Bangladesh Red Crescent Society
National Headquarters
684-686, Red Crescent Sarak, Bara Moghbazar, Dhaka-1217

Vacancy Announcement

Red Cross - Red Crescent movement is the largest volunteer organization in the world. Bangladesh Red Crescent Society (BDRCS) is a national society of the movement, constituted on 31 March 1973 by the President's Order No. 26 of 1973 with retrospective effect from 16 December 1971. This is the biggest humanitarian organization in Bangladesh. As an auxiliary to the government, the Society provides humanitarian assistance to the vulnerable people over the last 48 years and has undertaken a wide range of activities in humanitarian response, disaster management, livelihood, health, capacity building and in promoting Red Cross/Red Crescent ideals and principles.

Currently Bangladesh Red Crescent Society is looking for a suitable Bangladeshi national for the following position under Population Movement Operation (PMO), Cox's Bazar:

Job Title: Logistic Officer
Organizational Unit/Department: Logs (Procurement, Fleet and Warehouse), PMO
Reporting line: Logistic Officer, BDRCS, PMO
Service type: Contractual
Duration of contract: Until 31.12.2020 (with possibility of extension)
Number of Post: 01
Salary Range: Up to 50000/-
Age Limit: 45 years (may be relaxed for potential candidates)
Duty station: PMO, Cox’s Bazar

Roles and Responsibilities:

- Implement, maintain and follow BDRCS warehouse practices and record keeping in accordance with audit trail standards.
- Establish, operate and maintain the tracking and reporting of commodities using BDRCS tools and guidelines.
- Ensure the correct storage and rotation of stocks, as well as proper structural maintenance of warehouse(s) in view of maintaining all stocks in good condition.
- Organize local labour to affect the timely and efficient reception at warehouse and dispatch of goods to distribution points and BDRCS's warehouses.
- Manage the petty cash and working advance system and ensure payment of daily workers.
- Establish and maintain appropriate filing system for all logistics activities.
- Assist in preparing payment for local supplier with the help of LOGIC database.
- Perform day to day administrative task for warehouse.
- Manage transportation requests, tracking and reporting of transport utilities for relief stocks.
- Support Fleet Officer in planning and organizing the delegation transportation requirements for all Federation vehicles and an efficient and effective use of the vehicles.
- Support Fleet Officer in ensuring audit trail compliance a fleet management filing system both digital and hard copy documents.
- Support in maintaining accurate control, record and monitoring of drivers and vehicle logbooks, and provide monthly fuel usage reports as well as maintenance and servicing reports.
- Manage assets & inventories, disposals, repairs & maintenance using BDRCS tools and guidelines.
• Participate in the field level procurement of goods and services, obtaining quotations, preparing comparative bid analyses (CBA) and making recommendations for selecting the suitable suppliers/service providers.
• Maintain documentation according to BDRCS filing standards to full audit trail standards and provide advice/negotiate contracts for goods and services required by the PMO.
• With proper authorization, support purchase appropriate goods or services and arrange their delivery in a timely and cost-effective manner.
• Prepare logistics reports required by the different stake holders.
• Perform any other related duties or responsibilities that may be assigned by the line manager.
• Assist logistics staff in their capacity building. Implement and maintain security, safety procedures and systems.
• Perform another work-related duties and responsibilities that may be assigned by the line manager.

Required Entry Qualifications and Competencies:

• Masters/Diploma or bachelor’s degree in business administration/Management, Supply management or other relevant fields.
• At least 5 years’ experience in procurement activities, in-depth knowledge and understanding of procurement management, procurement ethics and donor compliance is essential.
• Strong negotiating skills and stress management techniques.
• Excellent communications skills both in Bangla and English. Known to Chittagonian language will be added as extra quality.
• Good knowledge on Public Procurement Rules, VAT, Tax and Customs duty, etc.
• Should have good understanding of MS Office applications.

Special Clause

NB: apply through the respective authority who are working with RCRC movement, PNS and BDRCS

The incumbent takes his/her new responsibilities after having been assigned by the responsible line supervisor or, in default, by the Head of Operation. H/she accepts a probation period of three months. Main duty station is PMO Office Cox’s Bazar but 70% field in ukhiya.

If you think you are competent enough for the position, please submit your application with complete resume with a cover letter, two references, a recent photograph and mentioning the name of the position in subject line to hr@bdrcs.org before 5:00 pm, March 17, 2020.

Only shortlisted candidates will be notified

BDRCS is an equal opportunity employer