



<b>Vacancy Title</b>	<b>Assistant Operation Support Officer</b>
Number of Vacancies	02
Working Place	Nawabganj & Companiganj, Sylhet

**Main Job Responsibilities:**

<b>Objective</b>	<b>Activities</b>	<b>Working &amp; Time Ratio (%)</b>
Procurement Support service	<ul style="list-style-type: none"> <li>The position is to be responsible for ensuring all procurement functions for the designated IRB FO (such as PR process, RFQ, vendor assessment and management, CS, Work order issue, contract management, payment settlement and bill adjustment) under the project following IRB procurement guidelines and policies with technical supports from line supervisor and IRB Procurement Coordinator as and where necessary.</li> <li>Understanding and applying the procurement and financial policies &amp; procedures, especially the procurement process as engaged by IR Bangladesh.</li> <li>Monitoring and ensuring procurements are cost effective, timely, up to expected quality level.</li> <li>Networking and communicating with government, suppliers and other stakeholders concerning logistics and procurements.</li> <li>Following the Islamic Relief procurement procedures coordinate and purchase food and nonfood items on time for the project.</li> <li>Being responsible for all types of transparent record keeping for procurement and relevant documentations.</li> <li>Processing requisitions for financial approval, prepare note/minutes for final analysis and decision making.</li> <li>Selecting and enlisting new supplier for better competition regarding price &amp; quality and maintain a database of suppliers, agents and vendors within project area.</li> <li>Co-ordinating with local and international NGOs, private service delivery agencies and other official agencies as require to maximize the aims and activities agreed by IR Bangladesh.</li> <li>Assisting in audit of documentation and contract.</li> <li>Assisting in building relationships with organizational network and external vendors for procurement.</li> <li>Assisting in ongoing review records and information to determine if work processes and procedures are effective.</li> <li>Taking initiative for personal and professional development (with or without IR's financial assistance).</li> <li>Respecting Islamic norms, values and practices personally and professionally.</li> <li>Carrying out any other duty assigned by IR authority as and when required.</li> <li>Problem solving, work independently with team spirit and team building in perspective.</li> </ul>	50%
Admin support service	<ul style="list-style-type: none"> <li>Providing administrative support to the project and IRB operation support Department as required.</li> <li>Making sure to be up-to-date on the status of key project tasks.</li> <li>Developing and maintain filing systems including records management, supplies management and all relevant project services.</li> <li>Maintaining up-to-date record of annual leave and other leaves.</li> <li>Keeping the record and tracking of the official assets.</li> <li>Receiving official letter and deliver the same to designated recipients.</li> <li>Arranging meeting, seminar and take meeting minutes and arrange the logistics/foods.</li> </ul>	25%

	<ul style="list-style-type: none"> <li>• Booking Accommodation, arrange food, air and bus tickets for guest and delegates.</li> <li>• Circulating official notice and memos.</li> <li>• Ensure official security and deal all types of contracts agreements and update regularly.</li> <li>• Coordinating and arranging office facilities for seminars workshops and trainings.</li> <li>• Printing/photocopying program materials, keep record of program data.</li> <li>• Assisting and coordinating with Project Manager in Booking of Hotels, Training/seminar/workshop venue and renting cars when required.</li> <li>• Supporting to HR management function and documentation as required.</li> <li>• Any other duties assigned by the management as and when required.</li> </ul>	
logistic support & other Ad-hoc basis tasks	<ul style="list-style-type: none"> <li>• Ensuring the provision of effective and efficient logistical support services to the project office.</li> <li>• Ensuring the adherence of IR vehicle management policy, driving rules and regulation are maintained, vehicle service time and maintenance schedules are followed</li> <li>• Reviewing vehicle log sheet, periodically services vehicles at CO and project offices, and produces monthly fuel consumption report.</li> <li>• Monitoring and controlling vehicles to maximize efficiency in usage of fuel and regular maintenance costs and ensures the maintenance of history jackets of vehicles as per the check list and follow up for its regular update.</li> <li>• Preparing maintain and keep filed all transport related documents for the project.</li> <li>• Carrying out additional tasks and responsibilities as assigned by supervisor.</li> </ul>	20%
Other Requirements	<ul style="list-style-type: none"> <li>• Participating &amp; involve with seasonal programs (Ramadan, Qurbani, Winterization, etc.) activities.</li> <li>• Maintaining the stock book, inventory, and other essential registers properly and timely in an effective manner.</li> <li>• Supporting in the procurement of materials like requisition, follow-up, etc.</li> <li>• Taking initiatives to ensure the security of project staff and participants during the intervention.</li> <li>• Willing and able to travel frequently for extended periods and to remote areas of the projects.</li> <li>• Ensuring the safety of team members from any harm, abuse, neglect, harassment, exploitation, Fraud, Bribery &amp; Money Laundering to achieve the program's goals of safeguarding implementation and as well as Act as a key source of support, guidance, and expertise on the safeguarding of harm, abuse, neglect, harassment, and exploitation, Fraud, Bribery &amp; Money Laundering for establishing a safe working environment</li> <li>• 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 the IR Child Protection &amp; PSEA Policy and respond accordingly as and when required.</li> <li>• Performing any other duties assigned by Supervisor.</li> </ul>	5%

**Person Specification:**

<b>Academic Qualification:</b>		
<b>Degree Name</b>	<b>Subject</b>	
Bachelor	Finance/Accounting, Social Science, Social Welfare, Public Administration, or any other relevant discipline.	
Sectoral Experiences	<b>Minimum Years</b>	3
	Sector	Experience in working with: <ul style="list-style-type: none"> <li>• Procurement and logistics service &amp; management</li> <li>• Office Admin management</li> <li>• Safety, security &amp; protection issue</li> </ul>
<b>Competency Framework (Skill)</b>		
<b>Competency Name</b>	<b>Essential</b>	<b>Desirable</b>
<b>General:</b>		
Project Implementation Skill		
Project Management		
Social/Community Mobilization Skill		
Facilitation Skill	√	
Coordination/Advocacy/Networking/Communication Skill	√	
Reporting & Documentation Skill	√	
Monitoring & Evaluation Skill		√
Basic Photographic Skill		√
Financial management		√
Decision making		√
Conflict resolution		√
Leadership		
Self-development	√	
Problem solving		√
Planning, analytical and organizational skills	√	
Strategic Management		√
Ability to work under pressure and manage workload effectively	√	
Supportive, effective and good team player	√	
Staff Management		
Willing to do frequent field visit and working with under privileged people	√	
Willing to adapt to IRW's norms and values	√	
<b>IT Skill:</b> Working knowledge/Proven Expertise of Microsoft Word/Excel/Power Point/Adobe Photoshop/Illustrator/Basic Internet/Statistical Software/Database Management/ Basic Hardware & Software Installation/Troubleshooting etc.	Proven Expertise of Microsoft Word/Excel/Power Point	
<b>Language:</b> Excellent/Working knowledge- Reading/Writing/Speaking/Listening-English/Bengali	Excellent- Reading/Writing/Speaking/Listening for English & Bengali	
<b>Physical:</b> No serious illness	√	

**APPLY INSTRUCTION:**

If you feel that your qualifications, exposure, and experience match our requirements, and you are willing to commit to our values and are sympathetic to our beliefs then please download the Application Form from our official website ([islamicrelief.org.bd](http://islamicrelief.org.bd)) and send the filled form to [recruits@islamicrelief-bd.org](mailto:recruits@islamicrelief-bd.org) on or before the closing date. Please mention only the "Position Name" as the subject of the e-mail. **Only** shortlisted candidates will be contacted for a selection Test.

**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 gender, race, family or marital status, ethnicity, disability, class, caste, or religion.**