

Centre for Disability in Development (CDD)

A-18/6, Genda, Savar, Dhaka-1340

Vacancy Announcement

Logistics & Supplies Assistant

Job Context:

The Centre for Disability in Development (CDD) is a not for profit organization established in 1996 to develop a more inclusive society for persons with disabilities. CDD simultaneously builds technical capacities of the development stakeholders and the communities in how to be more inclusive whilst also enabling persons with a disability to participate in society by strengthening their leadership and providing them with essential rehabilitation and other supports.

CDD is one of the most renowned organizations in the field of disability-inclusive development. CDD's work in Bangladesh is supported by international and national donor agencies/development partners. CDD offers an inclusive, amicable, and respectable work environment.

The Ramon Magsaysay Award (Asian version of the Noble prize) has been awarded to its Executive Director in 2010. In 2018, CDD was recognized by the Government of Bangladesh as one of the best organizations working on disability and development issues.

CDD Office is now accepting applications for the Project of "Ensuring the overall well-being and resilience of Rohingya and host community in a protected environment where children can learn and thrive" Supported by AHP.

Position Name:

Logistics & Supplies Assistant

Job Location: Ukhiya, Cox's Bazar, Bangladesh

Contract Duration: Upto December 2023, high possibility to extend (subject to Fund availability and NGO Affairs Bureau Approval).

Contract Type: Full time

Contract Start: As soon as possible

Reporting to:

Reporting to Deputy HR & Admin Manager dotted with Inclusion Manager and be responsible to the Focal – Rohingya Response, under the overall management of the Director and Executive Director of CDD.

Centre for Disability in Development (CDD)

A-18/6, Genda, Savar, Dhaka-1340

Main Tasks:

- Development of the procurement & rental related documents,
- Review the purchase requisition (PR) with necessary budget provision and approval.
- Prepare Purchase Proposal (PP), Comparative Statement (CS) and Purchase Order (PO)/WO for Procurement and take necessary approval from the authority (CDD HQ).
- Lead the rental process of services from the vendors at Cox's Bazar and Ukhiya level (as the higher level of rental agreements are done at the CDD HQ level),
- Ensure that the quality of procured goods is okay as per PO and then prepare MRR.
- Ensure Deliver challan and Store Issue Note are used for receiving & issuing of goods.
- Manage and coordinate procurement as per guidelines and procedures of CDD and of other donor agencies compliance.
- Involve in procuring goods and services through direct, quotation, or tender process and also framework agreement with vendors as required.
- Coordinate and present logistics support to ongoing operations,
- Checking the documentation for quality/errors and correcting them before submitting,
- Support the re/construction and modification of the campsites and CDD offices in collaboration with the contractor,
- Take care of the logistics aspects connected to external visits and organization of workshops and seminars.
- Prepare/Compile the inventory materials list as per project requirement.
- Ensure the purchase of logistics items as per procurement plan and budget with management approval.
- Lead the purchase process of the goods, Therapy equipment, Assistive Devices and services.
- Negotiate the pricing, terms and conditions in a critical manner
- Manage all contracts including supply, transport and rental contracts
- Make sure the deliveries are processed in an adequate and timely manner,
- Ensure the supply of stationery and logistics for the CDD Ukhiya and Teknaf office,
- Maintain quality throughout the logistic processes
- Maintain the store and registers both at CDD Ukhiya and Teknaf office level
- Provide in time logistics support to the Office/field staff/training and other events as and when required.
- Ensure vehicle's repair and maintenance work as required and take initiate to renewal Fitness/Tax Token/Route Permit/ Insurance on time.
- Perform additional work according to the project's need and as being assigned by the CDD authority.

Centre for Disability in Development (CDD)

A-18/6, Genda, Savar, Dhaka-1340

Safeguarding:

- Attend safeguarding trainings and refresher sessions;
- Be vigilant to notice safeguarding issues when conducting monitoring visits or in routine work

Required qualifications, competences and experience

- At least Bachelor's Degree in Business Administration or any other discipline
- At least 1-2 years' experience in the relevant position in a National or International NGO, preferably in an emergency setting.

Personal Profile & Competencies

- Purchase goods required for the project in an accurate and timely manner.
- Liaise with suppliers to build relationships, ensure the best pricing and source alternative suppliers as required.
- Ensure inventory is well managed by assisting relevant team members.
- Work with HR and accounts officer to ensure the most economical methods of transport are used for importation.
- Liaise with the Accounts, HR and project team to ensure efficiency and effectiveness.
- Ensure high quality of goods purchased and received
- Supplier Assessment and Evaluation completed accurately and on time.
- Item master records are completed and maintained to the appropriate levels.
- Inventory counts and amendments are processed accurately and efficiently.
- Ability to maintain strict confidentiality and uphold the integrity of the organization.
- Good knowledge and clear understanding on Rohingya refugee / host community programmes.
- Proficient knowledge of standard computer software if possible.
- Pro- active with an ability to think analytically, identifying opportunities and mechanisms to broaden programming,
- Ability to problem solve and good decision-making skills
- Ability to work in challenging environments.
- Excellent communication skill in both Bengali & English.

Salary & Benefits:

- BDT 23,000.00 (all-inclusive)/per month
- Prorata basis festival allowances

Centre for Disability in Development (CDD)

A-18/6, Genda, Savar, Dhaka-1340

- Insurance as per organizational agreed coverage
- Two-day weekend (Friday and Saturday)

CDD respects rights and dignity of all human beings including children, women, older persons, all sex, indigenous community and persons with disabilities. CDD complies with its child and vulnerable adult safeguarding policy and code of conduct. All staff of CDD must sign and adhere to this code of conduct.

CDD highly encourages qualified women and persons with disabilities meeting the selection criteria to apply for this position.

Candidates with the required profile and proven experience, who meet these qualifications, are invited to submit their application with updated CV, recent PP size photograph

Early submission is strongly encouraged as application collection and selection process will go simultaneously

Last Date of Application: 25 September 2023

Only short-listed candidates will be contacted. All applications will be treated according to the merit and with strict confidentiality. Any form of persuasion in the selection process will automatically disqualify the candidacy. CDD is an equal opportunity employer.