



Organization	Islamic Relief Bangladesh
Head Office Address	Bangladesh Country Office: House # 10, Road # 10, Block-K, Baridhara, Dhaka-1212, islamicrelief.org.bd
Vacancy Title	Admin & Logistics Officer
Number of Vacancies	1
Working Place	Hatiya, Noakhali
Project Name	Rohingya Children aged 3-18 receive gender-responsive, inclusive education (Early Childhood Education & Myanmar Curriculum) in Bhasanchar, Phase- II
Program Name	Humanitarian Crisis Response Programme
Nature of Role, Nationality	Project Staff
Employment Status	Full time
Contract Duration	Initially for six months, upon review & Satisfaction, it will be extended.
Monthly Salary	BDT 83, 956, Consolidated
Benefits & Allowances	Mobile bill, Tour allowance/Per-diem, Provident fund, Weekly holidays, Insurance coverage (IPD, OPD, Life, DB, CIB), Festival Bonus, Long Service Awards, Leave (Annual, Casual, Sick, TOIL/CTO, Maternity, Paternity, and R&R) and Gratuity, etc.

Organization History:

Islamic Relief Worldwide (IRW) - founded in 1984 and based in Birmingham, UK - is an independent humanitarian and development organization. It supports the world's most vulnerable people in their fight against poverty & suffering regardless of race, political affiliation, gender, or belief, without expecting anything in return. It is a signatory to the International Red Cross and Red Crescent Movement Code of Conduct.

IRW has a presence in 45 countries across the globe. Some organization funds come from individual donations and others from institutional donors such as the DFID, EU, SIDA, CIDA/IDRF, Forum Syd, WFP, UNICEF, and ECHO.

Islamic Relief (IR) started working in Bangladesh in 1991 to help the distressed survivors of the devastating cyclone by providing emergency relief and supporting communities to rebuild after that cyclone. Initially, it focused on emergency relief & disaster preparedness activities. Later on, it expanded its programs on both humanitarian and development challenges. Now it works in an integrated manner combining emergency humanitarian assistance, short-term work opportunities, shelter support, awareness & training on different DRR, climate change, development, health & hygiene and social issues, cash grants, IGA means, health & nutrition, safe water & sanitation, education, advocacy and linkage with different service providers. As a registered charity, IR is open and transparent; it continually assesses its work and operational methods to improve impact and effectiveness. Islamic Relief values and commitment to safeguarding: IRB is committed to preventing any unwanted behavior at work, including sexual harassment, exploitation, abuse, lack of integrity, and financial misconduct, and committed to promoting the welfare of children, young people, adults, and beneficiaries with whom IRB engages. IRB expects all staff and volunteers to share this commitment through our code of conduct. We prioritize ensuring that only those who share and demonstrate our values are recruited to work for us. All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records checks. IRW also participates in the Inter-Agency Misconduct Disclosure Scheme.

In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse, and/or sexual harassment during employment, or incidents under investigation when the applicant left employment.

Main Duties & Responsibilities:

Objective	Activities	Working & Time Ratio (%)
Ensure efficient and effective inventory management and storekeeping for Bhasan Char Field Office, supporting overall logistics operations.	<ul style="list-style-type: none"> Maintain accurate records of all incoming and outgoing goods, equipment, and materials in the store. Ensure timely updates of inventory ledgers, stock cards, and electronic systems. Conduct regular stock reconciliations and physical stock checks to ensure consistency. Monitor inventory levels to avoid overstock or shortages and place replenishment orders as required. Collaborate with Vendors for the timely arrival of new stock. Oversee the receipt of goods and materials, ensuring they meet quality and quantity specifications. Ensure that all dispatched goods are properly documented, including waybills and delivery notes. Arrange proper labeling and storage of received goods, ensuring the FIFO (First-In, First-Out) method is adhered to. 	50%

	<ul style="list-style-type: none"> • Supervise loading and unloading activities to prevent damage and ensure safety. • Ensure the store is well-organized, clean, and maintained according to safety and storage standards. • Implement proper storage practices to prevent contamination or spoilage. • Maintain a well-documented filing system for inventory reports, receipts, dispatches, and other relevant records. • Ensure appropriate labeling and categorization of materials for easy tracking. • Ensure that all materials and equipment stored in the warehouse comply with IRB quality standards. • Report any discrepancies, damages, or expired goods promptly to the supervisor for appropriate action. • Generate weekly and monthly inventory reports and submit them to the project manager/in charge/Logistics/Finance. • Prepare stock consumption reports, highlighting trends and any anticipated shortages or excesses. • Maintain up-to-date records of all inventory movements in digital formats for easy access and retrieval. 	
Ensure effective programme logistics and procurement implementation, maintaining high standards and quality through necessary support and resource utilization.	<ul style="list-style-type: none"> • Assist with the logistics and procurement activities of the programme. • Responsible to support the project team in all manners relating to effective management of project logistic and procurement aspects of the project. • Implement the assigned tasks relating to day-to-day procurement and logistical support that will ensure compliance and accountabilities. • Collection of quotations from the enlisted vendors, CS making, including bill summaries, and preparation of other supporting documents with bills and vouchers. • Send and track payment requests and address any logistics issues related to payments. • Maintain the numbering list for Purchase Requests (PR), MR, GDN & GRN. • Help requesters with specifications, costs, and timing to acquire goods. 	20%
Provide administrative and logistic support per project needs, ensuring effective coordination and communication within the organization and with stakeholders.	<ul style="list-style-type: none"> • Assist in the creation and maintenance of framework agreements & do require Communication. • Assist the other logisticians with their duties as and when necessary, as requested by Program Management. • Maintain a transparent, honest, and supportive communication structure with colleagues to ensure they are informed of applicable logistical activities and requirements. 	20%
Others	<ul style="list-style-type: none"> • Responsible for seasonal (Ramadan & Qurbani) & emergency response programs if require. • Perform any other duties assigned by Supervisor • Ensure the safety of team members from any harm, abuse, neglect, harassment, and exploitation to achieve the program's goals on safeguarding implementation and as well as Act as a key source of support, guidance, and expertise on safeguarding for establishing a safe working environment. • Being a member of Islamic Relief as a child-friendly organization, it is the core responsibility and obligation of each staff member to understand and obey IR Child Protection, HR Code of Conduct & PSEA Policy and respond accordingly as and when required. 	10%
	Total	100%

**Person Specification:**

The post holder must show a good understanding and sympathy with the Islamic values and principles and commitment to Islamic Relief World wide's vision and mission.

Essential:**Knowledge, Skill & Qualification:**

- Minimum Master's in preferred field as Logistics/Supply Chain Management/ or any other relevant discipline
- Minimum 5 Years of working experience with warehouse, storekeeping and logistics, support in any NGO/INGO/Humanitarian Response/Development Sector
- Practical knowledge in Project Implementation, Project Management, Social/Community Mobilization, Facilitation, Reporting & Documentation, Monitoring & Evaluation.
- Excellent in Financial Management, Decision Making, Conflict Resolution, Self-development, Leadership, & Basic Photographic.
- Ability to understand Strategic Management & Staff Management.
- Problem Solving & Planning, analytical & organizational Skills.
- Ability to work under pressure & managed workload effectively.
- Supportive, effective & good team player.
- Advanced level of skills in report writing, proposal development & evaluation reports.
- Proven expertise of MS Word/Excel/Power Point.
- Excellent Coordination/Advocacy/Networking/Communication Skills

Apply Instruction:

If you believe your qualifications, exposure, and experience match our requirements, and you are dedicated to upholding the values and principles of Islamic Relief, please apply through BDJOBS on or before the closing date **(May 31, 2025)**. Only shortlisted candidates will be contacted for further selection.

EQUAL OPPORTUNITIES:

Islamic Relief Bangladesh considers diversity in the workplace and is a committed equal-opportunity employer. We encourage applications from all suitable candidates **regardless of race, family/ marital status, ethnicity, disability, class, caste, or religion.**