Government of Canada **High Commission of Canada** 

Gouvernement du Canada Haut-commissariat du Canada

#### EMPLOYMENT OPPORTUNITY

Position: Program Assistant (LE-04)

Starting Salary: 286,862 taka/year + housing allowance and benefits. Purpose: To establish an eligibility list of qualified candidate in anticipation of permanent and temporary employment

Resume: Provides functional administrative duties. Such duties involve: responding to telephone enquiries; explaining services and procedures; preparing correspondence; reviewing incoming documents for adherence to criteria and appropriate action; meeting client service standards; reviewing correspondence for appropriate action; coordinating travel for officers; preparing reports; entering data in a computer network; maintaining filing systems; provides interpretation between Bangla and English; translates text as necessary.

#### STATEMENT OF SELECTION CRITERIA

#### ESSENTIAL QUALIFICATIONS

**Education:** 

Graduation from a University recognised for its academic standards.

Language Requirements:

Fluent in Bangla, both written and oral. Very good in English.

Two years experience in a similar position, or acceptable combination of education and success in recent challenging activities or project related challenges that demonstrate the aptitude and skills needed for the position. Knowledge:

Knowledge of general office procedures and practices.

Abilities: Excellent ability to communicate orally and in writing in English and Bangla.

Excellent ability to analyze, evaluate and exercise sound judgement to determine a client's needs.

Excellent ability to plan, prioritize and organize.

Excellent communication and client service skills. Proficiency with spreadsheets.

Ability to work in a team environment and establish effective interpersonal relationships.

Ability to perform effectively under pressure. Ability to type 35 words per minute.

**Personal Suitability:** Initiative, aptitude, good judgement, integrity, tact, dependability and possessing the functional

ASSETS CONSIDERED

French language ability.

How to Apply: You must submit the following:

1. CV and;

2. Cover letter clearly indicating how you meet the listed screening requirements.

Failure to provide both items may result in the rejection of your application. Also please mark the subject of your email or your envelope Program Assistant LE 04 Competition.

**Conditions of Employment:** Must pass a security clearance.

Applications to be submitted in writing to the Human Resources Section, Canadian High Commission, Baridhara, Dhaka or by e-mail at dhaka-hr@international.gc.ca by 16:45hrs, Sunday, July 24. Please send only one application to the High Commission, otherwise your application may be rejected.

## IMMEDIATELY REQUIRED

A well established big Group of Companies involved in various business sectors now would like to expand its business into beverage industry. The management, led by a foreign team, is looking to recruit immediately some talented and experienced professionals in the following positions:

#### 1. Marketing Manager

- Male, age 35 years, At least 5 years of marketing experience in FMCG business preferably in beverage industry
- Masters in any discipline from a reputable university preferably MBA Strong analytical thinking & leadership, networking and interpersonal skills
- Capable to train & lead a professional marketing team
- Fluency in English and computer knowledge is a must

#### 2. Production Manager

- Male, age 35 years, Minimum 5 years experience in food & beverage industry, preferably in a multinational Food & Beverage Company
- Minimum Bachelor Degree in Food Science/Technology from a reputable University
- Understanding of GMP & HACCP, ISO for food & beverage processing Good understanding of local business laws & administration
- Fluency in written & spoken English Strong leadership & self driven personality to lead professional team

#### 3. QC & PA Manager

- Male/Female, max age 35 years, having experience 5 years at food & beverage industry with GMP & HACCP process. Understanding of Govt. regulations for food & beverage i.e. Halal regulation, waste control, etc.
- BSc/MSc in Chemistry/Pharmacy or Chemical Engineering, Fluent in English
- Independence & strong leadership quality. Self driven personality to lead the professional team.

#### 4. Maintenance & Utility Manager

- Male max age 35 years, experience 5-8 years at food & beverage industry processing, maintenance, automation PLC, Simmens, Power Electric Control System, service experience in mechanical production process background
- MSc/BSc in Electrical/ Mechanical Engineering
- Having experience in Plastic packaging process is a plus point Fluent in English, self driven personality to lead the professional team

#### 5. Production Planning & Inventory Control Manager (PPIC)

- Male, max age 35 years, having experience 5-8 years at food & beverage industry especially at PPIC Management.
- Bachelor/Master Degree in Food Science & Technology Fluent in English, self driven and high integrity

### 6. IT Assistant

- Male/Female, max age 30 years, 2/3 years of experience
- Diploma in Computer Science/Electrical Engineering
- Ability to manage the entire spectrum of IT operations (General Maintenance, Networking, Etc.) Work requires professional written & verbal communication and interpersonal skills.

#### 7. Accounts Officer

- Male, age 30 years, Minimum 2-3 years experience, Minimum Commerce Graduate
- Knowledge of maintaining proper Books & Accounts, opening L/C, etc. Computer knowledge (Word, Excel & Accounting Software)

#### 8. Executive Assistant

- Female, max age 30 years, with 3 years experience in similar position Candidate must possess at least a Diploma in Secretarial Science or equivalent
- Pleasant personality, responsible and mature thinking with good working ethics and
- attitude, high level of professionalism, integrity, confidentiality and loyalty Proficient in English both oral and written
- Computer knowledge (Word, Excel, Power Point, etc.)

#### 9. Assistant Purchase Officer

- Minimum 2 years experience,
  Minimum HSC or equivalent
- Good Ethics and attitude, high level of professionalism, integrity and loyalty.

Interested individuals may send in their CVs, within 15 days from the date of this publishment, to Box No.: A- 45, The Daily Star, 64-65, Kazi Nazrul Islam Avenue, Dhaka-1215, or Email to hrd.nfbl@yahoo.com

#### **TUITION WANTED**

BBA/MBA all subjects. At Gulshan, Banani, Baridhara preferable. Highly experienced in teaching as well as multinational jobs. Evan (MBA, IBA), 01711525186. C-954

3400 sft Duplex apartment at Basundhara R/A, East-South facing,, 5 Bed rooms, 2 Parking. 8854065/67,01714224882

#### কাপ্ততে ফ্লুগার্চ গভারিয়ায় ১১৮০, ১২৬০ ও ১২৪৫ বর্গফুটের নির্মাণাধীন সিপ্লেক্স ও ডুপ্লেক্স

ফ্ল্যুটি ব্যাংক লোন সুবিধাসহ ৩৬টি মাসিক কিন্তিতে বিক্রয়। ফোন # 0325888660, 0325886660 ব্যামলাতে ফ্লুগার্ট

#### কিন্তি সুবিধায় বিনিয়োগের সুযোগ/বরাদ চলছে। (योगीरयोगं : ०১৯১৪৪৯৬৬৩०, ०১৯১৪৪৯৬৬৬২

রাজ্যুক অনুমোদিত খোলামেলা, আবাসিক এলাকা

বায়তুদ আমান হাউজিং সোদাইটিতে লিঞ্চট,

জেনারেটর ও পার্কিং সুবিধাসহ বিভিন্ন বর্গফুটের ফ্লাট

রাজউক অনুমোদিত খিলগাঁও-এ জেনারেটর, भार्किः भारम**धा**त्र ७ काद्रनिक्**रे**, मुरिधामङ ১১০৫, ১১৭০, ১৩৫০ ও ১২৫৫ বর্গফুটের ফ্রাট ৩২টি মাসিক কিন্তিতে বিক্রয়। যোগাযোগ 0333884640, 0338886640b

### **Tuition Wanted**

SAT, GRE & Physics Abu Tareque-9112801 (R), 01817594357 C-896

#### To-Let

Two-storied independent house approximately 12,000sft (twelve thousand square feet) with huge lawn over 28 kathas of land at the prime location in Banani Model Town, Dhaka-1213, House No. 110, Road No. 27, Block-A. For details, please contact

Tele: 9894473, Mob: 01819901977. Mob: 01911352590 C-953 LUXURIOUS

READY FLAT FOR SALE @ North Gulshan

2268 sft & 4536 sft Road No. 68

Contact: 01937991445 01937991446

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balybd2@bangla.net. balybd@bangla.net.

One Of Our Stock-Lots Buyers Will Be Visiting Bangladesh From 17Th July, 11 And Looking To Buy Sweaters, Jogging Suits, Shirts, Girls Dresses, Boys 2 Or 3Pcs Sets, Ladies Tops, Jackets...... Etc. Factories & Suppliers Are Invited To Come To Our Office (As Per Below Address) With Samples & Other Details For Spot Decision.

Address: FORTUNE VALLEY (BD) LTD. House # 03, (3B Unit), Road # 06

Sector # 01, Uttara, Dhaka-1230, Bangladesh

Contact: Mr. Shazzad Hossain Cell: 01713 121374, E-mail: sales@fortune valleybd.com

বাংলাদেশ বিদ্যুৎ উন্নয়ন বোর্ড

**Bangladesh Power Development Board** Secretariat Bangladesh Power Development Board WAPDA Building (1st Floor) Motijheel C/A, Dhaka-1000

"বিদুৎ সাশ্রয়ী বাতি ব্যবহার করুন"

Fax: 9564765, 9551344

#### Notice of 2nd Amendment for **Bid Documents**

Memo No: 2054-PDB (Sectt.)/Dev.-197/2010 Dated: 12-07-2011

- Fenchuganj 100-150 MW Gas Fired Combined Cycle Power Project Invitation Ref. No. 1254-BPDB (Sectt.)/Dev. 197/2010, Dated: 21.04.2011
- Fenchuganj 100-150 MW Gas Fired Combined Cycle Power Project Notice of 1st Amendment Ref. No. 1759-BPDB

(Sectt.)/Dev. 197/2010, Dated: 07.06.2011

The date for submission of qualification statements and

proposals against bid documents has been extended up to August 07, 2011 instead of July 21, 2011. In this regard, some amendments have been made in the above bid documents. The amendments are available in the BPDB's website: http://www.bpdb.gov.bd.

Interested bidders intending to submit qualification statements and proposals to BPDB should check BPDB's website on a regular basis to ensure that they are familiar with any amendments or modifications to the bid documents, which amendments or modifications shall be binding on the bidders and their qualification statements and proposals.

### Md. Azizul Islam

Secretary Bangladesh Power Development Board

WAPDA Building (1st Floor) বিদ্যুৎ/জন-২২(৫)১৩/৭/১১ Motijheel C/A, Dhaka-1000 GD-3089

# णका कार्नेन्या**र**े २०४०

বর্গফুটের লাক্সারী ফ্র্যাট বিক্রয়। ফোন # ০১৯১৪৪৯৬৬৬৫, 1 ००१ थर्ब ४८४ ४५०

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and Washing sector.

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# VACANCY NOTICE



United Nations Development Programme in Bangladesh announces a vacancy for the post of

Communications Analyst (ICS-9/NOB) in the Country Office. The duration of the fixed term appointment contract is one year initially, subject to renewal on an annual basis upon satisfactory performance and availability of budget.

For details of the Job Description and instructions to apply, please visit our website: http://www.undp.org.bd/jobs. Applications should be submitted no later than Sunday, 31st July 2011.

Female candidates are particularly encouraged to apply.

A large and well-recognized 100% export oriented Sweater Industry is looking for expert professionals in the field of Knitting, Linking

## CHIEF TECNICIAN, QUALITY ASSURANCE

Candidate must have 8-10 years of experience in the relevant field with special emphasis on 100% "Lamb's wool and Fancy yarn". Must possess good academic background with good command in both written and verbal English.

Interested young energetic candidates may apply along with C.V & one copy of recent passport size photograph within 10 days to the following address:

RGR Sweater Ltd. Madhokhola Sripur, Gazipur, Dhaka

# 67, Naya Palton Size: 1328 sft. 0172 9076 744

Commercial Space Sale

#### Merchandiser Wanted An Experienced Merchandiser is Wanted For

Buying House. Applicants Who are Dynamic,

Energetic & Self Motivate For Procuring Order, Dealing With New Buyer Are Being Encouraged To Send C.V. Before or on 24.07.11 to Bellow Address- Shamol Krishna Roy, House No 486, 2nd Floor, Road-32, New DOHS, Mohakhali, Dhaka. SHANTA Shanta Denims Limited (SDL), an ISO certified 100% foreign

GROUP owned factory in Dhaka EPZ, apparel manufacturer for some world class buyers like Marks & Spencer, Dewhirst, Polo Ralph Lauren, American Eagle Outfitters etc. At SDL, employees are considered as the most valuable asset. With a negligible employee turnover, SDL is growing faster & faster and paying a deep respect for its clients and employees. As a consequence of this expression,

SDL is going to add more human assets to its resources. Position: Technician (Garment Advisor)

Requirements: Educational Qualification should be A Level.

 Should have training on Production Management Techniques. · Highly communication skill in English is required.

 Working experience with European buyer will be a plus. • Minimum 10 years experience in Garments Factory in Quality Assurance field.

Should be willing to work late hours for the interest of the factory.

Please send your CV along with a covering letter and recent passport size photograph to the HR, Shanta Denims Limited, Plot # 156 & 177, DEPZ, Ext. Ganakbari, Savar, Dhaka, Bangladesh on or before 24th July, 2011.

## Employment Opportunity Partex Denim Ltd. invites application to fill up the following positions:

#### 1. General Manager (Finance & Accounts) The incumbent will be responsible for profit planning and give

assistance to the Management in financing and investment decision and will report to the Managing Director through Director, Corporate Finance. Requirements:

FCA with 8-10 years of experience to handle multi-functions of a

manufacturing set-up, all matters related to fund management,

revenue generation, sourcing & budgetary control, Tax/VAT matters

#### and should have leadership quality with good communication skills.

2. Deputy General Manager (Finance & Accounts) Requirements:

ACA with 5-7 years of experience to handle multi-functions of a manufacturing set-up, all matters related to fund management, revenue generation, sourcing & budgetary control, Tax/VAT matters and should have leadership quality with good communication skills.

Attractive salary packages will be offered.

Candidates who meet the above requirements may apply with their résumé, photocopy of all educational and experience certificates and national ID on or before July 31, 2011.

Please mention 'name of the post applying for' on top of the envelope.

**HR & Administration Department** 

**PARTEX**, Corporate Office House # 37, Road # 1, Block # I Banani, Dhaka-1213

# **Career Opportunity in Financial Sector**

FIRST LEASE FINANCE & INVESTMENT LIMITED

First Lease Finance and Investment Limited (FLFIL); one of the Leading and established financial institutions is looking for capable, confident, hard working and enthusiastic individual, who are interested to build up the career in the Financial Sector that will prove him/her a challenging career with attractive salary and compensation for the following posts:

#### (1) Branch Manager & SVP:

The prospective candidates should be M.Com/MBA or with equivalent University Degree and should have at least 15 (fifteen) years working experience with at least 8 (eight) years experience as Branch In-Charge of any reputed Financial Institution (Leasing Companies)/Bank. The Candidates from other discipline having vast experiences in the same field are also encourage to apply.

#### (2) Manager (Operation) & VP:

The prospective candidates should be M.Com/MBA or equivalent University Degree and should have at least 12 (twelve) years working experience with at least 6 (six) years working experience in any reputed Financial Institution (Leasing Companies)/Bank. The Candidates from other discipline having vast experiences in the same field are also encourage to apply.

#### Additional Requirements:

The candidates should have the mentality to work any where in Bangladesh at the Branch Office of the company. The Candidates for all the posts should have sound and practical working experience in Computers Operations.

\* The above conditions may be relaxed for exceptionally deserving candidate(s).

#### Application Procedure:

Apply with an updated Resume, two passport size color photographs (recently taken), photocopies of all educational certificates and mark sheets along with experience certificate & professional certificates (if any), all duly attested, mentioning the name of the applied post on top of envelop and send it to:

"The Head of HRD"

First Lease Finance and Investment Ltd. Jahangir Tower (3rd Floor), 10, Kawran Bazar C/A, Dhaka 1215.

Application Deadline: 28th July, 2011 Only short listed Candidates will be called for interview.

Any personal persuasion would disqualify of the candidature