Organization	**Islamic Relief Bangladesh**
Head Office Address	Bangladesh Country Office: House # 10, Road # 10, Block-K, Baridhara, Dhaka-1212, **islamicrelief.org.bd**
Vacancy Title	**Assistant Admin and Logistics Officer**
Number of Vacancies	1
Working Place	Bhasanchar
Nature of Role, Nationality	Project Staff, Bangladeshi National.
Reporting Line Management	Deputy Programme Manager Matrix relation with the Admin & Logistics Officer.
Project	Food Security, Livelihood and LPG project (FSLL)
Programme	Humanitarian Crisis Response Programmes
Employment Status	Full time
Project Period	Project Duration up to March 31, 2027
Monthly Salary Grade	BDT 69,228/= (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 effective Management of inventory functions	• 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 labelling and storage of received goods, ensuring the FIFO (First-in, First-Out) method is adhered to. • Supervise loading and unloading activities to prevent damage and ensure safety. • Ensure the store is well-organised, clean, and maintained according to safety and storage standards. • Implement proper storage practices to prevent contamination or spoilage of rice fortification materials. • Maintain a well-documented filing system for inventory reports, receipts, dispatches, and other relevant records. • Ensure appropriate labelling and categorisation of materials for easy tracking.	60%

	• 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. • Ensure compliance with IRB's guidelines on hygiene, safety, and environmental protocols in the warehouse. • Generate weekly and monthly inventory reports and submit them to the line management. • 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.	
To support the overall logistics operations and local procurement of the project	• Prepare procurement plan as per approved budget by the support of project management. • Assist with the logistics and procurement activities of the program. • Collection of quotations from the enlisted local vendors, CS making, bill summaries, and preparation of GSRN 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%
To provide administrative as per project needs and ensures effective coordination and communication within the organization and with other stakeholders	• Assist in the creation and maintenance of framework agreements & do required Communication, • Maintain a transparent, honest, and supportive communication structure with colleagues to ensure they are informed of applicable logistical activities and requirements. • Maintain regular contact relationships with ARRRC and Navy offices for facilitating different approvals and certifications • Facilitate ARRRC & Navy approval for project implementation and field visits. • Ensure the CFM process at all stages of the project. Contribute to handling the Complaint and Feedback Mechanism (CFM), and maintain the CFM logbook. • Identify lessons learned, good practices, and share these with the project and management team. • Ensure the visibility of the project at different stages and levels and ensure media coverage for donors.	15%
Other requirements	• Participate & be involved with seasonal programs (Ramadan, Qurbani, Winterization, etc.) activities • Ensure the safety of team members from any harm, abuse, neglect, harassment, and exploitation to achieve the program's goals on safeguarding implementation and 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 & PSEA Policy and respond accordingly as and when required • Perform any other duties assigned by the Supervisor	5%
Total		100%

Person Specification:

Essential:

Academic Qualification

- BBA/Bachelor in Supply Chain Management or Accounting or any other relevant discipline.

Experience

- Minimum 3 years working Experience in Warehouse, Procurement, Administration, Program support, Store and stock management, administrative support in Humanitarian Response/Development sector.
- Working experience in humanitarian response/FDMN context is highly preferred.

Core Competencies

- Strong skills in Project Implementation Skill, Project Management, Reporting & Documentation Skill, Monitoring & Evaluation Skill, Communication & Networking. Financial Management, activity management & communication networking.
- Demonstrated teamwork and collaboration skills.
- Excellent in problem-solving abilities, Conflict Resolution & Decision Making.
- Positive attitude and willingness to collaborate effectively within teams.
- Commitment to IR Values: Sincerity, Excellence, Social Justice, Custodianship, and Compassion.
- Demonstrates a high level of integrity and professionalism.
- Committed to self-development, continuous learning and quality improvement; displays self-confidence and self-motivation.
- Willingness to adapt to IR’s norms and values.
- Commitment to the organization’s vision and mission.
- Skills in planning, analytical/decision making.
- Knowledge of personal Health, Safety, and Security
- Excellent in Leadership and Interpersonal/Behavioral skill.

- Self-confidence & Self-motivation.

IT Skills

- Proficiency in Microsoft Word, Excel, PowerPoint, and internet applications.
- Basic knowledge of database management and kobo toolbox.
- Ability to handle basic hardware/software troubleshooting.

Language Requirements

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

Desirable

- Ability to understand Social/Community Mobilization Skill, facilitation skills,
- Sound knowledge in coordination/networking/communication skills.

Other Requirements

- Willingness to travel frequently and work in Bangladesh's most remote areas.

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.