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 : Procurement Officer
Organizational Unit/Department : Logs (Procurement, Fleet and Warehouse), PMO
Reporting line : Logistic Officer, BDRCS, PMO
Service type : Contractual
Duration of contract : Initially up to 30.06.2020 (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:

Compliance:

- To ensure audit trail compliance in maintaining a proper full filing system both digital and hard copy documents.
- To ensure safety of files and records including procurement documents and supplier profiles.

Procurement:

Support in procurement of goods and services including the following actions;

- To ensure pre-qualification and registration of suppliers using the BDRCS supplier registration form.
- To regularly update the supplier database ensuring accurate information is recorded.
- To conduct supplier performance evaluation
- Support sourcing strategy and purchase processes within the BDRCS procurement procedures.
- To ensure suppliers invited to quote deal with the goods and services requested for.
- To conduct tender processes in accordance with BDRCS procurement procedures.
- To ensure proper sequence in Tendering processes and keep accurate organized records for all tender proceedings.
- To coordinate sample analysis and Comparative bids analysis of offers received from suppliers.
- To update requestors on their requests at least once a week via email.
To coordinate delivery of goods and services with requestors on inspection and warehouse team for storage.
To support payments processing for all goods and services.

Committee on contracts (CoC):
• Assist the COC by writing minutes for the COC proceedings.
• To assist in booking venues for the CoC meetings.
• To follow up CoC members to sign for meeting minutes.
• To assist the CoC in opening bids.
• To support the CoC in handling the opening and closing of the tender box.
• Ensure all CoC minutes are in the CoC File.

Ensure quality delivery in procurement:
• Execute the purchase and delivery of supplies in a timely and cost-effective manner.
• Ensure value for money when purchasing goods.
• Ensure goods and services are purchased as per the following guidelines:

Supplier management:
• Establish and maintain a good professional working relationship with current suppliers.
• Maintain an up to date supplier database including license renewals and tax compliance.
• Keep records of non-performing and non-responsive suppliers.
• Safely manage bid bonds and performance bonds submitted by suppliers.
• Ensure when successful supplies and executed contracts are complete, performance bonds are released.
• Ensure where suppliers breach agreements performance bonds are forfeited and issued to IFRC.
• Keep records of very responsive active suppliers whose performance is excellent.
• Verify errors in the supplier database contact information and update this.
• Ensure a file for suppliers’ warranties and guarantees is kept and regularly updated.
• Keep records on compliance from suppliers including standardization certificates. E.g. WHO, GMP, Warranty.

Required Entry Qualifications and Competencies:
• Masters/ Bachelor degree in any discipline.
• Degree in Business Administration/ Management/ Supply Chain is preferred.
• 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