

Manusher Jonno Foundation (MJF)

Job Description

Position Title: Deputy Manager – Procurement and Administration

Grade: Mid-Level Management

Location: Head Office, Dhaka (with occasional field visits as required)

Nature of Employment: Full-time, contractual – renewable based on performance and organizational needs

1. Job Purpose

The Deputy Manager – Procurement and Administration will support the Director – Finance and Administration in ensuring efficient, transparent, and accountable management of MJF's procurement and administrative operations. The position will play a key role in leading the team and implementing procurement plans, maintaining compliance with MJF policies and donor guidelines, and ensuring that all procurement-related administrative systems support smooth and cost-effective operations across the organization.

The incumbent will contribute to strengthening institutional systems, ensuring value for money, and upholding the integrity and ethical standards of MJF's governance framework.

2. Key Responsibilities

A. Procurement Management

- Assist in planning, organizing, and executing procurement activities in line with MJF's Procurement Policy and donor requirements.
- Lead the tendering, quotation, bid evaluation, and contract award processes, ensuring fairness, transparency, and competitiveness.
- Review and verify purchase requisitions and purchase orders prior to approval by the Director.
- Prepare and update the annual procurement plan and ensure its timely implementation.
- Negotiate with vendors and service providers to ensure the best value for money and timely delivery of goods and services.
- Maintain an updated vendor database, conduct supplier performance evaluations, and recommend improvements.
- Ensure proper documentation, filing, and archiving of all procurement-related records for audit and compliance purposes.
- Keep track and report management on the progress status of procurement, and follow up.

B. Administrative Management

- Supervise procurement-related administrative functions, including office logistics.
- Coordinate lease agreements, service contracts, and ensure compliance with legal and regulatory obligations.
- Support event logistics, workshops, and procurement-related coordination for project activities.

C. Compliance, Audit, and Reporting

- Ensure procurement and administrative functions adhere to MJF's internal control systems and donor-specific compliance frameworks.
- Support both internal and external audit processes by providing necessary documentation and clarifications.
- Prepare monthly, quarterly, and annual procurement and administration reports for management review.
- Assist in updating procurement and administration manuals, checklists, and standard templates.

D. Capacity Building and Team Development

- Mentor and guide procurement and administrative staff to strengthen capacity and adherence to policies.
- Facilitate training/orientation sessions for staff and partners on procurement procedures and compliance.
- Promote a culture of accountability, teamwork, and continuous learning within the operations team.

3. Required Qualifications and Experience

Education:

Master's degree in Business Administration, Management, or a related discipline from a recognized university.

Experience:

- Minimum 8 years of progressively responsible experience in procurement and administration, preferably in NGOs, INGOs, or donor-funded projects.
- Demonstrated experience in managing complex procurement processes, vendor relationships, and office administration.
- Sound knowledge of GoB procurement rules (PPA/PPR) and donor guidelines (e.g., SIDA, SDC, FCDO, EU, UN, or USAID).

4. Required Skills and Competencies

- Strong leadership, team management, and interpersonal communication skills.
- Excellent negotiation, analytical, and problem-solving abilities.
- High degree of integrity, accountability, and ethical conduct.
- Solid understanding of supply chain systems and administrative management practices.
- Ability to work independently, meet deadlines, and manage multiple priorities.
- Proficiency in Microsoft Office applications and familiarity with other software.
- Fluency in English and Bangla, both written and spoken.

5. Working Conditions

- Based at MJF Head Office, Dhaka.
- May require travel to project locations or partner organizations as necessary.
- Standard office hours; occasional extended hours during peak periods or emergencies.

6. Remuneration and Benefits

- Salary: Fixed salary amounting to Tk 54,529.00 per month plus festival allowance
- Other Benefits: leave and other benefits as per MJF HR Policy.

7. Equal Opportunity Statement

Manusher Jonno Foundation (MJF) is an equal opportunity employer and promotes diversity in its workforce. We strongly encourage applications from qualified women, persons with disabilities, and individuals from marginalized communities.

Note: No Need to apply who have applied before