

**Position: Admin and Procurement Specialist****Vacancy: 02**

RISDA-Bangladesh is a national, nonprofit, and non-political NGO established in 1994 with a mission to promote human rights and drive socio-economic development for underprivileged, marginalized, and hard-to-reach communities. Since its inception, RISDA-Bangladesh has implemented various programs in humanitarian response, community development, skills development, renewable energy, microfinance, education, health & nutrition, agriculture & livelihood, women empowerment, protection, and more.

The organization envisions a world where all individuals can realize their full potential—a vision aligned with the 2030 Agenda for Sustainable Development, adopted by 193 Heads of State and Government in September 2015.

RISDA Institute of Technology (RIT) is a flagship initiative of RISDA-Bangladesh, operating since 1998. It is an ISO 9001:2015 certified Technical and Vocational Training and Assessment Center, affiliated with the Bangladesh Technical Education Board (BTEB) since 2014 and accredited by the National Skills Development Authority (NSDA) since 2019.

**NB; This position is contingent upon the award of the project by the donor. The position description may be revised based on updated information from the donor.**

**Role and Scope**

RISDA-Bangladesh is seeking a dynamic **Admin and Procurement Specialist** for an upcoming project aimed at expanding access to skills development and employability for NEET youth, with a strong emphasis on gender diversity, ethnicity, and Persons with Special Needs (PwSN). This initiative prioritizes female participation in the national workforce through interventions such as alternative education, skills training, employment support, institutional capacity-building, and the creation of an enabling environment. The project also integrates a Contingent Emergency Response Component to enhance adaptability and resilience.

The overarching goal is to empower NEET youth by strengthening their skills, promoting continued education, and fostering an inclusive and supportive environment.

**Key Responsibilities**

- At least 10 years of working experience in any reputable national/ international NGO in a similar position.
- Have expertise on managing project in accordance with project financial, human resource, and procurement guidelines, and budget.
- Expertise on consortium-wise Financial Management and Project Resource Planning.
- Experience on administrative assistance and support in routine services in a timely manner and in compliance with established guidelines and procedures included in the framework for implementing with partners.
- Knowledge of rules and regulations of international donors.
- Working Experience with Government, Development Partner -funded projects is preferred.



## **What we're looking for**

The Candidate who has Master's degree in commerce with Bachelor of Commerce (Honors) preferably in HR or, BBA and MBA. Related professional degrees/qualifications will be given additional preference.

**Location: Barisal & Mymensingh**

**Total Position: 02 (Female are Encourage to Apply)**

**Type of Role: Contractual**

**Duration of contract: 2 years from the date of project initiation with possibility of extension**

**Closing Date: 15 June, 2025**

*Equality, diversity and inclusion is at the very heart of everything that RISDA-stands for.*

*We RISDA-to reflect the diversity of the communities we work with, offering equal opportunities to everyone regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.*

*RISDA-is based on a culture of inclusivity and we strive to create a workplace environment that ensures every team, in every office, in every country, is rich in diverse people, thoughts, and ideas.*

*We foster an organizational culture that embraces our commitment to racial justice, gender equality, girls' rights and inclusion.*

*RISDA-believes that in a world where children face so many threats of harm, it is our duty to ensure that we, as an organization, do everything we can to keep children safe. This means that we have particular responsibilities to children that we come into contact with and we must not contribute in any way to harming or placing children at risk.*

*A range of pre-employment checks will be undertaken in conformity with RISDA-Bangladesh's Global Policy Safeguarding. RISDA-also participates in the [Inter Agency Misconduct Disclosure Scheme](#). In line with this scheme we will request information from applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.*

***Please note that RISDA-will never send unsolicited emails requesting payment from candidates.***

Applicant must enclose his/her Photograph with CV.

Application Deadline: 15 June, 2025

Interested persons who meet the above-mentioned criteria are requested to submit their updated CV with cover letter & photograph at [risda.earn@gmail.com](mailto:risda.earn@gmail.com) by 15 June, 2025.