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Programme Administrative and Finance Assistant Dhaka, Bangladesh

Position offered is full time for one year, renewable for up to two years and six months

Salary TBC

WFD is looking for an experienced **Programme Administrative and Finance Assistant (PAFA)**. The main purpose of this job is to assist the Programme Manager in Bangladesh with implementing the "Political Party and Parliamentary Strengthening Programme". This role is responsible for the accurate, efficient and timely management of financial and administrative procedures and for ensuring excellent communication on, and co-ordination of, these requirements with stakeholders. The PAFA also assists the Programme Manager to coordinate logistics and provides general administrative support and office management as needed.

The successful candidate will have:

- Experience in financial administration including management of cash flows, procurement, reconciling, monitoring and reporting on expenditure
- A bachelor degree or similar, in a relevant discipline i.e. office administration, project administration, accountancy or bookkeeping, AAT, AATB or ACCA
- At least three years experience in a similar role
- Experience in using accounting packages as well as Excel, Word, Outlook, databases
- Excellent organisational and communication skills
- Fluency in English

The successful candidate will be flexible and prepared to contribute to the wider development of the work of WFD. The appointment will be made on merit on the basis of fair and open competition.

The deadline for receiving applications is **Sunday 20 February, 2011**. Only shortlisted candidates will be notified. **Applications must include a completed application form** and a covering letter in English describing how your experience would contribute to this position. The form can be found on <http://www.wfd.org/recruitment/>, along with the candidate specification and detailed job description. Please send the application form and covering letter to victoria.wyndham@wfd.org. Please note this statement is for information only and does not form part of a contract.



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President for environment friendly technology

UNB, Dhaka

President Zillur Rahman yesterday urged the Buet engineers to make more contributions by inventing environment-friendly technology for building a technology-based society for the welfare of the people and the country.

He told the 10th convocation of Bangladesh University of Engineering and Technology (Buet) held on the campus.

Buet has exclusively invented various technologies, including electronic voting machine, pre-paid electric meter and pre-paid gas meter, Buet Vice Chancellor SM Nazrul Islam told the convocation.

Education Minister Nurul Islam Nahid also attended the event.

Zillur Rahman regretted that many Bangladeshi engineers go to Europe and America to obtain education but many of them do not return home.

The president asked them to provide service to the countrymen along with their jobs abroad.

In his convocation speech, former Chief Justice Muhammad Habibur Rahman urged the government to give favourable attention to young talents scattered across the country who are trying to meet the country's demand by inventing various equipment on their own initiatives.

RMG worker dies in road crash in city

STAFF CORRESPONDENT

A 13-year-old garment worker, Rani, was killed and five others injured when a Rampura-bound bus hit her in the city's Badda early yesterday.

Police said the bus of Supravat Paribahan first hit Rani and crashed into a CNG-run auto-rickshaw. The auto rickshaw hit some rickshaws standing nearby. Five persons, including the auto rickshaw driver, sustained minor injuries.

AR Mallick's anniversary of death today

METRO DESK



Today is the 14th death anniversary of Dr AR Mallick, an educationist and the first

technocrat finance minister, says a press release.

Dr Mallick was a professor of South Asian Regional Studies at the University of Pennsylvania, USA in the early '60s, and the founding vice-chancellor of Chittagong University where he set up resistance during the War of Liberation.

Dr Mallick was also the president of the Liberation Council of Intelligentsia in 1971, representing Bangladesh at the UNO, to mobilise world support for War.

He was the first education secretary and the first high commissioner to India. Mallick was elected chairman of Asian Development Bank.

A commemorative volume on the life and achievements of Prof AR Mallick by 38 important personalities from home and abroad is in progress.

On the occasion, a discussion and milad mahfil will be held at his village home at Rajapur in Dhamrai.

আগামীকাল সাবেক সচিব এম. আখতার আলীর ত্রয়োদশ মৃত্যুবার্ষিকী



আগামীকাল ৪ঠা ফেব্রুয়ারী ২০১১ ইং রোজ শুক্রবার বাদ আছর সাবেক সচিব মরহুম এম. আখতার আলীর ত্রয়োদশ মৃত্যুবার্ষিকী উপলক্ষে মরহুমের নিজ বাসভবনে এক মিলাদ ও দোয়ার আয়োজন করা হয়েছে। উক্ত মিলাদে সকল শুভাকাঙ্ক্ষী ও আত্মীয় স্বজনদের উপস্থিতি হয়ে মরহুমের বিদেহী আত্মার মাগফেরাত কামনায় অংশগ্রহণের জন্য বিনীত অনুরোধ করছি।

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