

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.
Experience:
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 skills.
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.

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

Tuition Wanted

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

TO-LET

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

কিস্তিতে ফ্ল্যাট

পেভারিয়ায় ১১৮০, ১২৬০ ও ১২৪৫ বর্গফুটের নির্মাণাধীন সিঙ্গেল ও ডুপ্লেক্স ফ্ল্যাট ব্যাংক লোন সুবিধাসহ ৩৬টি মাসিক কিস্তিতে বিক্রয়। ফোন # ০১৯১৪৪৯৬৬৬৭, ০১৯১৪৪৯৬৬৬৭

শ্রমসমনীতে ফ্ল্যাট

রাজউক অনুমোদিত বোলামোলা, আবাসিক এলাকা বায়তুল আমান হাউজিং সোসাইটিতে সিঙ্গেল, ডুপ্লেক্স ও পার্সি সুবিধাসহ বিভিন্ন বর্গফুটের ফ্ল্যাট কিস্তি সুবিধায় বিনিমোদে সুযোগ/বরাদ্দ লভ্য। বোলামোলা # ০১৯১৪৪৯৬৬৬০, ০১৯১৪৪৯৬৬৬২

খিলগাঁও-এ ফ্ল্যাট

রাজউক অনুমোদিত খিলগাঁও-এ জেনারেলের, পার্সি, প্যাসেঞ্জার ও কারলিফট, সুবিধাসহ ১১০৫, ১১৭০, ১৩৫০ ও ১২৫৫ বর্গফুটের ফ্ল্যাট ৩২টি মাসিক কিস্তিতে বিক্রয়। বোলামোলা # ০১৯১৪৪৯৬৬৬৭, ০১৯১৪৪৯৬৬৬৭

BALY Quality Apparel Hanger

For Europe & North American Market.
Wide Range of Hanger Collections.
Most Competitive Pricing.
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E-mail: infohangers@balybd.com, balybd1@bangla.net, balybd2@bangla.net, balybd@bangla.net

STOCK-LOTS / CANCELLED GOODS

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@fortunevalleybd.com

বাংলাদেশ বিদ্যুৎ উন্নয়ন বোর্ড
Bangladesh Power Development Board
Secretariat
Bangladesh Power Development Board
WAPDA Building (1st Floor)
Motijheel C/A, Dhaka-1000
Fax: 9564765, 9551344

"বিদ্যুৎ সশ্রমী বাতি ব্যবহার করুন"

Notice of 2nd Amendment for Bid Documents

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

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

2. 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)
Motijheel C/A, Dhaka-1000

বিদ্যুৎ/জন-২২(৫)১৩/৭/১১
GD-3089

ঢাকা কম্পানিমার্কেট ফ্ল্যাট

ঢাকা কম্পানিমার্কেটে ২০৮০ বর্গফুটের লাক্সারী ফ্ল্যাট বিক্রয়। ফোন # ০১৯১৪৪৯৬৬৬৫, ০১৯১৪৪৯৬৭০০।

Commercial Space Sale

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

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 GROUP
Shanta Denims Limited (SDL), an ISO certified 100% foreign 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, Kawan 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

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

ASSURANCE MONI GROUP

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

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.