

# Rape of schoolgirl sparks protest in Panchagarh

OUR CORRESPONDENT, *Thakurgaon*

Students, teachers, guardians and public representatives at Tunirhat village under Panchagarh Sadar upazila formed a human chain at Chowrangi intersection of Panchagarh district town on Sunday demanding arrest and punishment of a culprit who raped a primary schoolgirl.

They also brought out a procession in the town and placed a memorandum to deputy commissioner Banamali Bhoumik.

Police said the 10-year-old daughter of Rabiul Alam of Tunirhat village and class-V student of Kajaldighi Tunirhat Government Primary School, went out to bring dried

clothes from a bamboo fence near her house on June 22.

As she was alone, Ahsan Habib, 18, son of Osman Gani of the same village took the girl to his house and raped her there.

After the incident, the culprit asked the girl not to disclose the matter and threatened to kill her.

But the girl told the matter to her mother. The next day, victim's father filed a rape case accusing Ahsan Habib and his fellow Abdus Sattar with Panchagarh police station.

"We have launched drives to arrest the culprit who has gone into hiding," said SI Din Mohammad, investigation officer (IO) of the case.



Teachers, students and guardians form a human chain at Chowrangi intersection in Panchagarh town on Sunday demanding arrest and punishment of the culprit who raped a schoolgirl at Tunirhat village on June 22.

PHOTO: STAR

# Teenage boy arrested with arms, bullets

OUR CORRESPONDENT, *Tangail*

Police arrested a teenage boy along with a foreign made magazine at Deohata in Mirzapur upazila yesterday.

Habibullah Sarker, OC of Mirzapur police station said, acting on secret information, police were searching different vehicles at Deohata on Dhaka-Tangail highway from early morning.

After sometime, police halted Benazir Ahmed, 19, son of Mozibor Rahman of

Kaliganj village under Shibganj PS in Chapainawabganj district, on suspicion. They challenged him as he was passing the area in a bicycle and trying to avoid police search.

They recovered 100 bullets kept inside the tube of the bicycle wheel and a 7.6 mm foreign pistol and a magazine from his possession.

Police said Benazir is an arms peddler. He confessed to police that he got down from a bus along with the bicycle on his way to Dhaka.

## VACANCY ANNOUNCEMENT

Advertisement for National Level Positions

The Government of the People's Republic of Bangladesh (GoB), with financial assistance from The World Bank (WB) has been implementing the innovative **Employment and Livelihood Improvement "Nuton Jibon" Project (IDA Credit No 4757-BD)** through **Social Development Foundation (SDF)** with the objective of providing assistance to the vulnerable communities in different districts of the country such as Pirojpur, Barguna, Patuakhali, Bagerhat, Barisal, Gaibandha, Rangpur, Kurigram, Nilphamar, Dinajpur, Naoaganj, Sirajgonj, Jamalpur, Sherpur, Mymensingh, Sylhet and Sunamganj. SDF now invites applications for the following **National level positions** from Bangladeshis Nationals who are honest, qualified, highly experienced, motivated and willing to accept challenges to work for disadvantaged people particularly in the rural areas. The work involves for most of the positions travel frequently to the project areas.

- 1. Position : Senior Director-Programs (SDP): (Level-2) (1 position)**  
**Salary Scale:** 80,000-4,000 10-1,200,000 plus house rent and other allowances admissible under SDF Rules  
**Key responsibilities:** This is the second layer management position in SDF, reporting and be responsible to the Managing Director for day-to-day project implementation by the Regional, district and cluster teams and the community villages and functional coordination and monitoring of all programs. The position will require frequent field visits.  
**Minimum qualification, experience and competencies required:** Masters degree in any discipline preferably Social Science/economics/Agriculture with minimum 25 years working experience in development field, of which at least 15 years experience in senior management positions in implementing Community development/Rural development/poverty alleviation and similar projects/programs in Government/Autonomous bodies/Donor financed projects etc. Must have adequate knowledge and experience in administrative, financial and project management and should be computer literate.
- 2. Position : Director, Finance & Procurement : (Level-3) (1 position)**  
**Salary Scale:** 50,000-2,000 5EB2,500 5-72,500 plus house rent and other allowances admissible under SDF Rules  
**Key responsibilities:** This is a part of the third layer (level-3) management position in SDF, reporting to and assisting the Managing Director in the area of Finance, accounting and procurement. Assisting the MD in setting financial management and Accounting standard and be responsible to prepare budgets, budgetary control and all required financial statements. The Director ( F&P) is the Guardian of Financial rules and Manual  
**Minimum qualification, experience and competencies required:** FCA/ Masters in Accounting/Finance from a reputed University or any relevant discipline and working experience of at least 20 years of which 15 years in Senior Financial Management positions in Government/Autonomous bodies/poverty alleviation programs/Donor financed projects etc.
- 3. Position : Director, Human Resource & Administration: (Level-3) (1 position)**  
**Salary Scale:** 50,000-2,000 5EB2,500 5-72,500 plus house rent and other allowances admissible under SDF Rules  
**Key Responsibilities:** This is a part of the third layer (level-3) management position in SDF, reporting to and assisting the Managing Director in implementing HR Policy and Manual. Develop Administrative Rules, Guidelines and handbooks including vehicle use policy and assisting MD in staff recruitment, promotion, disciplinary proceedings, staff grievance redress handle mechanism and be the custodian of all assets of SDF.  
**Minimum qualification, experience and competencies required:** MBA/ Masters degree in H.R./M/Management/Management or other related discipline with at least 20 years experience, of which 15 years in Senior Management positions in Government/Autonomous bodies/poverty alleviation programs/Donor financed projects etc. Post graduate Diploma in Personnel Mgt./HR management will be treated as additional qualification.
- 4. Position: Director, Governance and Accountability: Level-3 (1 position)**  
**Salary Scale:** 50,000-2,000 5EB2,500 5-72,500 plus house rent and other allowances admissible under SDF Rules  
**Key Responsibilities:** This is a part of the third layer (level-3) management position in SDF, reporting to and assisting the Managing Director in ensuring Good Governance in the areas of Procurement, Financial Management, Community Participation and community program implementation, Project Monitoring and Supervision. S/he will be responsible for designing and implementing Governance & Accountability Action plan (GAAP).  
**Minimum qualification, experience and competencies required:** Masters degree in any discipline preferably Social Science/Economics/Agriculture/ with minimum 20 years working experience in development field, of which at least 15 years experience in senior management positions in implementing Community development/Rural development/poverty alleviation and similar projects/programs in Government/Autonomous bodies/Donor financed projects etc.
- 5. Position : Manager, Finance (Village fund) : Level-4 (1 position)**  
**Salary Scale:** 35,000-1,400 5EB1,600 5-50,000 plus house rent and other allowances admissible under SDF Rules.  
**Key responsibilities:** This is a mid-level Financial management position assisting the Director, Finance in all matters related to Fund management for Village communities and release funds to them through Regions in accordance with Community Operation Manual and Fund management guidelines.  
**Minimum qualification, experience and competencies required:** Masters degree in Commerce/Accounting / MBA in Accounting with 10 years' experience in accounts and financial activities in independent management level positions.
- 6. Position : Manager, Administration: Level-4 (1 position)**  
**Salary Scale:** 35,000-1,400 5EB1,600 5-50,000 plus house rent and other allowances admissible under SDF Rules.  
**Key responsibilities:** Manage all aspects of Administration and assist the Director, H.R. & Administration in designing Rules and guidelines pertaining to Administration, logistics and inventory management. Provide hands on training to Administrative staff at Regional, district and cluster level to ensure efficiency at all levels of Administration in SDF.  
**Minimum qualification, experience and competencies required:** Masters degree in Commerce/ Masters in any discipline with 10 years relevant experience in HR & Administrative activities.
- 7. Position : Manager, Human Resource Development : Level-4 (1 position)**  
**Salary Scale:** 35,000-1,400 5EB1,600 5-50,000 plus house rent and other allowances admissible under SDF Rules.  
**Key responsibilities:** This is a mid level management position in SDF, reporting to and assisting the Director, H.R. & Admin. in implementing HR Policy & Manual and in all matters pertaining to management of Human Resources in SDF, their capacity building, recording of HR database and files and records relating to recruitment, deployment, transfer, promotion and dealing with disciplinary cases.  
**Minimum qualification, experience and competencies required:** Masters degree in Social Science/ H.R. Management or other related discipline/ MBA in HRM. At least 10-15 years relevant experience in managing Human Resource in large organization/Government departments/Autonomous Organizations/ Donor Financed Projects. Diploma in Personnel/HR management will be treated as additional qualification.
- 8. Position : Manager, Information Technology (IT) : Level - 4 (1 position)**  
**Salary Scale:** 35,000-1,400 5EB1,600 5-50,000 plus house rent and other allowances admissible under SDF Rules.  
**Key responsibilities:** Working with and reporting to the Director, Monitoring & learning, the incumbent will remain responsible for providing safe and secure operating environment of IT assets and MIS related Hardware, Software and Network components. Scheduling upgrades and security backups of hardware and software systems; Researching and installing new systems; ensuring the smooth running of all ICT systems, including anti-virus software, print services and email provision.  
**Minimum qualification, experience and competencies required:** Bachelor Degree in Computer Science with 12 years or Masters Degree in any discipline with proven expertise in IT with 10 years working experience on designing and developing Project Tracking system, Financial Software and Payroll system. Must have experience in Visual Basic Dot.NET & Cake-PHP experience is desirable. Experience on handling MySQL database. Knowledge on LAN, HDD and Skill in various computer applications and troubleshooting is desirable.
- 9. Position : Manager, Information, Education & Communications : Level - 4 (1 position)**  
**Salary Scale:** 35,000-1,400 5EB1,600 5-50,000 plus house rent and other allowances admissible under SDF Rules.  
**Key responsibilities:** Working with and reporting to the Director, Monitoring and Learning, develop IC strategies with regard to institutional and grassroots communications, Supervise IC consultants at Regional level and the implementation of the component. Arrange process and impact evaluation of communication initiatives, serve as IC resource for SDF.  
**Minimum qualification, experience and competencies required:** Masters degree in Information and Communication, Journalism, Fine Arts or any Social Science or any relevant discipline. At least 10 years experience, working with IEC project. Knowledge on CDD project, experiences particularly on Women Empowerment focused project, sound knowledge on Information and Communication aspect particularly on any Graphics Software, Photo Editing etc. will be given preference.
- 10. Position : Coordinator, Appraisal and Monitoring Team (AMT) : Level - 4 (1 position)**  
**Salary Scale:** 35,000-1,400 5EB1,600 5-50,000 plus house rent and other allowances admissible under SDF Rules.  
**Key responsibilities:** Working with and directly reporting to the Managing Director, s/he is the Guardian of Appraisal and Compliance Check of Community Operational Manual (COM) and Appraisal Manual, S/he will provide leadership to about 6 Regional Appraisal and Monitoring (RAMT) teams in Planning of appraisals for various installments of project funds across various districts and reporting for them.  
**Minimum qualification, experience and competencies required:** Masters degree in any discipline with at least 10 years experience in Appraisal and Monitoring of Village/community Funds provided by Multinational Agencies/Donor Financing in large organizations and preparation of monthly, quarterly and annual reports.
- 11. Position : Managers, Mobile Capacity Building Cell : Level - 4 (2 positions)**  
**Salary Scale:** 35,000-1,400 5EB1,600 5-50,000 plus house rent and other allowances admissible under SDF Rules  
**Key responsibilities:** Playing a key role in developing capacity of SDF staff at all levels and those of the village community, the Managers of CB Cell will report to the Senior Director Programs and be responsible for analyzing training/learning needs of SDF staff and those of the communities; Design and implement training strategy, curriculum and materials for different audiences based on the Community Operational Manual (COM), in consultation with relevant departments at SDF HQ and the Regional Directors.  
**Minimum qualification, experience and competencies required:** Masters degree in Social Science or any other relevant discipline with minimum 15 years experience in designing/implementing/organizing/delivering/evaluating training and capacity building activities in large organizations.
- 12. Position : Specialist, Livelihoods : Level - 4 (1 position)**  
**Salary Scale:** 35,000-1,400 5EB1,600 5-50,000 plus house rent and other allowances admissible under SDF Rules.  
**Key responsibilities:** Reporting to the Senior Director, Program, the position requires assisting in implementing guidelines for field teams and communities in implementing livelihood programs. Perform market analyses/opportunities assessments at the local, regional, and national level to generate information for communities on the potential of different livelihood options and their local resource base.  
**Minimum qualification, experience and competencies required:** Masters degree in Business Studies/Agriculture/Commerce /Economics/ Finance with minimum 10 years experience in the relevant field, especially dealing with the private sector agencies in developing products and markets.
- 13. Position : Specialist, Youth & Employment : Level - 4 (1 position)**  
**Salary Scale:** 35,000-1,400 5EB1,600 5-50,000 plus house rent and other allowances admissible under SDF Rules.  
**Key responsibilities:** The incumbent is responsible for capacity building for smooth implementation of youth and employment strategies in "Nuton Jibon" working areas in order to motivate and mobilize unemployed youth towards assuring skill development and employment.  
**Minimum qualification, experience and competencies required:** Masters degree in Social Science or any other relevant discipline with 10 years of experience of which at least 8 years of relevant experience in working with youth and employment providers at the rural setting, must have aptitude for working with poor young men and women in village communities.
- 14. Position : Specialist, Environment, Climate change & Risk Reduction: Level - 4 (1 position) :**  
**Salary Scale:** 35,000-1,400 5EB1,600 5-50,000 plus house rent and other allowances admissible under SDF Rules.  
**Key responsibilities:** Reporting the Senior Director, Program, the incumbent is responsible to identify environmental factors impacting the poor; recommend to the Monitoring, Evaluation, and Learning Specialist, adapt the current Environmental Manual (EM) to the projects' needs and incorporate the EM into the larger Community Operational Manual in collaboration with the Information, Education, and Communications (IEC) Specialist.  
**Minimum qualification, experience and competencies required:** Masters degree in Environmental Science, Economics or Engineering; Natural Resources with minimum 10 years experience in the environmental field and excellent knowledge of the sector.
- 15. Position : Specialist, Community Finance : Level - 4 (1 position) :**  
**Salary Scale:** 35,000-1,400 5EB1,600 5-50,000 plus house rent and other allowances admissible under SDF Rules.  
**Key responsibilities:** Reporting to the Senior Director, Program, the incumbent is responsible to identify innovative norms, rules and model for sustainable community finance which includes savings and lending, mechanisms for record keeping, loan tracking and monitoring. Develop community friendly implementation strategies based on a participatory approach.  
**Minimum qualification, experience and competencies required:** Masters in Social Science or any relevant discipline with minimum 10 years experience in Micro- credit/community financing and experience of working with Large GO/NGOs and community organizations.
- 16. Position : Governance & Accountability Officer : Level - 5 (1 position)**  
**Salary Scale:** 28,000-1,200 5EB1,350 5-40,750 plus house rent and other allowances admissible under SDF Rules.  
**Key responsibilities:** The incumbent, assisting the Director, Governance and Accountability is responsible for implementing various downward accountability tools and methods as developed by the project, identifying risk areas of good governance and accountability and prepare risk mitigation plan thereof.

**Minimum qualification, experience and competencies required:** Masters degree in Social Science or any other discipline with minimum 8 years experience having special ability of advocacy and analysis to bring out workable options with special reference to rights of the rural poor man and women.

**17. Position : Procurement Officer : Level - 5 (1 position)**  
**Salary Scale:** 28,000-1,200 5EB1,350 5-40,750 plus house rent and other allowances admissible under SDF Rules.  
**Key responsibilities:** The incumbent is responsible for planning and implementing Procurement plans at National level office carrying out procurement keeping record and documents of ongoing and completed procurement, assist in preparing procurement action plan for regional office in coordination with Manager, Procurement and in facilitating procurement training at community level and its implementation.

**Minimum qualification, experience and competencies required:** Masters degree in Business studies/Commerce / Social Science / Graduate Engineer or any other relevant discipline with 8 years experience in implementation of procurement activities. Knowledge of Public Procurement Rules (PPR) and World Bank procurement guidelines is essential.

**18. Position : Accounts Officer : Level - 5 (2 positions)**  
**Salary Scale:** 28,000-1,200 5EB1,350 5-40,750 plus house rent and other allowances admissible under SDF Rules.  
**Key responsibilities:** The incumbent is responsible to the Manager of Finance department in maintaining all books of accounts and ledgers, be the custodian of Petty/ Control Cash, disbursement against approved payment, maintain Advance Registers and other subsidiary ledgers, deposit of Tax deducted at source and maintain registers, coordinate/pursue Release of funds from GOB and reimbursement of fund from IDA

**Minimum qualification, experience and competencies required:** Masters in Finance / Accounting with 8 years experience in Accounting & Financial Management activities, in large organizations/donor financed projects.

**19. Position : HR / HRD Officer : Level - 5 (1 position)**  
**Salary Scale:** 28,000-1,200 5EB1,350 5-40,750 plus house rent and other allowances admissible under SDF Rules.  
**Key responsibilities:** Reporting to the Manager, H.R and working closely with the departments implement H.R. policies and procedures; recruiting staff. Maintaining computerized HRM related database of all employees and newly recruits.  
**Minimum qualification, experience and competencies required:** MBA (Major in HRM) or Masters degree in related discipline with at least 8 years experience in HR in any reputed organization/development department/donor financed projects. Knowledge and experience in handling personnel appraisal system will be added qualification.

**20. Position : Staff Learning & Performance Management (SLPM) Officer : Level - 5 (1 position)**  
**Salary Scale:** 28,000-1,200 5EB1,350 5-40,750 plus house rent and other allowances admissible under SDF Rules.  
**Key responsibilities:** Reporting to HR Manager the SLPM officer is expected to assist the H.R. department in developing policies on issues such as Working Conditions, Performance Management, Equal Opportunities, Disciplinary procedures and absence management of H.R. Manager. To assist in ensuring timely recruitment of required level/quality of management staff, other business lines staff, in order to meet business needs.

**Minimum qualification, experience and competencies required:** MBA (Major in HRM) or Masters degree in related discipline. At least 8 years experience in the relevant field in large Organizations/ corporate bodies or donor financed development projects; knowledge and experience in documentation, handling of group insurance and CP Funds issues will get additional preference.

**21. Position : Information Technology (IT) Officer : Level - 5 (1 position)**  
**Salary Scale:** 28,000-1,200 5EB1,350 5-40,750 plus house rent and other allowances admissible under SDF Rules.  
**Key responsibilities:** Assist Manager, IT for ensuring safe and secure operating environment of IT assets and MIS related Hardware, Software and Network components. Support the Manager, for MIS efforts within SDF including data administration and Trouble-shooting computer problems.

**Minimum qualification, experience and competencies required:** Bachelor Degree in Computer Science with 8 years or Master Degree in any relevant discipline with 6 years proven expertise in IT. Relevant experience on designing and developing of Project Tracking system, Financial Software and Payroll system; experience in Visual Basic Dot.NET & Cake-PHP experience is desirable; experience in handling MySQL database. Knowledge on LAN and HDD is preferable.

**22. Position : Management Information System (MIS) Officer : Level - 5 (1 position)**  
**Salary Scale:** 28,000-1,200 5EB1,350 5-40,750 plus house rent and other allowances admissible under SDF Rules.  
**Key responsibilities:** Support Manager, MIS on preparing and modifying SDF-MIS system, update SDF Website and help to redesign the Website as per requirement of SDF as per project need and prepare different types of reports, establishing and operationalizing the existing MIS to suit the requirement of SIPP-II, ensure MIS fully capture and reflects the accurate information from the Village Matrix.

**Minimum qualification, experience and competencies required:** Masters in Computer Science in Management Information Systems with 6 years experience or Graduate in Computer science/ Engineering with specialization in Information Management (IM) with 8 years experience.

**23. Position : Monitoring, Evaluation & Learning (ME&L) Officer : Level - 5 (1 position)**  
**Salary Scale:** 28,000-1,200 5EB1,350 5-40,750 plus house rent and other allowances admissible under SDF Rules.  
**Key responsibilities:** Assist Manager, ME&L in designing and implementing monitoring, evaluation and learning systems for the project; Responsible for regular monitoring of progress against targets, addressing and resolving issues related to process monitoring.

**Minimum qualification, experience and competencies required:** Master's degree in Economics, Statistics or Social Science from reputed University with training/practical experience in Monitoring project performance and documenting learning. At least 8 years relevant experiences in the field of monitoring and evaluation particularly in Social Development/community development projects. Knowledge on Process Monitoring activities is preferable.

**24. Position : Program Officer (for MD) : Level - 5 (1 position)**  
**Salary Scale:** 28,000-1,200 5EB1,350 5-40,750 plus house rent and other allowances admissible under SDF Rules.  
**Key responsibilities:** Working as Staff Officer (of MD) and reporting to the Managing Director, the incumbent shall ensure efficient and effective internal and external communication by helping in and follow up of instructions given to different management level staff, taking care of proper filling and documentation of all e-mails and important correspondences. Assist the MD in communicating with Government Organizations, NGOs and other concerned departments.

**Minimum qualification, experience and competencies required:** Masters degree in any discipline with at least 8 years experience in working as staff officer to Heads of departments/corporations/large organizations implementing development projects/programs and secretarial support service. Must be computer literate.

**25. Position : Program Officer (for Senior Director, Program) : Level - 5 (1 position) :**  
**Salary Scale:** 28,000-1,200 5EB1,350 5-40,750 plus house rent and other allowances admissible under SDF Rules.  
**Key responsibilities:** Working as Staff Officer (of Senior Director Programs) and reporting to him, the incumbent shall ensure efficient and effective internal and external communication, keeping all confidential documents properly protected. Prepare and fixes appointments, and assist the SDP in communicating with the MD and the Regional and District levels.

**Minimum qualification, experience and competencies required:** Masters degree in any discipline with at least 8 years experience in working as staff officer to Heads of departments/corporations/large organizations implementing development projects/programs and secretarial support service. Must be computer literate.

**26. Position : Program Assistant ( for Senior Director, Programs and other Directors): Level 7 - (5 positions) :**  
**Salary Scale:** 16,000-800 5EB875 5-24,375 plus house rent and other allowances admissible under SDF Rules.  
**Key responsibilities:** Reporting to SDP and respective Director, the incumbent is responsible for office management in order to provide support in maintaining all up to date records, files and support all other activities as may be assigned to him/her. Must be computer literate. Knowledge and experience in secretarial support service is desirable.

**Minimum qualification, experience and competencies required:** Masters in any Discipline with 5 years experience or Bachelor degree in Social Science or any other discipline with 6 years experience in office management support, excellent computer skill and reasonably good typing speed.

**27. Position : Accountant : Level - 7 (2 positions)**  
**Salary Scale:** 16,000-800 5EB875 5-24,375 plus house rent and other allowances admissible under SDF Rules.  
**Key responsibilities:** The incumbent is responsible for maintaining all pertinent books of accounts, making payment of all general services bills, maintaining proper records. Assist the Accounts officer in all matters relating to Accounts and financial management.

**Minimum qualification, experience and competencies required:** Masters degree in commerce/Accounting with 5 years experience or Bachelor degree in commerce preferably in Accounting with 6 years relevant experience, particularly in maintaining accounts and funds in Development Organizations.

**28. Position : Admin. Assistant : Level - 7 (1 position)**  
**Salary Scale:** 16,000-800 5EB875 5-24,375 plus house rent and other allowances admissible under SDF Rules.  
**Key responsibilities:** Reporting to the Administrative officer, remain responsible for all issues/matters pertaining to Admin and HR department in terms of filing, recording and maintaining files and records, correspondences of HR and Admin department.

**Minimum qualification, experience and competencies required:** Masters in any discipline with 5 years experience or Bachelor degree with 6 years experience in Administrative & HR activities.

**29. Position : Appraisal & Monitoring Team (AMT) Assistant : Level - 7 (1 position)**  
**Salary Scale:** 16,000-800 5EB875 5-24,375 plus house rent and other allowances admissible under SDF Rules.  
**Key responsibilities:** The incumbent will work with the Appraisal and Monitoring Coordinator and be responsible for receiving and registering proposals for all kinds of village development fund. S/he will maintain a database of all Nuton Jibon Project Fund proposals appraised by the Regional Appraisal and Monitoring Team and prepare official communication required by Appraisal Coordinator.

**Minimum qualification, experience and competencies required:** Masters in any discipline with 5 years experience or Bachelor degree in Social Science or any other discipline with 6 years relevant experience, particularly data processing and analyzing, minimum speed (25 wpm in Bangla and 35 wpm in English) and excellent drafting skills in both languages.

**30. Position : Data Entry Operator: Level - 8 (1 position)**  
**Salary Scale:** 9,800-600 5EB650 5-16,050 plus house rent and other allowances admissible under SDF Rules.  
**Key responsibilities:** The incumbent is expected to be able to manage various data and generate information in order to produce reports as required by the office. S/he will be able to handle email, LAN and be a trouble shoot of basic problem of computer hardware, software and LAN.

**Minimum qualification, experience and competencies required:** Bachelor Degree in any discipline with 3 years practical experience as a data entry operator/Computer Operator, Skilled in Ms Word, Ms Excel and Access. Knowledge on e-mail, internet, LAN etc. Knowledge on Troubleshooting of computer hardware, software and LAN are desirable.

**31. Office Assistant: Level - 8 (2 positions):**  
**Salary Scale:** 9,800-600 5EB650 5-16,050 plus house rent and other allowances admissible under SDF Rules.  
**Key responsibilities:** The incumbent is expected to be able to manage various office administration on all issues/matters pertaining to concerned department in terms of filing, recording and maintaining files and records.

**Minimum qualification, experience and competencies required:** Bachelor Degree in any discipline with 3 years practical experience in office management. Skilled in Ms Word, Ms Excel and Access. Knowledge on e-mail, internet, LAN etc. Knowledge on Troubleshooting of computer hardware, software and LAN are desirable.

**32. Receptionist / Front Desk Assistant : Level - 8 (1 position)**  
**Salary Scale:** 9,800-600 5EB650 5-16,050 plus house rent and other allowances admissible under SDF Rules.  
**Key responsibilities:** The incumbent is expected to be able to manage visitors, receipt and dispatch of letters/documents from/to ministries, World Bank and different SDF offices, office administration on all issues/matters pertaining to filing, recording and maintaining files and records.

**Minimum qualification, experience and competencies required:** Bachelor Degree in any discipline with 3 years practical experience in office management. Skilled in Ms Word, Ms Excel and Access. Knowledge on e-mail, internet, LAN etc. Knowledge on Troubleshooting of computer hardware, software and LAN are desirable.

**General Conditions:**  
 • Salary Scale subject to review by the Governing Body of SDF from time to time.  
 • Language and Computer Skill: For all positions, excellent communication skills, written and oral, both in Bangla and English is a must. For all positions, basic computer knowledge is mandatory.  
 • Application Format: Interested persons are requested to send their application with CV duly signed (mentioning mobile number and E-mail address, if available) along with 3 (three) copies of recent passport size photographs. For details about SDF and duties and responsibilities, please visit SDF's website ([www.sdfbd.org](http://www.sdfbd.org)). Candidates may download the Application/CV format from SDF's website.  
 • The selected candidates must be prepared to undertake regular field visits, and interact with communities.  
 • Applicants are suggested not to attach any certificates with the application. They will be required later.  
 • Candidates should write the position applied for on the top of the envelope.  
 • Deadline and Submission: The interested candidates should send their applications along with CV and signature, with 3 (three) copies of recent passport size photos to the Managing Director, Social Development Foundations (SDF), House-4, Road-21, Sector-4, Uttara Model Town, Dhaka 1230 so as to reach on or before July 14, 2011. Only short-listed applicants will be called for tests.  
 • No TA/DA will be provided for appearing for these tests.  
 • Women are especially encouraged to apply.  
 • Convassing in any form will automatically disqualify the candidature.  
 • SDF reserves the right to accept or reject any application without assigning any reason.

**Md. Nurul Islam Sardar**  
 Managing Director