



Excellent Job Opportunity for SECRETARY

Concord Group is urgently looking for an experienced & qualified Secretary for their Corporate Head Office, Dhaka.

The Secretary will be primarily responsible for performing all types of secretarial jobs and manage the office of the top management official of the Company. She will maintain close liaison, coordination & contact with different departments/business units of the company including outside offices and fix appointment schedules & meetings. She will maintain database on different information, reports, addresses, contact nos. etc. and ensure accurate & up to date filing of all official documents.

The candidate should be a BBA/MBA with minimum 3 years of experience in the secretarial jobs in any reputed organization(s). The candidate should be smart, proactive & have the ability to work in a team environment. She should have excellent oral & written communication skill both in English & Bangla and have excellent command in MS-Word, Excel, E-mail correspondences & Internet Browsing.

Attractive Remuneration and benefits will be offered that commensurate with qualification and experience.

Candidates are requested to send their complete resume (CV) with two copies of recent passport size photographs addressed to the General Manager (HRD), Concord Group of Companies, Concord Centre, 43 North C/A, Gulshan-2, Dhaka-1212 or e-mail to: jobs@concordgroup.net within 10 (ten) days of publishing of the advertisement.

Termite Elimination
Total elimination of termite colonies in entire building using Sumtomo Chemical's Xterm Termite Baiting Technology.
For free inspection please call
SAFETYWAY 0173 00 777 00
www.xterm.com 0173 00 888 00

Flat For Rent
@ Gulshan -1
*2500 sq ft 1st FL
*Foreigners only
01726500704 (J AHMED)

TO-LET for Bank
Attractive, South face, Around car shop 1st floor of 14 storied. 3000 sqft. middle of VIP Rd. Palton.
01715111056, 7286582

Flat for Sale
1750 sq ft 1st Floor flat with car space in most Beautiful, Safe, Diplomatic area of Gulshan-2, Road-79, Manor Maridiana complex for sale. Contact
Adv. Mujib: 01552-414-310

The Daily Star
grameenphone
VOICE NEWS SERVICE
Dial 2222
for the latest news highlights in English

TO-LET
6,000 sq ft, 9 Bed room, 3 Bath, Kitchen, small garden, 2/3 Parking at Baridhara Road # 13. prefer foreign office.
8854065/67, 01975244821

TO-LET
3000 sq ft office Space Gulshan-2. Commercial Approval, 7th floor, 2 lift, Generator, 1 Car Parking, available from July. Please call
8854065/67, 01712283272

ভাড়া অফিস/গেস্ট হাউজ
বরিশাল শহরের সবচেয়ে প্রশস্ত রোডের পাশে চার তলা ভবন। জুলাই ২০১১ থেকে ভাড়া দেওয়া হবে, যারা বর্তমানে মাস্টিন তেল ও গ্যাস অনুসন্ধান কোম্পানীর নিকট স্টাফ হাউজ হিসাবে ভাড়া আছে। যোগাযোগ: ০১৯১১১-৯০৬৮৮৩

লালসারী ফ্ল্যাট
শোলাশোলা, নিরীতি, আধুনিক লোকা বাইলু আমান হাউজিং-এ অত্যধিক দ্রুত, জেনারেল ও আধুনিক সকল সুবিধাসহ ১২৭০, ১৪০৫ ও ১৪০৬ বর্গফুটের লালসারী ফ্ল্যাট মালিক বিক্রিতে বিক্রি। যোগাযোগ # ০১৯১৪৯৬৬৬০, ০১৯১৪৯৬৬৬২

দোকান ও ফ্ল্যাট
ওয়ারাই তিনদিকে রাস্তা সংলগ্ন কপারি প্রটে রোডে দোকান এবং বামীরাগে আকর্ষণীয় লোকেশনে ৭৮০, ১১৩০, ১৪৪০ ও ১৯১৫ বর্গফুটের নির্মাণাধীন ফ্ল্যাট আধুনিক সকল সুবিধাসহ ৪৮ টি মাসিক কিস্তিতে বিক্রয়। যোগাযোগ # ০১৯১২৭৮৬৫০০, ০১৯১২০৩৭০০৮

বসুন্ধরায় ফ্ল্যাট
সেন্ট্রাল মসজিদের বিপরীতে কর্পার প্রটে ৬০ফুট রাস্তা সংলগ্ন ডি ব্লকে আধুনিক সকল সুবিধা সহ বসুন্ধরা আ/এ ১৪৬৫ বর্গফুটের (প্রায়) কিস্তিতে নির্মাণাধীন লালসারী ফ্ল্যাট বিক্রয়। যোগাযোগ # ০১৯১৪৯৬৬৬৬০, ০১৯১৪৯৬৬৬৬২

Flat To-Let
Total Floor : 2900 sqft.
4 Bed+4 Bath, 3 Living+1 Dining+3 Verandas etc.
AC Rooms well equipped with high class fittings.
Marble floor & Hard wood floor. H-405, R-16, B-A, Bashundhara R/A.
Cell: Mr. Kafil/Faisal-01715210737/01919220983

Ready Flat For Rent
2800 Sqft with 3 bed/ bath 3 balcony with helpers room & bath at Banani (Nam Village) Building # 10, Road # 02
Phone : 01714209991

খিলগাঁও-এ ফ্ল্যাট
রাজউক অনুমোদিত দক্ষিণমুখী প্যাসেঞ্জার ও কারলিফট, জেনারেল ও পার্কিং সুবিধাসহ খিলগাঁও-এ ১৩৫০০ ও ১২৫৫ বর্গফুটের লালসারী ফ্ল্যাট ২২টি মাসিক কিস্তিতে বিক্রয়। যোগাযোগ # ০১৯১৪৯৬৬৬৬০, ০১৯১৪৯৬৬৬৬২

OFFICE SPACE FOR RENT
at Gulshan South Avenue
Commercial space for rent at House# 56A, Road# 132, Gulshan South Commercial Area is available, having 3500 sqft each floor from 4th & 5th floor. Mobile Phone Companies, Financial Institutions & Corporate Houses are preferable.
Please contact at cell# 01819224599, 01913531464

Wanted
Want to purchase newly issued coastal oil tanker permission from Padma Oil Co. Ltd. & Meghna Petroleum Ltd. Interested genuine letter of indent holders are requested to contact following phone number or e-mail.
Mob : 01817-298341
E-mail : ajax@optimaxbd.net
NB: No media will be entertained.

রাজউক উত্তরা মডেল কলেজ
সেক্টর-৬, উত্তরা মডেল টাউন, ঢাকা-১২৩০
দরপত্র ও পুনঃ দরপত্র বিজ্ঞপ্তি
১। সিডিউলে উল্লিখিত বিবরণানুযায়ী নিম্নবর্ণিত কাজের জন্য আগ্রহী প্রতিষ্ঠানের নিকট থেকে দরপত্র আহবান করা যাচ্ছে :
গ্রেপ নং-১৩ ও ছাত্র-ছাত্রীদের পোশাক পরিচ্ছদ তৈরি ও সরবরাহ।
গ্রেপ নং-১৬ ও ২০১১ সালের ম্যাগাজিন মুদ্রণ (পুনঃ দরপত্র)।
২। ১৭/০৪/১১ তারিখ থেকে ২৭/০৪/১১ তারিখ পর্যন্ত সকল কার্যদিবসে অফিস চলাকালীন (০৮০০ ঘটিকা হতে ১৪০০ ঘটিকা পর্যন্ত) কলেজ অফিস থেকে ট্রেড লাইসেন্স প্রদান পূর্বক পূর্ণ তথ্য সম্বলিত সিডিউল (গ্রেপ প্রতিসেট) ৭৫০/- টাকার বিনিময়ে পাওয়া যাবে। দরপত্র জমা দেয়ার শেষ তারিখ ২৮/০৪/১১ বেলা ১১৩০ ঘটিকা এবং ঐ দিনই বেলা ১২০০ ঘটিকার সময় উপস্থিত দরপত্র দাতাদের সামনে (যদি কেউ উপস্থিত থাকেন) দরপত্র খোলা হবে।
৩। কলেজ কর্তৃপক্ষ সর্বনিম্ন দরপত্র গ্রহণে বাধ্য নয় এবং কোন কারণ দর্শানো ছাড়াই যে কোন অথবা সকল দরপত্র বাতিল করার অধিকার সংরক্ষণ করেন।
ফোনঃ ৮৯১২৭৮০-১১৫/১১৬, ৮৯৫৬৬৬৬
Website : www.rajukcollege.org **অধ্যক্ষ**

brac
Invitation for Tender for Purchase of Bus and Microbus
Project Name: BRAC Transport Department
Source of Fund: Own Fund
Package No: Transport (own)-Vehicle/01-11
Tender Items: Lot-1: 02 nos. Brand New 40 seated (2+2) Bus
Lot-2: 05 nos. Brand New 12 seated Microbus
Reference No and Date: IFT/BRAC/BPD-Transport/11-05 April 12, 2011
Tender name: Purchase of Vehicle
Time for Delivery: Maximum 120 Days for Lot-1 and Maximum 45 days for Lot-2 from the date of issuing purchase order/ Contract
Price of the Tender Documents: Non-refundable Tk. 1000.00 (One Thousand) only
Tender Security: Not Applicable
Tender Documents Available: Accounts Department, 8th Floor, BRAC Centre, 75 Mohakhali, Dhaka 1212
Date and Time for Selling Documents: April 18 to May 03, 2011 Between 9:00 am to 3:00 pm
Tender Dropping place, Date and Time: Procurement Department, Ground Floor, BRAC Centre, 75 Mohakhali, Dhaka 1212
May 04, 2011 between 9:00 am to 2:30 pm
Tender Opening place, Date and Time: Staff Canteen, 4th Floor, BRAC Centre, 75 Mohakhali May 04, 2011 at 3:30 pm
BRAC 75 Mohakhali Dhaka 1212 Phone: 8824180-7 Ext 2807

INDEPENDENT UNIVERSITY, BANGLADESH FACULTY SEARCH
Independent University, Bangladesh invites applications from suitable candidates for teaching Media & Communication and Development Studies in the School of Liberal Arts & Social Sciences:
Assistant Professor of Development Studies (One Position): PhD in Development Studies or in Sociology / Economics / Political Science / Anthropology with concentration in Development Studies from any reputed university of North America, UK or Australia. Research publications in any peer reviewed journals and work experience at undergraduate and graduate level teaching at any university are desirable.
Lecturer in Media & Communication (Two Positions): Master's degree above a 4-year Bachelor's degree from any reputed university of North America, UK or Australia. One professional publication in any reputed journal is desirable.
In case of an otherwise suitable candidate, any of the above criteria may be relaxed.
Please send your résumé stating the results of all your examinations right from SSC with name of two referees, by April 30, 2011 to
Deputy Director, Human Resources
Independent University, Bangladesh
16, Aftabuddin Ahmed Road, Bashundhara, Dhaka,
E-mail: hrdept@iub.edu.bd

Comprehensive Disaster Management Programme II (CDMP II)
Disaster Management and Relief Bhaban (6th floor), 92-93 Mohakhali C/A, Dhaka 1212, Bangladesh.
Tel: 9890937, 8821255, 8821459, Fax: 9890854, Website: www.cdmp.org.bd E-mail: info@cdmp.org.bd
Request for Expression of Interest (EOI)
Procurement entity name: Comprehensive Disaster Management Programme II (CDMP II) Disaster Management and Relief Bhaban (6th floor), 92-93 Mohakhali C/A, Dhaka 1212, Bangladesh.
Expression of interest for selection of two panels as mentioned in (a) & (b): (a) 40 Implementing Partners (NGOs, Academic Institutions, Research and Training Organizations) for field services under CDMP's outcome # 2 (Rural Risk Reduction) (b) 15 entities (NGOs, Academic Institutions, Research and Training Organizations) for field services under CDMP's outcome # 3 (Urban Risk Reduction)
EOI Ref No. and date: BGD/01/004/CDMP/LDRRF/ACM/ Dated: 29/03/2011
Procurement method: RFP Method (QCBS)
Budget and source of funds: FUNDING INFORMATION LDRRF under PA
Project/program name: PARTICULAR INFORMATION Comprehensive Disaster Management Programme II (CDMP II)
EOI closing date & time: 08/05/2011 at 10:00 am
EOI opening date & time: 08/05/2011 at 10:30 am
Name & address of the office for receiving & opening EOI: Comprehensive Disaster Management Programme II (CDMP II) Disaster Management and Relief Bhaban (6th floor), 92-93 Mohakhali C/A, Dhaka 1212, Bangladesh.
Brief description of assignments
For assignment (a): Rural Risk Reduction (RRR) is planned and devoted to reduce risk of rural populations through structural and non-structural interventions, empowerment of rural communities and improved awareness on natural hazard events and impact of Climate Change (CC). Following the concept of Risk Reduction Action Plans (RRAPs) through Community Risk Assessment (CRA) process, CDMP ensures community involvement in the process creating access of the people at risk. In view of empowering the DMCs at Union and Upazila level, it is planned to put DMCs in the driving seat for conducting CRA and developing the RRAP following the CRA guidebook. Qualified CDMP partner entities/NGOs would provide necessary training to CRA facilitators selected from among DMC members and local volunteers. Once RRAPs are developed and validated by the respective DMCs, CDMP-II will initiate implementation of some structural and non-structural Risk Reduction (RR) interventions to make some demonstrative effect therein through multiple approaches as per the Project Document through competent and qualified entities/NGOs. The DRR interventions may also be identified by revisiting the existing Risk Reduction Action Plans (RRAPs) developed through Community Risk Assessment (CRA) during CDMP phase I. Hence, CDMP II has planned to select a panel of 40 partner entities for seven divisions as under:
i) Dhaka Division covering 12 Districts: 8 Entities/NGOs
ii) Chittagong Division covering 7 Districts: 7 Entities/NGOs
iii) Rajshahi Division covering 2 Districts: 4 Entities/NGOs
iv) Rangpur Division covering 5 Districts: 5 Entities/NGOs
v) Khulna Division covering 4 Districts: 5 Entities/NGOs
vi) Barisal Division covering 6 Districts: 6 Entities/NGOs
vii) Sylhet Division covering 4 Districts: 5 Entities/NGOs
The selected entities will perform the following tasks (but not limited to) preferably in a consortium and work independently in close collaboration with the relevant stakeholders:
• Provide training on CRA facilitation following the CDMP approved module among selected CRA facilitators nominated by UDMCs from among their members and local volunteers.
• Provide backstopping support to CRA facilitators during the CRA exercise and assist in developing Union RRAPs and producing the CRA Reports.
• Based on the RRAP, implement Risk Reduction interventions (if any) as proposed by UDMC subject to the availability of resources.
• Provide capacity building training to DMCs in accordance to SOD and CDMP guideline.
For assignment (b): Urban Risk Reduction (URR) is planned to reduce the risk of urban population through various structural and non-structural interventions. Considering huge population influx in urban agglomerate, unplanned urbanizations and poor understanding of slow and rapid onset urban hazard to community level, CDMP-II has planned to conduct community level risk reduction interventions in urban set-up to accomplish and institutionalize small scale urban risk reduction practices. The dynamics of urban risk environments are quite different than that of rural area. CDMP-II would therefore like to intervene in the urban slums and densely populated hazard prone wards of city corporations/ municipalities. In doing so, CRA and RRAP would be followed and qualified CDMP partners would provide necessary training to CRA facilitators selected from among DMC members and local volunteers. Once RRAPs are developed and validated by the respective DMCs, CDMP-II will initiate implementation of some structural and non-structural Risk Reduction (RR) interventions by competent and qualified entities for demonstrative effects through multiple approaches as per the Project Document. CDMP II has planned to select nationally renowned and technically qualified partner entities for 4 city corporations of Dhaka, Chittagong, Sylhet & Rajshahi and 7 municipalities of Rangpur, Dinajpur, Bogra, Tangail, Mymensingh, Cox's Bazar and Teknaf under urban perspectives.
The selected entities will perform the following tasks (but not limited to) preferably in a consortium and work independently in close collaboration with relevant stakeholders:
• Support to city corporations and municipalities to reactivate and form city and ward level DMCs
• Provide training on CRA facilitation following the CDMP approved module among selected CRA facilitators nominated by UDMCs/WDMCs from among their members and local volunteers.
• Provide backstopping support to CRA facilitators during the CRA exercise and assist in developing Union/Ward RRAPs and producing the CRA Reports.
• Based on the RRAP, implement Risk Reduction interventions (if any) as proposed by UDMC/WDMC subject to the availability of resources.
• Provide capacity building training to DMCs in accordance to SOD and CDMP guideline.

EXPERIENCE, PROFESSIONAL STAFF & DELIVERY CAPACITY REQUIRED
General experience: Required experiences for applicants are published in the website in detail
Specific experience: Required experiences for applicants are published in the website in detail
Delivery capacity: As per requirement
Required documents: Requirements for applicants are published in the website in detail
Other details: Further information may be obtained from procurement entities of CDMP on working days from 8:00 am to 4:30 pm; A shortlist of the interested firms will be made on the basis of submitted information and physical verification (if require)
PROCURING ENTITY DETAIL
Name/ Designation of official inviting EOI: National Project Director
Address of official inviting EOI: Comprehensive Disaster Management Programme II (CDMP II) Disaster Management and Relief Bhaban (6th floor), 92-93 Mohakhali C/A, Dhaka 1212, Bangladesh.
Contact details of official inviting EOI: Tel. No. 88-02-9890937 Fax No. 88-02-9890854 Website Address: www.cdmp.org.bd E-mail: info@cdmp.org.bd
The procuring entity reserves the right to accept or reject any or all EOIs (e) **GD-1777**

CROWN CEMENT

Career With Us

M.I. Cement Factory Limited (Crown Cement), a leading Cement Company, requires committed result oriented personnel for the following positions for its factory:

- AGM (HR & Admin) :**
- M. Com with MBA in Related Discipline.
 - Age between 40-45 years.
 - 10-12 years Experience in related field within the big factory environment.
 - Human Resource Management.
 - To participate in HR planning of various department with the objective to ensure optimum utilization of available manpower.
 - Administrative day to day affairs for smooth operation of the factory.
- Manager (Electrical):**
- B. Sc. Engineering(Electrical)
 - Age between 37-40 years.
 - Minimum 8-9 years experience in related field within the big factory environment.
 - Should have knowledge about electric and electronic machines related to productions and others.
- Officer (Store):**
- B.Com/BBA/B. Sc/Graduate in any discipline or equivalent.
 - Age between 28-32 years.
 - Minimum 3-4 years experience in related field within the big factory environment.

Computer proficiency is a must for all post.

Send an updated resume with a recent color passport size photograph on or before **April 21, 2011** marking the name of the position on the top of the envelop to the following address:

Head of HR & Admin
M.I. Cement Factory Limited
Sena Kalyan Bhaban (19th Floor)
Suit# 1901-1902, Motijheel C/A, Dhaka-1000

CAREER OPPORTUNITY



USAID | **TB CARE II**
FROM THE AMERICAN PEOPLE | **BANGLADESH**

Team Leader

University Research Co., LLC, invites applications for the position of a Team Leader (TL) for its TB CARE II Bangladesh Project. Funded by USAID/Bangladesh, TB CARE II is a 5-year technical assistance project that will assist National Tuberculosis Control Programme (NTP) and implementing partner NGOs to strengthen DOTS, Programmatic Management of MDR-TB, TB/HIV, and Health Systems Strengthening. The TL will supervise a team of technical staff and will plan, manage and coordinate the implementation of TB CARE II Bangladesh project activities. Specific responsibilities include: liaise with USAID/Bangladesh, NTP, Global Fund, and sub-recipients, to plan and coordinate implementation of the project activities; providing strategic and technical vision to the project; identify project technical assistance needs; take lead in designing and operationalizing the annual project planning cycle; provide professional guidance and technical input in the development of work plans in consistent with national program needs and project objectives; coordinate approval of work plan and budget, the implementation and performance monitoring plan, and sub-agreements; monitor implementation of project performance, deliverables and timeline; work with NTP to promote new learning/approaches in Bangladesh, develop periodic reports, and tracking budgets and expenditures. He/she will be capable of engaging policy makers regarding the needs and capacity of the TB control program.

Candidates with medical and/or advanced public health education and minimum six years of experience in planning, capacity on concess building, managing and coordinating TB control project is required. Sound understanding of Bangladesh TB control program, issues and challenges is essential. Experience in working with NTP and familiarity with USAID programming policies, and project-based financial management are also required. Excellent written and spoken communication skills in English and computer knowledge are essential. Interested candidates shall e-mail a cover letter and current CV to kchakraborty@urc-chs.com by April 30, 2011.

URC is proud to be an Equal Employment Opportunity employer. We value and seek diversity in our workforce.

