



Career Opportunity- Sr. Officer (Admin and Procurement)

People's Oriented Program Implementation (POPI) is a national Non-Governmental Development Organization with a vision to build a prudent nation that is free from hunger and poverty where every citizen leads a life with dignity and equity. Presently it has development partnership arrangements with more than 40 diversified donor and MFI agencies operating at international, national, regional level and government entities. Currently it has been implementing multi-sectoral Socio Economic Development projects and programs in Bangladesh.

POPI invites application from the experienced professionals with proven track record for the following position:

Location of Posting : Dhaka

Contract Type : Full time

Salary : BDT. 18,900/-

Other Benefits : Performance based yearly increment, annually two festival bonus, Gratuity, Contributory provident fund, Mobile allowance & other facilities as per Organization policy.

Major Responsibilities:

- He will receive Purchase Request (PR) and compare with the market for ensure competitive price as per request received from Project and departments properly.
- Arrange for publish tender and preserve all tender related documents.
- Prepare Bid analysis, communication with vendor, prepare work contract.
- Ensure quality goods receive as per specification of work contract.
- Responsible for vehicle maintenance work assessment and try to done work in a competitive price.
- Ensure that all invoices from vendors/suppliers are tracked, verified and paid on a timely basis.
- Car and motorcycle related works such as-registration, fitness, Tax-token, CNG conversion, ownership transfer etc.
- Handle organizational legal issues and maintain documentation
- Regular monitor generator, AC, CCTV, PABX and Telephone line.
- Assist to prepare any Deed of agreement.
- Any other jobs assign by the superior.

Required Qualifications and competencies:

- Masters degree from a recognized university.
- At least 3 years of working experience in the relevant field. Preferable working experience with NGO.
- Hands on experience with BRTA, Government and private organization.
- Excellent Analytical and trouble shooting skills.
- Computer proficiency on M/S office.
- Willing to travel in the field areas for effective sourcing.
- Strong verbal and written skills in both Bangla and English.

Apply Instructions

Interested candidates meeting the above requirements are requested to send your updated CV with cover letter and mentioned two Professional referees to: Deputy Director, HR & Admin Department, People's Oriented Program Implementation (POPI), House # 5/11-A, Block# E, Lalmatia, Dhaka-1207 Or E-mail to: hr@popibd.org

POPI is an equal opportunity employer. Please mark the position applied for on the envelope or in the email subject line. Any act of persuasion will result in disqualification. Only short listed candidates will be called for interview.

Closing date for applications: April 28, 2018

“নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দণ্ডনীয় অপরাধ”