

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



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

Fellow - Admin & Logistics

Department	: Finance & Administration
Location of posting	: Cox's Bazar
Number of positions	: 01
Type of contract	: Fixed term contract
Duration of Contract	: Up to 31 December 2026 (if not extended)
Salary and benefits	: Monthly Honorarium will be BDT. 30,000 with other admissible benefit such as group life insurance etc

Job Summary

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.

The Fellow – Admin & Logistics will provide operational and administrative support to ensure the smooth, timely, and accurate delivery of administrative, procurement, logistics, financial documentation, and asset management activities. The position will work closely with the Admin & Logistics team and relevant internal stakeholders to maintain accurate records, facilitate documentation and follow-up, and support compliance with established organizational processes.

Key responsibilities include (not limited to):

Procurement Support (30% of time)

- Perform data entry and regular updates in the Procurement Tracker.
- Ensure procurement records are accurate, complete, and up to date.
- Assist in preparing procurement-related documentation as required.

Bill Submission Support (30% of time)

- Assist in collecting, organizing, and submitting bills and supporting documents to Finance.
- Maintain proper filing and tracking of submitted PRF and all related documents.
- Follow up on pending documents and provide administrative support during bill processing.

LTA Renewal and Tender Process Support (20% of time)

- Support the Logistics and Admin team in Long-Term Agreement (LTA) renewal activities.

<https://actionaidbd.org/>

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- Assist in preparing tender documents and maintaining tender-related records.
- Coordinate with internal stakeholders for document collection and submission.
- Support vendor communication and documentation during the tender process.

Asset and Inventory Management (10% of time)

- Assist in conducting physical verification of assets and inventories across camp locations.
- Update asset and inventory records based on verification findings.
- Identify discrepancies and report them to the supervisor.
- Support asset tagging, documentation, and record maintenance.

General Administrative Support (10% of time)

- Maintain organized filing systems for administrative and logistics documents.
- Prepare reports, trackers, and summaries as assigned.
- Perform other administrative and logistics-related tasks assigned by Admin & Logistics.

Required Educational Qualification and Experience

Education & Experience:

- Bachelor's degree in business administration, Management, Logistics, Supply Chain Management, or a related field.
- Fresh graduates are encouraged to apply.
- Proficiency in Microsoft Office applications, particularly Excel and Word.
- Basic understanding of procurement, administration, and inventory management processes will be an advantage.

Technical Skills and Knowledge

- Knowledge of warehouse packages and MS Office proficiency.
- Able to work in a fast-paced environment
- Attention to detail
- Fluency in local (languages) required.
- Excellent verbal and written communication skills
- Excellent knowledge of public safety and security procedures/protocols
- Integrity and professionalism.

Relationships

- Fellow will report to the Officer - Admin & Logistics.

Application instructions

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

- Last date of application is **27 September 2026**
- Please [click here](#) to submit your application. (ActionAid only received applications through this online recruitment module)

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.