



Vacancy Announcement

Position Name: Logistics Officer

Vacancy: 1

Job Context: Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV) is a non-government, non-political, Bangladeshi organization under its Health & Nutrition program providing lifesaving health & nutrition support to the displaced people arriving from the Rakhine state of Myanmar and the host community people of Cox's Bazar.

As part of its Health & Nutrition interventions in support with Concern Worldwide, SARPV will implement multi-sectoral PRM project titled **“Delivering Health, Nutrition and Livelihood, and Protection services for Rohingya Refugees and vulnerable host communities in Cox's Bazar, Bangladesh”** from November 2020.

Job purpose:

The Logistics Officer will have responsibility for receiving, stacking and dispatch good following up on SARPV Policies & Procedure in close coordination with logistics team under Rohingya Response Program of Ukhiya, Cox's Bazar.

Liases with:

The Logistics Officer will work closely with Logistics Team in Coordination with program team.

Job responsibilities:

- Ensure the timely delivery of project inputs to intended beneficiaries and safe receipt at various stages of distribution.
- Ensure the proper stacking, documentation and identification of goods before any supplies dispatch in done for onward transportation to the beneficiaries/ partners.
- Update record of all the project materials received and dispatched including ensuring updated file of all transaction.
- Maintain and keep secure the warehouse goods in proper way.
- In coordination with logistics officer, ensure communication of material movement details to relevant parties.
- Day to day updates stock list of all items and keeping a log of distribution;
- Supervise project's messengers and security guards;
- Ensure the stock management of warehouses including inventory and ensuring update of the stock cards and all warehouse process.
- Prepare monthly stock reports as per SARPV warehouse procedure
- Check accuracy of the consumption report compared with current stock.
- Ensure safe storage of food and nutrition supplies at warehouse and ensure that transport is provided to collect surplus nutrition supplies after distribution
- Timely report any stock issues to the Logistics Officer/ Manager and ensure an uninterrupted supply chain to beneficiaries at the field level
- Ensure all stock and dispatch items/ goods/ supplies are recorded properly.
- Verify the stock figures on the cards and ensure that all stock items are in the warehouse and have stock cards.
- Ensure that services are delivered with maximum efficiency that beneficiaries are treated with respect at all times

- Enable a friendly collaborative working culture within the team, actively sharing information and knowledge to enable the team to ensure effective learning and sharing across the team
- Be aware of, understand and comply with all of SARPV policies and procedures
- Undertake other related duties as may reasonably be assigned by the line manager.

Employment Status: Contractual, until 31st August 2021 (renewable)

Educational Requirements:

- Bachelor degree of related field. Qualification may relax for experienced candidates.

Experience Requirements: At least three (03) years progressive professional work experience in logistics.

Additional Requirements:

- Experience in logistics or supply-chain management will get preference
- Proficient knowledge of standard computer software if possible.
- Excellent sense of responsibility and confidentiality
- Ability to work independently with minimal supervision
- Ability to define priorities
- Team spirit and capacity to integrate a multidisciplinary approach
- Strong team player
- Ability to work in challenging environments.

Job Location: Ukhiya of Cox's Bazar district.

Salary: Monthly Gross salary 45,000/- Taka

Compensation & Other Benefits:

- 2 days weekly holiday
- 2 Festival bonus
- Gratuity-1 month on gross salary yearly
- 5% PF contribution from organization
- Boishakhi allowance 5% on gross salary
- Local transport, mobile call charge and others allowance will be applicable as per organization's policy.

Apply procedure: If the candidates feel that their qualification, exposure and experience matches with our requirements, and they are willing to commit to our values and are sympathetic to our beliefs then please send your complete and updated CV to **career.sarpv@gmail.com** on or before the closing date. Please mention only the "**Position Name**" as the subject of the e-mail. Interviews are expected to take place in a shortest time after the application deadline. Only shortlisted candidates will be contacted for the further selection process.

Application deadline: 31 Oct 2020

Organization information: Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV) is devoted to work for the most underprivileged and marginalized vulnerable groups of the society for

their socioeconomic development to transform them as productive human resource with a dignified lifestyle. People with Disability are the prime focus of our every work. Along with the disability issue SARPV is also intervening in various sensitive issues like poverty eradication, educational support, health service providing, establishing rights, climate change and DRM, skill development to integrate the vulnerable groups in the mainstream of society those who are leading life with uncertainty in the society.