

ActionAid is a global movement of people working together to achieve greater human rights for all and defeat poverty.

**act:onaid**

ActionAid Bangladesh is looking for suitable candidate for the following position:

## **Officer- Admin & Logistics**

Project	: <b>Protection, Project: Promoting Women and Girl's leadership for prevention of Gender Based Violence in Emergency project</b> funded by UNICEF (Phase III)
Location of posting	: Cox's Bazar
Types of contract	: Contractual
Duration of Contract	: Up to 22 October, 2020
Number of positions	: 01 (One)
Salary and benefits	: Monthly Gross Salary will be <b>BDT. 68,000</b> with other admissible benefits such as mobile & modem allowanace, medical benefit, group life insurance etc.

### **Project Overview**

Since August 2017, the heavy influx of Myanmar nationals into Cox's Bazar requires emergency response in accordance with AAB's humanitarian mandate. AAB has started to respond and to scale-up to reach beneficiaries. AAB's response has a strong focus on gender – more specifically, putting women and adolescent girls at the centre of the response - protection, gender-based violence (GBV), sexual and reproductive health (SRH) is lead on the integration of gender and protection (namely GBV prevention, protection and mitigation.

### **Key responsibilities include (but not limited to):**

#### **Procurement and Inventory Management:**

- Procure fixed assets, stationery, print materials and other materials as per project requirement
- Maintain stocks of fixed asset and office supplies
- Liaise with different vendors

#### **Travel Management**

- Ensure air ticketing for national/international staff and consultants following project manual
- Assist in hotel reservations for staff, guests and visitors of the project
- Provide visa support to staff and consultants
- Manage and maintain the project vehicles and its drivers

#### **Logistic support and event management**

- Provide logistic support for meeting/seminar/workshop in booking venues and food; and purchasing print materials for events
- Initiate and monitor repair and maintenance for office building, furniture and equipment and project vehicle
- Keep records of all original MoU's, contracts, rental deeds, and insurance documents

#### **Other Duties and Responsibilities**

- Maintain and control all admin issues - Accommodation, Transportation, Management, Safety & Security, Staff activities, and disciplinary actions of the company.
- Proactive approach to tackle situation in advance and address problems instantly.
- Keeping message of the officers/staffs in their absence.
- Must have sufficient knowledge in office management, file maintaining.

- Collecting & preserving the address of other organizations/company for communication when required.
- Responsible to keep track record of each day vehicle expenses and prepare and submit monthly report to Line Manager -Admin GM.
- Coordination of office management activities as act by duty officer.
- Supervising the housekeeping of the office premises and ensuring proper look and feel of the office floors and furniture layout.
- To monitor the security arrangement with coordination of the Head office
- To manage the office stationery inventory and distribution and monthly report generating.
- To coordinate with the various departments and the HOD's for all office administration support
- Any other assigned job by the Management.

## Relationships

S/he will report to **Coordinator- Finance & Administration**.

## Required Educational Qualification and Experience

### Education & Training:

- A university degree, preferably a graduate degree in relevant subject areas. Experience in the sector will also be considered favorably.

### Experience:

- At least 3 years of progressively responsible logistical and administrative work experience.

### Technical Skills:

- Excellent skills in computer- based application packages i.e. MS Office and web-based applications/tools.
- Good understanding on staff safety, security, health and wellbeing issues.
- Proven experience to manage official fleet and vehicle movement.
- Ability to provide logistical support for any big and/or medium scale of official events.
- Understanding and experience to work on office management.
- Excellent interpersonal communication skills.

## Application instructions

**Only those who meet the above requirements are requested to apply** following these instructions:

- Last date of application is **04 Novmeber 2019 (Monday)**
- Please [click here](#) to submit your application.

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ActionAid Bangladesh aims to attract and select a diverse workforce ensuring equal opportunity to everyone, irrespective of race, age, gender, sexual orientation, HIV status, class, ethnicity, disability, location and religion. Any personal persuasion/phone-call will result in disqualification of candidature.

ActionAid Bangladesh has a non-negotiable policy of ZERO TOLERANCE towards child abuse, exploitation and child labor and expects all employees to abide by the Child Protection Policy of ActionAid Bangladesh.

**N.B: There is no cost involved with applying for positions with ActionAid Bangladesh. Any solicitation of job application costs should be regarded as fraudulent.**