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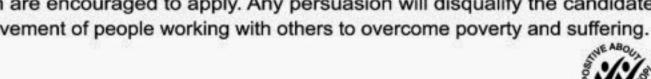
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TB CAREII BANGLADESH



CARRE OPPORTUNITY

GRANTS MANAGER

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Job Summary The Grants Manager is a senior position at the URC/Bangladesh country office,

responsible for management of sub-grants/sub-contracts under TB CARE II Bangladesh. The incumbent will take lead in all grant management functions including preparing sub-grant/sub-contract documentations, finalizing solicitations and ensuring that procurements are carried out following USAID rules and regulations. Developing NGO capacity in financial management, e.g., budget preparation, accounting and financial reporting is an important function of this position. He/she will closely work with URC HQ staff in timely disbursement of funds, ensure accuracy of advance requests and monitoring expenditures by NGOs.

Minimum Qualifications and Experience

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GREEN DELTA AIMS TOWER

Mohakhali C/A, Dhaka-1212

01711819473

Request for Proposal (2) Oxfam

Oxfam GB, an international humanitarian, non-government and non sectarian organisation working in Bangladesh since 1971 dedicated to finding lasting solutions to poverty and suffering around the world. We are looking for a suitable civil construction firm to carry out the interior renovation of the second floor of our Dhaka Office.

A copy of the proposed renovation plan along with other documents can be collected from

the Reception Desk of our office at House 4, Road 3, Block I, Banani, Dhaka 1213 during 10:00 AM-04:00 PM Sunday through Thursday from 13 February, 2012 to 20 February, 2012

by paying non-refundable BDT 500.00 (Taka five hundred only) by cash. Please bring a copy of your firm's trade license valid up to 30 June 2012 when you collect the documents. Deadline of submission of your proposal is 12:30 PM, 23 Feb 2012.

Oxfam GB, Bangladesh reserves sole rights to accept or reject any submission either wholly or partially without assigning any reason whatsoever.

Policy Officer

Based in Dhaka, Bangladesh

Oxfam is looking for a dynamic team player for its Country Programme. This is a

regular position. The incumbent will report to the Manager, Policy & Advocacy. An

amount of BDT 8,73,018 will be paid per annum gross with other benefits e.g. medical,

For more information and instruction please visit the following websites

www.oxfam.org.uk/jobs or www.bdjobs.com or www.prothom-alojobs.com

Search for job in ② Oxfam