

## JOIN THE WINNING TEAM

A leading group of Industries is searching for capable & smart people for their **Energy Saving Lamp Unit**. Confident candidates are encouraged to apply.

### Position: Head of Marketing & Sales

#### Key Responsibilities:

- Need to strategies, plan, and execute annual business objectives of the company.
- Guide marketing team in formulating marketing strategy that facilitates the achievement of stretching business target.
- Need to motivate and manage entire team independently and get the best out of all available people resource
- Guide the sales team in selecting and appointing of new dealers at strategic locations;
- Monitor and analyse open market rate, competition movement on a regular basis in order to design an efficient mix of offerings for the customer and consumer.
- Investigate and cultivate along with marketing team new business opportunities in the market and suggest company to manage portfolio differently;
- Require to communicate with both internal ( HR/Production/Supply Chain and Finance) and external (key dealers/corporate bodies and Govt. Organization) stake holders in a manner that ensure smooth business operation in difficult time;
- Need to play as a "Role model" for the team members in developing individuals' capability and efficiency etc.

#### Education & Experience:

- Graduation Degree /MBA major in Marketing
- 10 years' relevant experience in Dealer Sales Management

### Position: Factory Manager

#### Key Responsibilities:

- Ensure smooth production of desired products as per company business objective.
- Ensure Quality output from the factory so that Navana remains credible to its quality commitment without failing.
- Ensure production schedule in a manner that facilitate staggered sales requisition and ad-hoc consumer requirement.
- Undertake R&D to ensure continuous improvement of product quality and design to meet future demand of the market.
- Ensure that all labor related laws of the land are properly attained and all non-management employees are motivated.
- Ensure overall safety, security and healthy working environment of the premises.

#### Education & Experience:

- Graduation/Masters Degree. Preference will be given to the candidates having MBA.
- 5 years' relevant experience in any reputed electronics company

Candidates fulfilling the above requirements may drop their CV with a cover letter, a recent passport size color photograph on or before **22<sup>nd</sup> May 2010** marking the name of the position on top of the envelop to the following address:

#### By Post/Courier

Khan Ayub  
Chartered Accountants  
128/4, East Tejuri Bazar, (3<sup>rd</sup> floor)  
Kawran Bazar, Dhaka - 1215

#### By e-mail

1. khanayub@bangla.net  
2. ayukhan@gmail.com

**For Sale**  
VOXY-2004/2007  
Full Option, Black  
Color, Very good  
condition,  
Cell No. 01711616401

**FOR SALE**  
**Luxurious Apartment**  
at Banani (1896 Sft)  
South Facing Corner,  
Brand New well  
Furnished & very good  
location with Car parking  
House # 117 (3rd  
Floor), Flat # B-3,  
**Location :**  
Road #04, Block#A  
Banani, Dhaka.  
Cell: 01711616401



Save the Children  
USA

Save the Children envisions a world in which every child is ensured the right to survival, protection, development and participation as set forth in the United Nations Convention on the Rights of the Child.

## JOB ANNOUNCEMENT

Save the Children USA, an International children and women focused organization invites application from qualified candidates for the below positions for its upcoming USAID funded Food Security Program (Nobo Jibon) based in Barisal division. The Nobo Jibon Program will seek to reduce food insecurity and vulnerability for more than 2.2 million people in nine upazillas of Barisal Division in southern Bangladesh over five years in collaboration with many Technical and Implementing Partners.

### 1. Technical Coordinator – Maternal Child Health & Nutrition (01 position based in Barisal)

The Technical Coordinator will lead the planning and technical guidance for implementation of MCHN component of the program. The position will play a major role in coordinating MCHN activities with the technical and implementing partners as well providing technical assistance and help build capacity of Technical Officers of SC and field staff of Implementing Partners. Technical Coordinator will ensure high impact through integration with other components, arrange dissemination of program achievements to concerned stakeholders and advocate with the GOB and with other stakeholders at different levels. Requirements: At least Medical Graduate, additional Masters in Public Health is preferred. At least 10 years of relevant working experience including 4 years in management position, excellent skills in program planning, coordinating, representing, partnership management and staff management, appropriate computer proficiency in Microsoft Word, Excel and PowerPoint are essential requirements. Ability to write reports in English is essential.

### 2. Technical Coordinator – Livelihoods (01 position based in Barisal)

The Technical Coordinator will lead the planning and technical guidance for implementation of livelihood component of the program. The position will play a major role in coordinating livelihood activities with the technical and implementing partners as well providing technical assistance and help build capacity of Technical Officers of SC and field staff of Implementing Partners. Technical Coordinator will ensure high impact through integration with other components, arrange dissemination of program achievements to concerned stakeholders and advocate with the GOB and with other stakeholders at different levels. Requirements: Master degree in Agriculture, Fisheries or Social Science, at least 10 years of relevant working experience including 4 years in management position, candidates with previous experience on market-based income generation will be given preference, excellent skills in program planning, coordinating, representing, partnership management and staff management, appropriate computer proficiency in Microsoft Word, Excel and PowerPoint are essential requirements. Ability to write reports in English is essential.

### 3. Technical Coordinator – Disaster Risks Reduction-DRR (01 position based in Barisal)

The Technical Coordinator has the overall responsibility for emergency preparedness and response for Save the Children's programs in Barisal division. The position will play a major role in coordinating DRR activities with implementing partners as well providing technical assistance and help build capacity of Technical Officers of SC and field staff of Implementing Partners. Technical Coordinator will ensure high impact through integration with other components, arrange dissemination of program achievements to concerned stakeholders at national, divisional and district levels and advocate with the GOB and with other stakeholders at different levels. Requirements: Master degree in Social Science or in any relevant subject and professional degree/certificate on Emergency Preparedness and Management, at least 10 years of relevant working experience including 4 years in management position, excellent skills in program planning, coordinating, representing, partnership management and staff management, appropriate computer proficiency in Microsoft Word, Excel and PowerPoint are essential requirements. Ability to write reports in English is essential.

### 4. Partnership and Gender development Coordinator – (01 position based in Dhaka)

This position will lead the overall coordination of partnership with NGOs and gender development of the program. The activities include: strategic direction, capacity building of staff on partnership and gender programming, conduct gender analysis, assist implementing partners to develop joint gender policy, integration of gender equity in program implementation, NGOs capacity assessment, etc. Requirements: Master degree in Social Science or relevant field. At least 8 years working experience in development field and at least 5 years experience in on partnership and/or Gender programming. Excellent skills in coaching and mentoring, including planning and facilitating training and an ability to influence and facilitate change through high level interpersonal communication and partnership management, appropriate computer proficiency in Microsoft Word, Excel and PowerPoint are essential requirements. Ability to write reports in English is important.

### 5. Deputy Coordinator-Field Operations (03 positions based in Barisal, Patuakhali or Barguna district offices)

The position will be responsible for operational management of the program in the respective District. Duties will include managing staff, logistics and resources; coordinating schedules among SC field staff and Implementing and Technical Partners, and liaising with GoB and other institutional stakeholders. Requirements: Master Degree in Social Science or related discipline, at least 07 years working experiences including 3 years at mid level management and supervisory level, hands on experience on resources and people management of any large programs, excellent coordination and process facilitation skills and appropriate computer proficiency in Microsoft Word, Excel and PowerPoint are essential requirements.

### 6. Deputy Technical Coordinator, Maternal Child Health & Nutrition (01 position based in Barisal/Patuakhali office)

This position is mainly responsible for providing support to Technical Coordinator to assess needs and develop technical capacity of SC and partner staff, and monitor technical quality of planned activities. Ensuring quality of capacity building activities by Technical Officers and Technical partners at upazila and below level, providing day to day technical guidance to Technical Officers and supporting to coordinate other Technical Inputs at District and below level, guiding and Supporting MCHN team to establish and maintain relationship with MOHFW authorities and other stakeholders as appropriate are key responsibilities. Requirements: At least Medical Graduate, additional Masters in Public Health is preferred and 7 years working experience in community based programs including at least 3 years experience in maternal and child health program. Excellent communication, facilitation and coordination skills, and appropriate computer proficiency in Microsoft Office and Valid driving license are essential requirements.

### 7. Deputy Technical Coordinator –Livelihood (01 position based in Patuakhali)

The position will assist the respective Technical Coordinator in planning and guiding technical implementation in livelihoods, including coordination of Technical Partner inputs. Providing technical assistance and helping build capacity of Technical Officers of SC and field staff of Implementing Partners, ensuring high impact through integration with other components, helping arrange dissemination of program achievements to concerned stakeholders at national, divisional and district levels and advocating with the GOB and with other stakeholders at the local, regional and national levels, supervising 6-8 Technical Officers are key responsibilities. Requirements: Masters degree in Agriculture, Fisheries or in any relevant subject, at least 7 years of relevant working experience including 3 years in mid level management position, excellent skills in program planning, coordinating, representing, partnership management and staff management, appropriate computer proficiency in Microsoft Word, Excel and PowerPoint are essential requirements. Ability to write reports in English is important.

### 8. Technical Officer - Livelihoods (14 positions based in Upazillas of Barisal, Barguna and Patuakhali)

The Technical Officers-Livelihoods are the front-line staff for the program and will work in close partnership with Implementing Partners' Technical Officers during training/support/oversight/ monitoring of program field staff as well as community and enterprise groups. Building capacity and serving as mentors on technical concepts and practices for Implementing Partners' Technical Officers will be a key responsibility. Requirements: Masters in agriculture, natural resources, marketing or equivalent with 04 years working experience on community based market and enterprise development programs, hands on experience on working with partners, excellent community mobilization and training skills, having valid driving license for motor cycles and appropriate computer proficiency in Microsoft Word, Excel and PowerPoint are essential requirements.

### 9. Manager- Training (01 position based in Barisal)

This position is responsible for overall management of training and capacity building for Save the Children and its Implementing Partner staff in the areas of Disaster Risks Reduction (DRR). The position is also responsible for training needs assessment, developing/sourcing modules, planning for training, ensuring training implementation and monitoring, and reporting. Requirements: Masters degree in Social Science or equivalent, advanced training on Disaster Management/Emergency Management, at least 10 years of working experience including 05 years on hands-on emergency preparedness and response program, excellent training management skills and appropriate computer proficiency in Microsoft Word, Excel and PowerPoint are key essential requirements for this position.

### 10. Sr. Technical Officer – Training (01 position based in Patuakhali)

This position is responsible for organizing TOT and facilitating training programs for Save the Children and its Implementing Partner staff in the areas of Disaster Risks Reduction (DRR). The position will assist the Manager Training for conducting training needs assessment, developing/sourcing modules, planning for training, ensuring training implementation and monitoring, and reporting. Requirements: Masters degree in Social Science or equivalent, advanced training on Disaster Management/Emergency Management, at least 5 years of working experience including 04 years on hands-on emergency preparedness and response program, excellent training management skills and appropriate computer proficiency in Microsoft Word, Excel and PowerPoint are key essential requirements for this position.

### 11. Deputy Manager-M&E (01 position based in Patuakhali)

The person is mainly responsible for assisting in design of M&E and smooth implementation of M&E in the field level. S/he is responsible for coordinating M&E staffs for both Save the Children and partner organizations and implementing the M&E capacity building activities for them at the field level. He/she will supervise district level Senior PO-M&E and will lead field based data collection and sharing to the local level program management regularly for decision making. As part of program documentation the DPM-M&E will prepare the monthly, quarterly, semi-annually and annual program progress reports, prepare project level M&E bulletin quarterly, assist Program Manager-M&E for preparing the annual results report and will prepare program success stories by conducting case studies. The DPM-M&E will be further responsible to contribute in designing M&E plan, and implementation of the baseline, annual monitoring survey, mid-term and final evaluation at the field level. Requirements: Masters in Statistics or in any relevant subject, at least 7 years experience with 5 years in M&E strong writing and communication skills in English, experience in database management, analysis and interpretation using statistical packages like SPSS, Epi-Info, Anthro, Ms-Excel etc. Using GIS software and GIS equipments and PDA for conducting survey will be an added advantage. Having valid driving license for motor cycle is another requirement.

### 12. Senior Officer –MIS Development & Support - (01 position Based in Dhaka)

The Senior Program Officer-MIS (Development & Support) is mainly responsible for assisting the MIS Manager to customize and upgrade existing SQL Server and Visual Studio dot Net based software systems for program data management. Carefully examining both functional and operational requirements at all levels, ensuring automation of information flow as per standards and procedures, supporting the team for database auditing and consistency checking, preparing and updating user guide, training and operational manuals for internal and external users are the major responsibilities. Requirements: Masters in any discipline preferably in Statistics or Computer Science or Mathematics. S/he should have a total 5 years with at least three years experience in RDBMS based software development and customization in MS Visual Studio . Net platform. Knowledge of working with dot net framework (3.5 or above) and enterprise library (4 and above) is required. Experience in developing mobile based utilities using Windows or Symbian OS is also required. Knowledge in web application development with ASP.Net, AJAX will be an added advantage.

### 13. MIS Officer (Implementation)-(03 positions based in Barisal/Patuakhali/ Barguna)

The MIS Officer (Implementation) is mainly responsible for ensuring implementation of MIS standards, procedures and regular information flow for the Nobo Jibon program at his/her respective operational levels. Overseeing user requirements and assisting MIS Manager accordingly to optimize system usage, coordinating and providing technical support at different levels including implementing partner NGOs, for data gathering (through mobile/PDA) and accessing information (hardware, software and connectivity), performing database auditing, documentation and commodity inventory monitoring processes, regularly performing data consistency check and recommending relevant managers and supervisors to rectify any anomalies that affect operational integrities and/or data validities are key responsibilities. Requirements: A minimum of Master degree in Science in relevant subject with professional degree in Computer Science, having a total of 4 years with at least two years experience of working in RDBMS based software platform. S/he should have sound knowledge in SQL, scripting, entity relationship, data types, data conversion to different data formats. Skills in preparing questionnaire for data collection and strong data analysis, reporting and interpretation skills using MS-Excel and Crystal Report are highly required. Working experience with Windows mobile/PDA based database management and presentation skills using Power Point, Flash, MS-Visio will be preferred.

### 14. Administrative Officer (03 Positions based in Barisal, Barguna and Patuakhali district offices)

This position is responsible for ensuring all administrative and logistic support for smooth implementation of program and office management according to the SC policies and procedures. This includes overseeing vehicle, procurement, logistic, utility, safety & security and other administrative service management. The person will supervise all staff in the Admin. Section. Requirements: Masters Degree in any discipline with at least 04 years working experience in relevant job, excellent interpersonal communication skill, proven ability to handle multiple tasks, client orientation and appropriate computer proficiency in Microsoft Word, Excel and PowerPoint are essential requirements.

### 15. Finance Officer: (03 Positions based in Barisal, Barguna and Patuakhali District offices)

This position is responsible for accounting of all incoming and outgoing financial transactions of program. This includes ensuring payments to staffs & vendors on time as per policy; safety of Petty Cash & Cheque Book; monthly fund requisition and budget monitoring; ensuring voucher preparation, monthly financial report preparation and submission; ensuring record keeping of financial documents keeping approved documents (receipts, bank transactions, vouchers) on file according to Save the Children USA's guidelines. S/he has to ensure the financial processes and documentations are in line with the international audit standards and as per Donor and SC guidelines. Requirements: Master degree in Accounting, 4 years relevant working experience with any large organization, and appropriate computer proficiency in Microsoft Word, Excel and PowerPoint are essential. Experience in working with Accounting Software would be an advantage.

### 16. Assistant Finance & Administrative Officer (04 Positions based in Barisal, Barguna and Patuakhali district offices)

This position is mainly responsible for providing day-to-day voucher preparation & documentation, payment disbursement, logistics, procurement, vehicle and administrative support to run the district offices and program operations effectively. Requirements: Bachelor degree in relevant subject preferably in Accounting or equivalent, 03 years of relevant working experience with any reputed organization, hands-on experience on financial and administrative work, excellent time management skills, valid driving license and appropriate computer proficiency in Microsoft Word, Excel and PowerPoint are essential requirements for the position.

Candidates meeting the above requirements should send their CV along with a cover letter to The Manager – HR Operations, Save the Children USA, House 1(A), Gulshan 2, Dhaka 1212 by May 23, 2010. Applicants are requested to go through and understand the SC Child Safety policy before applying. Pls. visit [www.vacancy.somec.com](http://www.vacancy.somec.com). Only short listed candidates will be invited for interview. Please write the position applied for at the top of the envelope. *Women are especially encouraged to apply*

## Request For Proposal (RFP)

(Re advertisement)

**Production and supply of 54 digital contents (education video contents) on Science, Mathematics and English subjects of grade VI for ICT-enabled Teacher Training Programme**



UNDP  
Bangladesh

United Nations Development Programme (UNDP) in Bangladesh seeks proposals from interested, well qualified vendors for **Production and supply of 54 digital contents (education video contents) on Science, Mathematics and English subjects of grade VI for ICT-enabled Teacher Training Programme**.

Submission of Proposal: The envelope should state "Proposal for **Production and supply of 54 digital contents (education video contents) on Science, Mathematics and English subjects of grade VI for ICT-enabled Teacher Training Programme**" and should be marked as '**Confidential**' and addressed to the **UNDP Procurement Unit, IDB Bhaban (12th Floor), Begum Rokeya Sharani, Agargaon, Dhaka-1207**. The deadline for submission of Proposal is **May 20, 2010, 11:00 AM**. Proposals should be submitted in the **Bid Box in IDB Bhaban (12th Floor), Procurement Unit, Begum Rokeya Sharani, Agargaon, Dhaka-1207**.

All interested firms may obtain the Bidding Documents from from website [http://www.undp.org.bd/proc\\_more.php](http://www.undp.org.bd/proc_more.php)

Submission Procedure: The offer should comprise of 2 copies for each 2 separate envelopes of **technical and financial proposals**.



## VACANCY ANNOUNCEMENT

UNFPA Bangladesh invites applications from eligible candidates for the following position:

**Vacancy No.:** Job ID 005-10  
**Closing Date:** **Thursday, 27 May 2010 (4:30 pm Dhaka Time)**  
**Post Title:** Finance and Admin Associate  
**Contract Type:** Fixed Term ( 1 year Initial Contract)  
**Level:** ICS 7 (G-7)  
**Duty Station:** Dhaka  
**Organizational Unit:** Operations

Under the overall guidance of the UNFPA Representative and the direct supervision of the UNFPA Operations Manager, the Finance and Admin Associate ensures the effective functioning of financial operations and systems in support of the programme and office management. He/She works closely with programme and project personnel providing financial monitoring and analysis of projects and advising on expenditure trends and implementation rates.

#### Duties and Responsibilities:

- Advise and support project personnel in different projects and Country offices on programme budget reallocations and chart of accounts coding, accounting, policy interpretation, application of financial regulations and rules and other financial matters.
- Analyze and monitor OFA balance and Expenditure (Certificates of Expenditure (COE)/FACE information) regularly for reasonableness. Contact projects to rectify errors where observed with a view to ensure regulations, rules, policies and procedures are adhered to. Monitor expenditure levels at regular intervals and balance sheet account balances to ensure validity and accuracy (done via review of Dashboard, Accountability Checklist, and other indicators and tools including Ageing, Project Monitoring Reports and recommend proper coding of items and clearance of invalid items by coordinating with COs.
- Adapts processes and procedures, anticipates and manages operational requirements of programme/project inputs under national execution in terms of personnel, sub-contracts, equipment and other programme and project related events to facilitate programme/project delivery.
- Prepares and monitors the administrative budget and ensures financial transactions are in accordance with UNFPA financial rules and procedures. Proposes procedures to improve internal controls and efficiency and responds to audit issues.
- Assistance with monthly, quarterly, year end closure process and prepare financial analysis, schedules and statements as requested including other statutory reports and prepare financial analysis as requested.

*This is a summarized version, Detailed TOR can be downloaded from [www.unfpa-bangladesh.org](http://www.unfpa-bangladesh.org)*

#### Qualifications and Competencies

Candidate must have a Bachelor's degree in business administration, finance, accounting or related field. A minimum of 5 - 7 years of relevant experience in the public or private sector. Fluency in oral and written skills, both in Bangla and English, is essential, Familiarity with MS Word, Excel, Power Point and internet/e-mail is a must.

#### How to Apply:

To apply please download the **Terms of Reference** and **P11** from our website at: [www.unfpa-bangladesh.org/php/vacancy.php](http://www.unfpa-bangladesh.org/php/vacancy.php). Applications along with P11 & a passport size photograph can be submitted to **The Representative, UNFPA Bangladesh, IDB Bhaban (15<sup>th</sup> Floor), E/8-A Rokeya Sharani, Sher-e-Bangla Nagar, Dhaka-1207**.

**"ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED"**  
**UNFPA IS AN EQUAL OPPORTUNITIES EMPLOYER**