



Eco-Social Development Organization (ESDO)

Assistant Manager-Procurement

Application Deadline: **10 Sep 2024**

Summary

Vacancy: **01**

Age: **at most 40 years**

Location: **Dhaka**

Salary: **Tk. 45000 - 50000 (Monthly)**

Experience: **At least 5 years**

Published: **3 Sep 2024**

Requirements

Education

Bachelor Degree in any Discipline, Preferred in MBA/MBS/M.Com from Reputed Institute / University.

Experience

- At least 5 years
- The applicants should have experience in the following business area(s):
NGO

Additional Requirements

- Age at most 40 years
- At least more than 5 years working experience in purchasing, procurement, or supply chain related fields.
- Ability to face Audits from time to time.
- Good knowledge & skills in computer.
- Willing to frequent visit different project offices in all over Bangladesh.
- Excellent interpersonal, written and oral communication skills.
- Computer skills: MS Word, Excel, PowerPoint and Outlook etc.

Responsibilities & Context

Eco-Social Development Organization (ESDO) started its journey in 1988 with a noble vision to stand in solidarity with the poor and marginalized. Being a people' centered organization, ESDO envisioned for a society which will be free from inequality and injustice, a society where no child will cry from hunger and no life will be ruined by poverty. About three decades of relentless efforts to make this happen, ESDO has embraced new grounds and opened up new horizons to help the disadvantaged and vulnerable people bring meaningful and lasting changes in their lives. During this long span, ESDO has adapted to the changing situation and provided the most time-bound services, especially for the poor and disadvantaged. A community-focused and people-centered approach has been adopted by ESDO, while consideration was given to the national policy and Sustainable Development Goals (SDGs) as its guiding principle. ESDO is one of the most dynamic organizations expanding its development interventions across 337 Upazilas under 51 districts of Bangladesh, covering over 12 million poor and vulnerable people.

ESDO is looking for a dynamic energetic and analytic candidate for the post of "Assistant Manager – Procurement" for START – Network The incumbent must have initiative, experience and the drive to deliver high quality results.

Job Responsibilities

- Ensures execution of effective, efficient and transparent procurement services and processes.
- Works in close collaboration with START – Network project teams in the Dhaka Office and with vendors to exchange information and resolve complex procurement-related issues.
- Ensure the purchase follow up is updated and sent to the Procurement Manager.
- Ensure Stock Management. Stock Movement control.
- Ensure follow up and supply of office supplies.
- Follow standard warehouse practices and record-keeping to full audit trail standard.
- Ensure logistics support to any kind of workshop, training, meeting.
- Develop, implement, and manage the overall logistics Plan of Action, including all appropriate procurement and supply chain strategies to meet the program plan, objectives and requirements of the organization.
- Any other responsibility that may be assigned by the management time to time.

Skills & Expertise

Procurement Process

Procurement System

Compensation & Other Benefits

As per organization policy.

Workplace

Work at office

Employment Status

Full Time

Job Location

Dhaka

Job Highlights

Assistant Manager – Procurement" for START – Network The incumbent must have initiative, experience and the drive to deliver high quality results

Read Before Apply

ESDO has a Safeguarding & PSEAH policy to protect its employees and beneficiaries and any kind of discrimination, harassment, and abuse falls under ESDO "ZERO TOLERANCE" Policy. All employees are expected to abide by the PSEAH, Child Protection, Safeguarding, and Gender policy of ESDO.

ESDO does not tolerate any child & youth abuse. So, if you have any history of child & youth abuse in organization or personal life please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

ESDO does not tolerate any Safeguarding abuse. So if you have any history of gender abuse in organization or personal life please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

ESDO does not tolerate any kind of extremism/terrorism. So if you have any history of extremism/terrorism in organization or personal life please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

ESDO does not tolerate any corruption. So if you have any history of corruption in organization or personal life please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

Apply Procedure

Hard Copy

Interested candidates are requested to submit their resume with a cover letter along with a recent Passport size Photo, photocopy of all academic and experience certificates, NID card /Citizenship certificate including two references. Applications should reach within 10/09/2024 by 5.00PM by post or Currier or hand-to-hand delivery to: **Head of HR, ESDO, Collegepara (Gobindanagar), Thakurgaon-5100, Bangladesh.**

Only shortlisted applicants will be contacted and called for an interview. Women are especially encouraged to apply. Equal opportunity, and promoting women & children`s rights is the mandate of ESDO.

Company Information

Eco-Social Development Organization (ESDO)

[+ Follow](#)

More jobs from this company

Address:

Collegepara (Gobindanagar), Thakurgaon-5100 Bangladesh

Report this Job / Company (রিপোর্ট)

[⚠ রিপোর্ট](#)

এই চাকরির জন্য বিজ্ঞাপন দাতা প্রতিষ্ঠান আপনার কাছ থেকে কোন অর্থ চাইলে অথবা কোন ধরনের ভুল বা বিভ্রান্তিকর তথ্য দিলে অতি সত্বর আমাদেরকে জানান অথবা জবটি রিপোর্ট করুন। চাকরি পাওয়ার জন্য কোন ব্যক্তি / প্রতিষ্ঠানকে অর্থ প্রদান করতে বিডিজবস কাউকে উৎসাহিত করেনা। কোন প্রকার অর্থ লেনদেনের দায়িত্ব বিডিজবস বহন করবে না।

☎ 09638009045

✉ complain@bdjobs.com