

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

Officer - Admin & Logistics

Project Name	:	Life-saving Shelter Assistance for Vulnerable Rohingya Households in Cox` s Bazar, Bangladesh
Location of Posting	:	Cox` s Bazar Sadar
Number of positions	:	01
Type of contract	:	Fixed term contract
Duration of Contract	:	Up to 14 April 2027 (if not extended)
Salary and benefits	:	Monthly Gross Salary BDT. 79,561 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Summary:

The Office-Admin & Logistics is responsible for providing effective operational support in procurement, vendor management, logistics, inventory, and warehouse/store management at the field level. The position will support the timely procurement of goods and services, proper management of vendors and suppliers, and efficient delivery of logistical and administrative services in accordance with AAB policies, procedures, and donor requirements.

The Officer will also support the proper management and monitoring of inventory, warehouse/store activities, transportation, accommodation, and other logistical arrangements as required by the projects and field operations. The position will ensure that relevant documents, records, and reports are properly maintained and readily available when required.

The Officer will work under the direct supervision of the Manager- Administration and maintain close coordination with the Administration and Finance Units, as well as Emergency/Humanitarian Response Project teams at the AAB Cox` s Bazar and field offices. The position will regularly coordinate with project managers, project staff, vendors, suppliers, hotels, service providers, and other relevant stakeholders to ensure smooth, efficient, and timely delivery of administrative, procurement, and logistical support. The Officer will also perform other duties related to administration and logistics as assigned by the supervisor to support the effective implementation of AAB` s field operations.

Key responsibilities include (not limited to):

Procurement (30% of Time)

- Procure all types of goods, materials, and services required for the projects, particularly the Life-saving Shelter Assistance for Vulnerable Rohingya Project, in a timely manner and in accordance with AAB Procurement Policy, donor regulations, and applicable Government of Bangladesh (GoB) rules and regulations, without any deviation.

- Prepare and maintain all documents related to procurement like MRF, RFQ, CS, WO, Note for Record etc. properly with clear and complete information as per policy.
- Collect and submit Bills to Finance correctly with all supporting documents immediately after completion of delivery and acceptance of the goods and services by the vendors and the requestors respectively.
- Keep updated track record of each requisition and procurement from requisition to payment maintaining the Tracker regularly.
- Present the updated Procurement Tracker to each staff meeting and else as and when asked for.
- Prepare and submit accurate procurement status report and expenditure report to the management as and when required.
- Assist in the vendor enlistment and vendor management process.
- Liaise with different vendors and orient them on the AAB procurement policy and other relevant policies like Safety and Safeguarding policy, Child Protection policy, Child Labor policy, Gender policy, basic principles, ethics, and core values of AAB and ensure that they follow these strictly.

Vendor/ Supplier Management: (20% of Time)

- Assist and provide necessary support to the vendor enlistment committee to successfully complete the vendor enlistment process.
- Maintain and regularly update the vendor/supplier list and enhance supplier relationships through the Long-Term Agreement process.
- Coordinate with suppliers or service providers to ensure timely delivery, track procurement status, and keep staff updated on their requests.
- Ensure timely payment to suppliers and promptly update the procurement tracker after settling the payment.
- Conduct market research and assessments to gain a comprehensive understanding of the supplies and services used by ActionAid Bangladesh.
- Evaluate supplier performance in accordance with organizational policies and procedures.
- Support the Manager-Administration (CXB) in identifying and analyzing procurement and transportation requirements, including those of collaborating agencies and host counterparts when necessary.
- Develop and implement a flexible and responsive supply chain management system to monitor and track costs, as well as maintain an up-to-date inventory of goods.
- Orient vendors/suppliers on AAB's procurement policy and other relevant policies, such as the Safety and Safeguarding Policy, Child Protection Policy, Child Labor Policy, Gender Policy, and the basic principles, ethics, and core values of AAB. Ensure strict adherence to these policies.

Inventory Management: (10% of Time)

- Maintain stocks/inventory of all fixed assets of all the offices/camps/ locations under AAB Cox's Bazar office in ERP as per AAB policy.
- Enter the fixed assets information in ERP immediately after procuring/receiving from any other sources.
- Affix Asset Tag number on all assets immediately after receiving from any sources and entering into ERP.
- Closely monitor the asset inventory and ensure that all the assets of all locations under AAB Cox's Bazar office are accounted for and entered into ERP and contain Asset Tag number.
- Conduct spot verification and physical count of all assets and reconcile with the ERP reports and ensure that the physical count and ERP reports express the same view and status.

- Initiate disposal of unusable/unrepairable/ broken/damaged assets and write these off from the asset list as per AAB policy.
- Maintain stock of office supplies and other store materials of all stores maintained under AAB Cox's Bazar office with proper documentation of receiving, issuing etc. as per AAB policy.
- Perform spot/physical verification/count of store materials periodically and ensure that the physical balance of each item correspond with the book balance/stock register balance.
- Prepare and submit report to programme/Donors as and when required.

Store /Warehouse Management: (20% of Time)

- Review the existing systems and procedures and documentations being practiced and followed in the different Warehouses under AAB Cox's Bazar office.
- Find out the lapses and gaps, if any, and address these through revising/developing a SOP for the warehouse management with proper documentation for receiving the materials, maintaining the stock register, storing, and stacking properly and safely, issuing the materials with approval, disposal process etc. in line with AAB policy.
- Introduce the same systems and documentation in all the warehouses under AAB Cox's Bazar office.
- Monitor the warehouses functions closely through physical visit and verification regularly/periodically.
- Ensure that the goods/materials are stored/stacked properly and safely, and the physical balance of goods/materials agree with the book balance/stock register balance.
- Identify the unusable/obsolete/unrepairable/damaged/broken goods and materials and initiate their disposal and write these off from the stock balance as per AAB policy.
- Prepare and submit report to the programme/management as and when required.

Logistics Support: (15% of Time)

- Assist the Supervisor/Manager-Administration (CXB) in identifying and analyzing procurement and transportation requirements, including those of collaborating agencies and colleagues, as appropriate.
- Maintain close coordination with the relevant administrative personnel to obtain transportation support and share the material/good transportation plan to ensure timely and accurate delivery of goods.
- Maintain regular communication with the warehouse focal person to ensure proper storage of goods following the established process and provide updates to the supervisor regarding the storage of goods.

Other Duties and Responsibilities (5% of Time)

- Maintain and control all admin issues of the organization.
- Take proactive approach and be positive to perform any other tasks as assigned by the Line Manager/Management from time to time for protecting the best interest and image of the organization in all possible and professional ways ensuring compliance with all policies and procedures.

Relationships

The Officer - Admin & Logistics will directly report to Manager- Administration (Cox's Bazar Operation).

Required Educational Qualifications and Experiences

- At least a bachelor's degree in business administration, Logistics, Supply Chain Management, or another relevant discipline.

- At least 02 years of experience in the procurement, logistics, warehouse, or inventory management field with national/international development organizations or any other organizations.

Technical Skills

- Good knowledge of procurement processes and vendor management.
- Good knowledge of logistics, supply chain, and transportation management.
- Knowledge of warehouse/store management, inventory control, and documentation.
- Knowledge of safe storage, stacking, handling, and recording of materials.
- Ability to manage goods receiving, inspection, dispatch, and related documentation.
- Good knowledge of MS Office, particularly Excel, Word, and email.
- Knowledge of administrative, safety, security, and compliance procedures.
- Good communication, coordination, negotiation, and problem-solving skills.
- Fluency in local language(s) is preferable.
- Demonstrates integrity, professionalism, accountability, and attention to detail.

Application instructions

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

- The last date of application is **11 October 2026**. Due to emergency, recruitment will be on rolling basis. The interested candidates are requested to apply early before deadline.
- Please [Click Here](#) to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce, ensuring equal opportunity for 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 Sexual Harassment, Exploitation and Abuse (SHEA), Child Protection Policy and other relevant safeguarding policies and expects all employees to abide by the Safeguarding Policies and Code of Conduct of ActionAid Bangladesh.

N.B: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of funds/money from a job applicant should be regarded as fraudulent.