

WESTMINSTER FOUNDATION FOR DEMOCRACY
WORKING TO SUPPORT AND STRENGTHEN DEMOCRACY AROUND THE WORLD THROUGH DEVELOPING POLITICAL PARTIES AND PARLIAMENTARY INSTITUTIONS.
www.wfd.org

The Westminster Foundation for Democracy (WFD) is an independent political foundation sponsored by the UK Foreign and Commonwealth Office. It specialises in parliamentary strengthening and political party development. For more information, please visit www.wfd.org

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.

BRITISH COUNCIL

Register online!!!

For EDEXCEL May / June 2011
IGCSE & GCE A Level Exams

Registration closes 13 March 2011

To register please visit our website:
www.britishcouncil.org/bangladesh

British Council Dhaka
5 Fuller Road, Dhaka 1000
T + 88 02 861 8905
F + 88 02 861 3375
Hotline-01730303885 & 01730311439
(Saturday - Thursday from 9am to 5pm)
E-mail: exams@bd.britishcouncil.org

British Council Chittagong
77/A East Nasirabad, Chittagong
T + 88 031 657884-6
F + 88 031 65 7881
Hotline-01713103639
(Saturday - Thursday from 10am to 5pm)
E-mail: chittagong.enquiries@bd.britishcouncil.org

British Council Sylhet
Al-Hamrah Shopping City (Level 6)
Zindabazar, Sylhet 3100
T + 88 0821 814925
F + 88 0821 814924
Hotline-01730334023
(Sunday - Thursday from 10am to 4pm)
E-mail: sylhet.enquiries@bd.britishcouncil.org

www.britishcouncil.org/bangladesh



Samsung introduces
Ch@t 322

WORK AND FUN IN ONE



QWERTY keypad
1.3 MP camera
Email, SNS links
Touchpad for easy navigation
Dual Standby with SIM switch button
FM radio with recording
Music player with 3.5 mm jack
54 MB memory (expandable up to 8 GB)
12 hours talktime
Data cable & 1 GB memory **FREE!**
BDT 7,490 only



Dual SIM

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.

আগামীকাল সাবেক সচিব এম. আখতার আলীর অযোদশ মৃত্যুবার্ষিকী
আগামীকাল ৪ঠা ফেব্রুয়ারী ২০১১ ইংরেজ উক্তবার্ষীর বাদ আছের সাবেক সচিব মরহুম এম. আখতার আলীর অযোদশ মৃত্যুবার্ষিকী উপলক্ষে মরহুমের নিজ বাসভবনে এক মিলাদ ও দোয়ার আয়োজন করা হচ্ছে। উক্ত মিলাদে সকল শুভাকাঙ্গী ও আঞ্চলিক ব্রজনদের উপস্থিত হয়ে মরহুমের বিদেহী আত্মাৰ মাগফেরাত কামনায় অংশগ্রহণের জন্য বিনোদ অনুরোধ কৰাই।

মিসেস আখতার আলী
বাড়ি-১৪/এ, রোড-৯৫, গুলশান-২, ঢাকা-১২১২।
ফোন: ৮৮৮৮১৫৮৮

CHAMPS21.com

স্কুলের পড়া
এখন Internet-এ

বিশ্বের সবৰ্থম বাংলা
e-learning
Service



আপনার সন্তানকে ক্লাসের সেরা করে গড়ে তুলতে
Champs21 এখন বাংলা মাধ্যমেও

- Online Self Assessment
- অংক এবং বিজ্ঞান বিষয়ে ই-লাইং
- স্কুল সিলেবাস অনুযায়ী প্রত্যেক চ্যাপ্টার এবং টার্মিনালে পরীক্ষা
- তত্ত্ব শ্রেণী থেকে দশম শ্রেণী পর্যন্ত
- ছাত্র এবং অভিভাবকের জন্য ফলাফল ও ব্যাখ্যাসহ উত্তরপত্র

সাবস্ক্রাইব করতে ডিজিট করুন www.champs21.com

A joint initiative of **teamcreative** and **The Daily Star**

BASIS SoftExpo 2011-এ
Champs21-এর প্রতিলিপিতে আয়ুন
এবং উপর্যোগ করলে ১৫% ডিসকাউন্ট



**PREBOOK
TO GET A
FREE!
BACKPACK!**

Prebook by 6th Feb'11

To prebook, type **chat322 <space> your name** and send to 2233

Only for the first 500 customers.



**SAMSUNG
mob!le**