka.
 1. Franchise Development Officer
 For details of the Terms of Reference and instructions to apply, please visit our website: <http://www.smilingunhealth.com/jobs>. Interested candidate are requested to send their CV in strict confidence, mentioning current salary by emailing to jobs@smilingunhealth.com. Please mention the position in the subject line. Application should be submitted no later than 13 February 2010.
 "Only short-listed candidates will be contacted. Submitted documents will not be returned to the applicants".
 "Qualified female candidates are strongly encouraged to apply"

WFP World Food Programme
বিশ্ব খাদ্য কর্মসূচী
Vacancy Announcement
 World Food Programme is seeking applications from qualified and experienced Bangladeshi nationals for Finance Officer for its Dhaka Country Office.
Type of Appointment: Fixed Term
Post Grade: NO-A
Duration: One year (with possibility for extension)
 The incumbent will be expected to monitor budgets, providing accurate and complete accounting, budgetary and financial information, adhering to applicable WFP guidelines, policies and procedures.
 Under the direct supervision of the Head of Operations Support Section, the incumbent will be responsible for the following major duties:
 • Support the Finance Unit and Head of OSS on financial and administrative matters;
 • Ensure compliance with WFP financial policies, procedures, rules and regulations;
 • Ensure transparent and efficient utilization of WFP's financial resources;
 • Provide regular and ad hoc financial information to Head of OSS and Country Director to support informed financial decision making;
 • Participate in preparing the WFP biennium budgets, budget implementation, monitoring and act as Certifying Officer of the country office;
 • Monitor and advise the Head of OSS and Country Directors on the financial status of projects and programmes (including pending and approved budgets; contributions confirmed but not yet available for expenditure; contributions available for expenditure and contributions already expended);
 • Propose, develop and implement financial policies and procedure;
 • Set up proper accounting procedures and systems, internal controls to ensure that proper monitoring mechanisms are in place; Identify weaknesses and address them immediately;
 • Ensure that bank reconciliations for WFP accounts are regularly performed and regularly reviewed by designated officials;
 • Perform oversight functions;
 • Ensure that disbursements are made based on proper authorizations and supported by legitimate and sufficient documentation;
 • Ensure proper maintenance of vendor accounts and timely clearance of outstanding advances and other receivables;
 • Coordinate financial closure for entrusted imprest accounts;
 • Respond to audit queries and follow up on audit recommendations;
 • Ensure efficient local banking arrangements and compliance with local financial and banking regulations;
 • Implement WFP official systems in the office;
 • Ensure integrity and consistency of data in WFP financial and accounting systems;
 • Draft correspondence and internal procedural directives relating to budgetary and financial matters;
 • Supervise staff as required;
 • Perform other related duties as required.
Qualifications and Experiences:
 • Advanced University degree (masters or equivalent in finance, business administration, accounting, or related field) or university degree with experience and advanced training/course in one of the following disciplines; accounting, business, administration, or other related fields.
 • 3-5 years of post graduate progressively responsible professional experience in finance and/or accounting.
 • Fluency in both oral and written communication in English and Bangla.
 • Experience utilizing computers including financial/accounting software and Microsoft office.
 • Membership in a recognized professional accountancy body such as certified Public Accountant is preferable.
Submission of application: Only candidates meeting the above requirements are requested to submit their applications quoting this vacancy announcement along with Curriculum Vitae (with contact telephone number and name & addresses of three references) and one copy passport size photograph to: **Human Resources Officer, WFP, UN Offices, IDB Bhaban, Sher-e-Bangla Nagar, Agargaon, Dhaka, Bangladesh** or e-mail to: Bangladesh_Vacancy_Announcement@wfp.org by **14 February 2010**. Qualified female applicants are encouraged to apply. Only short-listed candidates will be contacted.
 WFP is an equal opportunity employer and promotes principles to achieve gender balance among its staff.

National Bank Limited
 A Bank for Performance with Potential
Career Opportunity
National Bank Limited, a leading first generation innovative and vision driven private sector Commercial Bank having 121 Branches & 10 SME Service Centers, invites application from dynamic, proactive, self-motivated and talented young individuals for recruitment as "**PROBATIONARY OFFICER**".
Our Requirements
 Candidates must be Masters/ BBA from a well reputed University having three first Divisions/ Classes, GPA 4.25 out of 5.00 and CGPA 3.5 out of 4.00 where applicable in any of the following discipline (No third Division/class is acceptable):
 Masters with Honours or MBA/BBA in Accounting, Finance, Banking, Marketing, International Business, MIS, AIS, HRM, Management, Economics, English, Statistics or Mathematics.
 Candidates must be within the age of 30 years as on 01.01.2010 having sound Computer Literacy, Mobility, Remarkable communication & Interpersonal skill and integrity.
Take a look
 The candidates fulfilling the required criteria will have to sit for written test & Viva-Voce.
 Successful candidates will be selected on the basis of merit.
 All Officers shall remain on Probation for a period of 01 (one) year.
 The consolidated pay during Probation period of first 6(six) months will be **Tk.20,000/-** (Taka twenty thousand) only per month. After 6(six) months their performance will be evaluated and on the basis of that evaluation they may be paid **Tk.24000/-** (Taka twenty four thousand) only for the next 6(six) months of their probation period.
 After successful completion of probation period they will be absorbed in the Rank of **Officer** under the scale of **Tk.11000-800-13400-1300-17300-1800-24500-2300-40600-2800-63000** with all other admissible benefits.
 If you think you are the right person, have passion for success, want to be a part of NBL family for building up your career and if you have something worthy in you to share, please apply through **ON-LINE** on or before **25.02.2010** with a scanned photograph (27kb). **For more details please visit www.nblbd.com**
 Only short listed candidates will be called for the written test. The Management reserves the right to reject or accept any application.
 EXECUTIVE VICE PRESIDENT
 HUMAN RESOURCES DIVISION

BE A PROUD MEMBER OF THE WINNING TEAM