

Transparency International Bangladesh (TIB), the Bangladesh chapter of Berlin-based Transparency International, works with a vision of Bangladesh where government, politics, business, civil society and the daily lives of the people are free from corruption. Its mission is to create and strengthen a social movement against corruption.

TIB is inviting applications from Bangladeshi nationals for the position of **Manager-Procurement** under its project titled BIBEC – Building Integrity Blocks for Effective Change (October 2014-September 2020), renewable for a further period of 5 years subject to extension of the project. The goal of the project is to promote a more enabling environment for reducing corruption. The specific objectives are to advocate for reforms in laws, policies, processes, practices and oversight for improving governance in targeted institutions and sectors and to generate peoples’ demand for good governance and to strengthen citizen’s capacity to challenge corruption.

Only the short listed candidates will be eligible for the selection process. Short-listing will be made on the basis of merit; all candidates meeting the minimum application criteria will be considered, but may not be short- listed.

### **Application Procedure**

Interested candidates must send their applications with complete details of academic performance, professional record and other relevant information using the prescribed **Applicant Information Format** which can be downloaded from the following link ([tibmis.ti-bangladesh.org/vacancy](http://tibmis.ti-bangladesh.org/vacancy)). **Applications without using this Format will not be considered.** In addition to the duly filled up Applicant Information Format, please send a substantive application in one page arguing in favor of your candidacy in three parts – academic background, relevant experience and why you consider yourself competent for the position. Attach one recent passport size photograph and send to the following address by post/courier or email within **April 7, 2019**.

***Please mention the position applied for in the email subject line or on top of envelop.***

***Senior Manager (Human Resources)  
Transparency International Bangladesh (TIB)  
MIDAS Centre (Level 4 & 5), House # 05, Road # 16 (New) 27  
(Old) Dhanmondi R/A, Dhaka-1209.  
e-mail: [vacancy@ti-bangladesh.org](mailto:vacancy@ti-bangladesh.org)***

***Before applying for your intended position, please read the following carefully.***

Other benefits for regular staff are: annual performance-based increment, cost of living adjustment, contributory provident fund, gratuity, festival allowance and insurance. The short-term staffs are not entitled to any other benefits except Cost of Living Adjustment (COLA).

TIB is an equal opportunity employer. However, women, minority and physically challenged candidates are preferred when the necessary qualifications and competencies are met. If an applicant is an immediate family member of anyone involved in TIB s/he must clearly mention it. Such candidates can be employed in TIB only by a special resolution of the Board of Trustees even if duly qualified in the competitive selection process. Any persuasion is treated as disqualification.

TIB strictly observes a policy of zero tolerance to corruption and all employees are committed to observe TIB Code of Ethics available in TIB website [www.ti-bangladesh.org](http://www.ti-bangladesh.org), which also contains further information about TIB’s work.

## **Re-Advertisement**

Candidates who have applied earlier need not apply again

### **Manager-Procurement**

Currently 1 (one) position based in Dhaka is vacant. **Women and candidates from minority communities fulfilling required qualifications will be given preference.**

**Reportable to:** Senior Manager-Finance & Administration

### **Job highlights:**

As a member of the Finance & Administration Division, the Manager-Procurement will be responsible for the following:

- Supervise Procurement Process of Goods and Services for day to day activities;
- Responsible to ensure compliance to the procurement process such as; receiving PR, collecting quotations, initiate bidding process, prepare comparative statement and issue work order etc.;
- Responsible to call procurement committee meeting, act as member Secretary of Procurement Committee and prepare comparative statement/bid summary and/or note for record in applicable cases, negotiate with vendor's/service providers and present it for approval as per level of authority;
- Process to enlistment of vendor's/service providers, provide orientation to vendor's/service providers when necessary;
- Receiving goods/service and process invoices for payment along with all supporting documents;
- Maintain regular contact with vendor/service provider and end user/requestor for ensuring timely delivery;
- Process to finalize Frame Work Agreement (FWA) with applicable vendors and prepare/supervise the entire process as and when required;
- Ensure documentations, files are maintaining adequately and systematic way which would be available for review/audit;
- Supervise procurement staff, coordinate/facilitate to the internal and external auditor/reviewer; and
- Any other assignment/task given by the management.

### **Qualification, Experience and other requirements:**

- Masters in any subject, MBA/M.Com. Diploma/Masters in Procurement/Procurement & supply Chain Management will be preferred;
- The age limit for this position is 43 years
- Applicants must have at least 6 years of relevant work experience.
- Computer skills, especially Competencies in IT. Willing to work in a team of diverse age- groups with various social, economic and professional identities. Ability to handle stressful situation, meeting deadlines. Although the position is Dhaka-based, the selected candidate must be prepared to undertake field visits.
- Candidates with 3rd Division or CGPA less than 2.5 on a scale of 4 or 3 on a scale of 5 at any level of their education need not apply
- Excellent communication skill in Bangla and English both written and oral is necessary for the position

### **Salary and benefits for the position:**

Gross initial salary is 104,419.00 per month plus other benefits as per relevant rules of TIB. Income tax is payable by TIB staff, deductible at source. Other benefits for TIB staff are: annual performance-based increment, cost of living adjustment, contributory provident fund, gratuity, festival allowance and insurance.

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