



Zabarang Kalyan Samity

Our vision is for an educated society that is free from poverty, equal in justice, capable in activities, secure and empowered in every state of life

“Access to and Utilization of Lifesaving Services by Marginalized Communities in Chittagong Hill Tracts in Bangladesh” Project

Vacancy Announcement

Published Date: 27 February 2026

Submission Deadline: 05 March 2026, 4:30 PM

Zabarang, a local NGO based in Khagrachhari Hill District, invites applications from qualified candidates for the following positions under the above-mentioned project, supported by **Helen Keller International**. The project aims to improve the nutritional status, health resilience, and overall well-being of vulnerable children under five and their households in the Chittagong Hill Tracts through integrated Nutrition, Food Security, and WASH interventions. Recruitment is subject to final approval and agreement between Helen Keller International and Zabarang.

Name of Position: Procurement & Logistics Officer

Number of Position: 01 (One)

Duty Station: Khagrachari Head Office

Duration of Contract: 8 Months

Salary: As per project allocated salary and Other Admissible benefit.

Reports to: Project Coordinator/ Head of Finance and Human Resources

Job Summary

The Procurement & Logistics Officer will be responsible for managing the end-to-end supply chain activities of the project. This includes the transparent procurement of goods and services, efficient fleet management, and meticulous warehouse/inventory control. The primary goal is to ensure that all project requirements are met on time, within budget, and in full compliance with organizational and donor regulations.

KEY TASK AND RESPONSIBILITIES

- Plan and implement procurement activities in line with project workplans and approved budgets.
- Responsible for procuring project supplies, materials, inputs and services following organizational and donor procurement guidelines.
- Review Purchase Requisition Forms (PRF), assign tracking number, maintain procurement status log and preserved all approved PRs sequentially for record and reference.
- Prepare Purchase order (PO), RFQs/RFPs and other procurement related documents, duly reviewed by Operations Manager, Helen Keller Intl.
- Maintain updated supplier database and ensure fair, competitive vendor selection.
- Coordinate with program teams to identify procurement needs to support program activities smoothly.
- Ensure proper documentation and filing of procurement records for audit and compliance.
- Monitor delivery schedules and verify quality and quantity of received goods/services.
- Maintain stock register of all supplies (office and program).
- Maintain inventory records updated in coordination with logistics and finance teams.
- Ensure asset management and tagging of procured items.
- Ensure proper office key management system maintaining register for the security of office and assets as well.



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- Establish adequate and appropriate office security system and ensure safety and security of staff and organizations property
- Ensure compliance with donor requirements, ethical procurement standards, and organizational policies.
- Participate in internal and external audits and respond to procurement-related queries.
- Perform any other tasks assigned by supervisor and management.

Qualifications

Academic: Master's degree in Business Administration, Business Studies, Supply Chain Management, or a related discipline.

Working Experience: Minimum 3 years' of practical experience in NGO/INGO or donor-funded projects (Nutrition/Livelihood/WASH preferred).

Knowledge:

- Strong knowledge of accounting software and MS Excel.
- Familiarity with donor compliance (INGO preferred).
- High integrity, attention to detail, and strong organizational skills.
- Mandatory hands-on experience and knowledge on procurement procedures, stock documentation, quality control and vendor management.
- Deep understanding of the geographical and logistical landscape of the Chittagong Hill Tracts (CHT) region.
- Proven ability to manage vendor relationships and negotiate complex contracts effectively.

Attitudes:

- Works well with teams
- Conscious of child protection issues
- Non-discriminatory and gender sensitive

Interested person, who meet the above requirement, are requested to submit following documents-

- 1) Cover letter and updated CV with 1 copy of recent passport size photograph;
- 2) Photocopy of last academic certificates;
- 3) Experience certificates;
- 4) Copy of NID.

Applicant can also apply through email at info.zabarang@gmail.com and Cc: info@zabarangbd.org . Only PDF copy will be accepted.

Disclaimer

Only short listed candidates will be called for participation in the interview process. No TA/DA will be provided for attending at the interview. Any persuasion will disqualify the candidate and Zabarang recruitment committee reserves the right to accept, rejects or taking any kinds of decision related to this recruitment.

Eligible female candidates and persons with disability are highly encouraged to apply.



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Read Before Apply:

Zabarang is committed to first do no harm to children or adult beneficiaries, to respect the rights of all beneficiaries, and to uphold the best interests of children as a primary consideration in all actions and decisions; accordingly all the recruits will go through specific checks and compliance procedures in accordance to its **Child Protection Policy** and **Safeguarding Policy**. Zabarang has 'zero' tolerance towards incidents of violence or abuse against children or women or adults, including sexual exploitation or abuse, committed either by employees or others affiliated with our work.

Please note that:

- Residences Candidates from Khagrachhari Hill District will be given special preference.
- Females and physically challenged Candidates are strongly encouraged to apply.
- Previous Experienced employees with Zabarang Kalyan Samity will get preference.

Interested candidates are requested to submit their Cover Letter, a recent photograph and CV/Resume to the following email address by mentioning the applied position in subject line to the Executive Director, Zabarang Kalyan Samity on or before 5th March 2026, 4:30 PM.

Email address: info.zabarang@gmail.com and CC: info@zabarangbd.org or

Hard Copy to: Executive Director, Zabarang Kalyan Samity, Khagrapur, Khagrachhari.

Executive Director
Zabarang Kalyan Samity
Khagrapur, Khagrachhari.