

JOB OPPORTUNITY



UCEP Bangladesh

ISO 9001:2008

Underprivileged Children's Educational Program (UCEP) Bangladesh announces vacancy for the following regular positions:

- 1) Program Officer- Internal Audit
- 2) Deputy Program Officer- Internal Audit
- 3) Deputy Program Officer- Technical Education
- 4) Assistant Program Officer- Finance & Accounts
- 5) Procurement Officer

The duration of the employment contract is initially up to 31 December 2015, renewable upon satisfactory performance, mutual agreement and continuation of the programs.

For details job description, requirements and application instructions, please visit our website: www.ucepb.org or bdjobs.com (under NGO category). Application should be received no later than **17 November 2012**.

Only short listed candidates will be contacted

Government of the People's Republic of Bangladesh

Local Government Engineering Department
Office of the Upazila Engineer
Upazila: Gowainghat, District: Sylhet

Memo No. LGED/UE/Gowain/2011-2012/385

Date: 06-11-2012

Invitation for Tender (Works)

Tender Notice Number: 04/2012-2013

Sealed tenders are hereby invited from the eligible tenderers as defined in the tender documents for the undermentioned works as per terms and conditions stated below:

1. List of works:									
Sl No.	Group No.	Name of works	Estimated cost	Tender security (Tk)	Time for completion (days)	Price of tender documents (Tk)			
1	01	Construction of Towakul Union Parishad Complex Bhaban	88,71,505.00	2,60,000.00	270 days	2000/-			
2. Name of Project		Union Parishad Complex Bhaban	Construction Project (2nd Phase).						
3. Method of procurement		Limited Tendering Method (LTM).							
4. Source of funds		GOB							
5. Date, time and place of pre-tender meeting		Date: 26-11-2012, Time: 11:00am and Place: Office of the undersigned.							
6. Last date, time and places of selling tender documents		Date: 09-12-2012, Time: 5:00pm and Places: (a) Office of the undersigned. (b) The Project Director, Union Parishad Complex Bhaban Construction Project (2nd Phase), LGED, Dhaka. (c) The Deputy Commissioner, Sylhet. (d) The Executive Engineer, LGED, District: Sylhet. (e) The Upazila Engineer, LGED, Upazila: Jaintapur, District: Sylhet.							
7. Last date, time and places of receiving tender		Date: 10-12-2012, Time: 12:00 noon and Places: (a) Office of the undersigned. (b) The Deputy Commissioner, Sylhet. (c) The Executive Engineer, LGED, District: Sylhet. (d) The Upazila Engineer, LGED, Upazila: Jaintapur, District: Sylhet.							
8. Date, time and place of opening of tender		Date: 10-12-2012, Time: 3:00pm and Place: (a) Office of the undersigned.							
9. Tender shall be valid for a period of 120 days after tender opening and must be accompanied by the tender security specified above. Interested tenderers may obtain further information from the office of the undersigned and purchase the tender documents in cash/treasury chalan/bank draft from the places mentioned above. The tenderer or their authorized representatives are allowed to attend the opening of tenders. The authority reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.									

A.H. M Kamruzzaman
Upazila Engineer
Gowainghat, Sylhet

GD-4359



Career Opportunity

BRAC is one of the world's leading development organisations, dedicated to alleviate poverty and empower the poor. BRAC Human Rights and Legal Aid Services (HRLS) Programme is looking for competent and self-motivated individual for the following contractual position:

Programme Coordinator, Property Rights Initiative (PRI)

Job Description:

- Assist Director HRLS in strategic design, planning and implementation of PRI.
- Oversee implementation and keeping field activities on track.
- Coordinate PRI activities within HRLS and BRAC and ensure inputs from the relevant persons/units. Establish relations with knowledge sources on property/ land rights.
- Represent PRI at GO-NGO, CSOs, relevant networks, media etc. to disseminate project success, methods for higher synergy and replication.
- Ensure quality of legal aid services keeping close supervision and monitoring with colleagues, panel lawyers and other stakeholders.
- Modify design where needed, and incorporating new ideas and experience from grassroots, M&E and research findings.
- Design appropriate M&E and knowledge management systems.
- Overseen fund management, procurement and recruitment.
- Serve as focal point to donor, internal stakeholders (BRAC related units) and government agencies including NGO Affairs Bureau.
- Undertake regular reporting as outlined by donors and organize and oversee donor visits to Bangladesh and in the field.
- Develop MOU/ToR for external consultants to outsource research, advocacy and capacity building initiatives, recruit and assess performances of hired consultants.
- Develop strategies for advocacy campaign engaging key internal and external actors.
- Any other tasks as assigned.

Candidate Specification:

- Masters degree in Development, Management, Social Sciences, International Relations or equivalent from any recognized university with minimum 2nd division/ class/ CGPA 2.00 in all academic results.
- A degree in Law will be given preference.
- Experience in working with human rights and/or development, and land/property issues, programme coordination, implementation and management.
- Experience in dealing with grants, proposals and donor requirements.
- Experience in coordinating field, head office operations and liaising with donors with monitoring and evaluation (M&E).
- Minimum eight years of experience including substantial field experience.
- Report writing and communication skills in both Bangla and English.
- Must be willing to undertake extensive field travel.
- Computer literacy in terms of Microsoft Office and Outlook.

Job Location : BRAC Head Office, Dhaka (with frequent field visits).

Age : Maximum 55 years.

Salary : Negotiable.

Interested Individuals are encouraged to apply through online at: careers.brac.net

(No hard copy applications will be accepted for this position.)

Application deadline: November 24, 2012

Women are encouraged to apply

Only short listed candidates will be contacted through e-mail and SMS.

BRAC is an equal opportunity employer

বাংলাদেশ জাতীয় সংসদ সচিবালয়

প্রশাসন শাখা

উন্নত দরপত্র বিজ্ঞপ্তি

www.parliament.gov.bd

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Government of the People's Republic of Bangladesh

Local Government Engineering Department

Office of the Upazila Engineer

Kutubdia, Cox's Bazar

Corrigendum

Memo No. LGED/UE/KUTUB/PEDP-III/P-1/2012/408

Dated: 06/11/2012

This is to inform all concern that the Tender Notice No. 02/2012-2013 which has been floated vide Memo No. LGED/UE/KUTUB/PEDP-III/P-1/2012/391 Dated: 7-10-12 is hereby changed due to some unavoidable circumstances. All other terms and conditions shall remain unchanged.

Previous last date of selling	Current last date of selling	Previous last date of receiving	Current last date of receiving
13/11/2012	27.11.12	14/11/2012	28.11.12

Upazila Engineer

LGED, Kutubdia, Cox's Bazar

GD-4311



UCEP Bangladesh

(Transforms Underprivileged Children into Productive Human Resource)

REQUEST FOR PROPOSAL (RFP)

For

CONDUCTING STAFF COMPENSATION SURVEY

UCEP Bangladesh is a leading national NGO working for the gradual elimination of child labour and poverty in the society for the last four decades providing integrated general and vocational education (IGVE) and technical skills to the underprivileged urban working children throughout the country. It operates 53 Integrated General & Vocation (IGV) Schools and 10 Technical Schools in Dhaka, Chittagong, Khulna, Rajshahi, Barisal, Sylhet and Rangpur Metropolitan Cities and in Gazipur district with an enrolment of about 45,000. This large educational program is managed by a group of qualified, experienced and skilled employees. To recruit, develop and retain these employees, UCEP requires maintaining a competitive compensation package appropriately aligned with the local labour market. On that premise, UCEP requests for proposal from reputed local consultancy firms for conducting a comprehensive compensation survey on its behalf.

Interested Firms/Companies may send their proposal as per details requested at UCEP's website: www.ucepb.org to Director HRM, UCEP-Bangladesh, Head Office, Plot No.2& 3, Mirpur 2, Dhaka 1216, Bangladesh **latest by 5:30 p.m. 15th November, 2012**, in a sealed envelope superscripting "Proposal for Conducting Staff Compensation Survey".



Standard Bank Limited

Head Office : 122-124 Motijheel C/A, Dhaka

Vacancy Announcement

To enrich the winning team for materializing the consolidation and expansion program, Standard Bank Limited, a modern & leading bank in private sector, is now looking for self-driven and result oriented experienced banking individuals who posses sound professional skill, tested integrity, proven track record and well connected relationship with the business community for filling up the under mentioned positions.

The posts carry enormous dynamism and responsibilities in a challenging environment. We offer our employees excellent opportunities to accelerate their career at an optimum height.

Position: Company Secretary-SVP/EVP

Duties and Responsibilities:

- Advising the board on effective decision-making, legal and regulatory matters and risk management.
- Developing and overseeing the systems that ensure the company complies with all applicable codes, in addition to its legal and statutory requirements.
- Organizing & preparing agenda for board and committee meetings and annual general meetings (AGMs).
- Dealing with correspondence, collecting information and writing reports, ensuring decisions made are communicated to the relevant company stakeholders.
- Monitoring changes in relevant legislation and the regulatory environment and taking appropriate action.
- Liaising with regulators and advisers, such as lawyers and auditors.
- Acquainted fully with rules and regulations of regulatory bodies such as BB, SEC, DSE, CSE, CDL, RJSC and their submission of returns.

Required skills and experiences:

- Must have Masters in Business Studies from any accredited University with no 3rd Class at any level (Professional qualification as ICSA/CA/ACCA/ICMA/Law will be given preference).
- Minimum 21 years of Banking Experience preferably in Board & Company affairs with at least 2 years of experience in equivalent positions.
- Must be well conversant with rules and regulations of Bangladesh Bank, SEC, CDL, RJSC, DSE, CSE and submission of returns to those regulatory authorities.
- Candidates should be well acquainted with the activities of Merchant Banking and in-depth knowledge of CDL and Banking Software.
- Good inter-personal skills and strong communication competencies both oral and written in Bengali & English.
- Age not over 50 years (as on 31.10.2012), reliable to highly deserving candidates.

Position: CEO for SBL Securities Ltd.

Duties and Responsibilities:

- Develop and implement strategic programs to achieve significant increase in Stock Exchange transaction for purchase and sale of shares in the portfolio of the clients.
- Maintain constant liaison with the SEC, stock exchanges, merchant banks and other related bodies.
- Supervise and monitor the procedure of opening Investors' Accounts and counseling of investors on investment in primary and secondary market.
- Devise investment products for portfolio A/C holders.

Required skills and experiences:

- Must have Masters in Business Studies from any accredited University with no 3rd Class at any level.
- Professional qualification as ICSA/CA/ACCA/ICMA will be given preference.
- Minimum 10 years of working experience in reputed organizations that provide capital market services.
- Must be well conversant with rules and regulations of Bangladesh Bank, SEC, CDL, RJSC, DSE, CSE and submission of returns to those regulatory authorities.
- Candidates should be well acquainted with the activities of capital markets and in-depth knowledge of CDL and portfolio management Software.
- Good inter-personal skills and strong communication competencies both oral and written in Bengali & English.

Position: Manager-VP/SVP/EVP (For A.D & Corporate Branches at Dhaka/Chittagong)

Duties and Responsibilities:

- Provide leadership, guidance and training to develop management personnel, and ensure the efficient achievement of business goals and objectives.
- Maintain the responsibility of Branch Management, Banking Operations and Business Development.
- Keep good relationship with current and prospective customers.

Required skills and experiences:

- Must have Masters in any discipline (preferably in Business Studies) from any accredited University with no 3rd Class at any level.
- Minimum 18 years (for SVP)/21 years (for EVP) of experience in Bank Service with at least 5 years as Branch Manager (Working experience at A.D & Foreign Exchange Branch as Manager will be given preference).
- Excellent professional knowledge in banking especially General Banking, Credit Risk Management, Foreign Exchange business operations, etc.
- Excellent professional demeanor reflecting analytic abilities and sensible thinking in decision making.

Position: Public Relations Officer (PRO) (AVP/SAVP)

Duties and Responsibilities:

- Develop and implement strategic PR Programs to achieve significant increase in Banking Business.
- Maintain constant liaison with Print and Electronic Media.

Required skills and experiences:

- Must have Masters in Journalism, mass communication, Public Relations or any other relevant subjects such as International Relations, Business Administration, etc. from any accredited University with no 3rd Class at any level.
- Minimum 10 years of experience in a public relation agency, corporate/marketing communications field, journalism preferred. Publications on topics related to banks/financial institutions will add an extra advantage for the post.
- If the applicant is a Banker & applies for the post in either of the grades (AVP/SAVP), he must have 03(Three) years & above banking experience in the previous grade.
- Must have well contact with Govt., semi-Govt