



MANAGER – OPERATIONS

FINANCE & OPERATIONS DEPARTMENT

Lead operations. Drive excellence.
Make an impact with MJF.



SUPERVISOR

Head of Finance and Operations



GRADE / STEP

GRADE-8, Steps 1



SALARY

1,33,648 BDT

+ other admissible benefit



THE DEADLINE FOR SUBMISSION
OF THE APPLICATION IS

7 JUNE 2026

KEY RESPONSIBILITIES



1. PERSONNEL MANAGEMENT

- Ensure staff hiring, training, orientation, appraisal and capacity building.
- Handle grievances, work allocation, leave records, promotions & increments.
- Maintain personnel files and ensure safeguarding & gender-responsive culture.



2. OPERATIONAL CONTROL

- Oversee procurement, supply chain logistics, inventory & facility/equipment maintenance.
- Ensure quality, timely & cost-effective procurement in compliance with policies.
- Verify invoices, maintain procurement documents & purchase register.



3. VEHICLE MANAGEMENT

- Supervise vehicle operation, fuel control, insurance, servicing & documentation.
- Monitor performance & monthly reports to ensure cost effectiveness.
- Handle accidents, negotiate settlements & ensure insurance compliance.



4. ASSETS & RESOURCE MANAGEMENT

- Manage rental process, maintenance, repairs & ensure timely collection of rent & charges.
- Oversee inventory, utilities, FF&E and M&E maintenance.
- Conduct physical verification & handle write-off process in case of loss/damage.



5. COMPLIANCE, SAFETY & SECURITY

- Ensure safety, security & compliance with rules, health & safety standards.
- Obtain fund clearance (FD2, FD6, FD4 etc.) from NGOAB & submit periodic compliance.
- Liaise with NGOAB, RJSC, DC Office, TNO offices & other authorities.
- Initiate GD or legal action when required.



6. ADMINISTRATION & OFFICE MANAGEMENT

- Ensure smooth office operations & coordination of administrative functions.
- Manage office supplies, communication systems, documentation & filing.
- Oversee housekeeping, utilities, office facilities & general administration.



7. FINANCIAL CONTROL & REPORTING

- Monitor operational budgets & ensure cost control & efficiency.
- Verify & approve bills as per authority & organizational policy.
- Prepare & share periodic reports with the Head of Finance & Operations.



8. COORDINATION & STAKEHOLDER LIAISON

- Coordinate with internal teams including Project Leads, Program Managers & Grants Control.
- Build strong relationships with vendors, landlords, local administration & other stakeholders.
- Handle local disputes, accidents, theft & other issues amicably protecting MJF's interests.



QUALIFICATIONS

- Master's degree in Public Administration, MBA or HRM (Professional certification preferred).
- Qualification requirements could be relaxed for candidates with extensive experience.



EXPERIENCE

- Minimum 8–12 years of experience in any international or national NGO in administration and office management.
- At least 5 years in a management position.



KEY SKILLS & COMPETENCIES

- Operational control & risk management
- Supplier management & quality control
- Multi-donor compliance (procurement & inventory)
- Liaison with NGOAB, RJSC, DC Office & City Corporation
- Digital & HR technology literacy
- Change management, safeguarding & conflict management skills



REMUNERATION & BENEFITS

As per MJF policy, the position is placed at Grade 8, Step 1 (**1,33,648 BDT**). Additional benefits include bonus (equivalent to two basic salaries, pro-rata), annual increment, hospitalization benefits, telephone allowance, provident fund, and gratuity as per organizational policy.



APPLICATION DEADLINE

7 JUNE 2026



APPLY NOW!

Apply and be a part of our mission to create positive change!



Learn more about us
www.mjf.org.bd



/manusherjonno