

Organization	Islamic Relief Bangladesh
Head Office Address	Bangladesh Country Office: House # 10, Road # 10, Block-K, Baridhara, Dhaka-1212, islamicrelief.org.bd
Vacancy Title	Community Mobilizer (LPG Support)
Number of Vacancies	01
Working Place	Bhasanchar
Nature of Role, Nationality	Project Staff, Bangladeshi National.
Reporting Line Management	Deputy Programme Manager
Project	Food Security, Livelihood and LPG project (FSL)
Programme	Humanitarian Crisis Response Programme
Project Period	Project Duration up to March 31, 2027
Employment Status	Full time
Monthly Salary Grade	BDT 41,394/= (Consolidated salary)
Benefits & Allowances	A consolidated salary will be provided. No other benefits will be entitled apart from accommodation, mobile bill, tour allowance/Per-diem, insurance coverage (IPD, OPD, Life, DB, CIB), Leave (Annual, Casual, Sick, TOIL/CTO, R&R, Maternity, Paternity) 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, and without expecting anything in return. It is a signatory to the Code of Conduct for the International Red Cross and Red Crescent Movement.

IRW has a presence in 45 countries across the globe. Some funds of the organization come from individual donations and others from institutional donors such as the DFID, EU, SIDA, CIDA/IDRF, Forum Syd, WFP, UNDP, 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 in the wake of 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 type of 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 place a high priority on 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 (%)
To ensure efficient and accountable management of LPG operations, warehouse activities, and inventory control in compliance with organizational policies and safety standards.	- Oversee the receipt, storage, and dispatch of LPG supplies/ cylinders for FDMNs operations in coordination with the line management, and other relevant stakeholders. - Ensure the safe handling, stacking, labelling, and storage of LPG cylinders and warehouse materials in compliance with safety regulations, operational SOPs, and UNHCR/CIC guidelines. - Maintain accurate and up-to-date records of all warehouse transactions, including receipts, dispatches, stock balances, inventory ledgers, stock cards, and electronic inventory systems. - Conduct regular stock reconciliations, physical inventory counts, and inventory monitoring to ensure stock accuracy and prevent shortages, overstocking, damages, or losses. - Ensure proper documentation of all dispatched goods through waybills, delivery notes, GRNs/GDNs, and other supporting records. - Implement and maintain FIFO (First-In, First-Out) inventory practices and proper storage systems to preserve stock quality and prevent contamination or spoilage of sensitive materials. - Coordinate with vendors and LPG suppliers to ensure uninterrupted supply and timely delivery of goods and materials. - Supervise loading and unloading activities to prevent damage and ensure workplace safety standards are maintained. - Maintain warehouse cleanliness, organization, hygiene, and compliance with IRB-WFP quality standards and environmental protocols.	50%

	Prepare and submit weekly and monthly inventory, stock consumption, and LPG status reports, highlighting trends, discrepancies, shortages, and operational challenges.	
To support effective logistics and procurement operations.	- Support the effective implementation of programme logistics and procurement activities while ensuring compliance, accountability, and quality standards. - Provide day-to-day procurement and logistical support to ensure smooth project implementation and effective resource utilization. - Prepare and maintain procurement documentation, including Purchase Requests (PR), Material Requisitions (MR), Goods Delivery Notes (GDN), and Goods Received Notes (GRN/GSRN). - Coordinate and track payment requests while resolving procurement and logistics-related payment issues. - Support the preparation of procurement plans in line with approved budgets and operational requirements. - Assist requesters in defining specifications, estimated costs, and procurement timelines for goods and services. - Maintain accurate procurement records and documentation to ensure transparency, compliance, and efficient supply chain management.	30%
To ensure timely, accurate, and well-organized reporting and documentation of LPG, inventory, procurement, and warehouse activities in support of accountability and effective decision-making	- Prepare and submit regular reports on LPG operations, inventory status, procurement activities, and operational challenges. - Maintain comprehensive, organized, and accessible records of warehouse, logistics, procurement, and inventory activities. - Prepare weekly and monthly stock consumption, reconciliation, and inventory movement reports for management review. - Ensure timely updating and maintenance of digital and manual record-keeping systems, including stock registers, ledgers, and transaction records. - Compile and verify supporting documents related to procurement, warehouse transactions, deliveries, and payments for audit and compliance purposes. - Track and report stock discrepancies, damages, losses, and expired items, and recommend corrective actions. - Maintain proper filing systems for Purchase Requests (PR), Purchase Orders (PO), GRNs/GDNs, invoices, vouchers, and waybills. - Support internal and external audits by providing accurate documentation, reports, and inventory records as required.	10%
Other Responsibilities	- Support seasonal programs such as Ramadan and Qurbani distributions, as well as emergency response operations when required. - Perform any additional duties assigned by the Supervisor or Management Team. - Ensure the safety and well-being of team members by promoting safeguarding measures and preventing harm, abuse, harassment, neglect, and exploitation in the workplace. - Provide guidance and support on safeguarding practices to maintain a safe and child-friendly working environment in accordance with Islamic Relief policies, Child Protection standards, and HR Code of Conduct.	10%
Total		100%

Person Specification:

Essential:

Academic Qualification

- Bachelor's degree in any discipline.

Experience

- Minimum 3 years' working experience in warehouse, procurement, administration, program support in any Humanitarian Response/Development sector.

Core Competencies

- Strong skills in, Social/Community Mobilization Skill, Facilitation Skill,
- Excellent in Coordination/Networking/Communication Skill, Activity Management, Communication & Networking.
- Excellent in Problem-Solving, Decision Making & Conflict Resolution.
- Demonstrated teamwork & collaboration skills.
- Positive attitude and willingness to collaborate effectively within teams.
- Commitment to IR Values: Sincerity, Excellence, Social Justice, Custodianship, and Compassion.
- Committed to self-development, continuous learning and quality improvement; displays self-confidence and self-motivation.
- Commitment to the organization's vision and mission.
- Excellent interpersonal and behavioural skills.
- Knowledge of personal health, safety, and security.
- Willingness to adapt to IR's norms and values.
- Demonstrates a high level of integrity and professionalism.
- Willing to travel and work in the most remote areas of Bangladesh if required any emergency.

IT Skills

- Proficiency in Microsoft Word/Excel /PowerPoint & Basic Internet using.

Language Requirements

- Strong proficiency in reading, writing, speaking, and listening in both English, Bengali and Chittagong Dialect.

Desirable

- Ability to understand Monitoring & Evaluation & Financial Management, Project Implementation Skill, Project Management & Reporting & Documentation Skill.
- Excellent in Leadership & Communication & Networking.
- Skills in planning, analytical/strategic management.

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. Only shortlisted candidates will be contacted for further selection

EQUAL OPPORTUNITIES:

Female Candidates are highly encouraged to apply. However, 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.