

Manager – Procurement and Supply Management (HIV/AIDS)
Contract Type: Contractual (Till December 2026) | **Job Location:** Dhaka | **No. Of Vacancies:** 01


Save the Children invites applications for the above-mentioned position. We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.

The Opportunity

The Manager - PSM will be responsible for overall procurement management of HIV/AIDS project. S/he will be working as per national and global fund guidelines and under the guidance of Senior Manager-Procurement & Supply Chain. S/he will be responsible to initiate, develop, document and ensure entire procurement processes for care, support and treatment related components including tools, methods and policies in line with Save the Children and the Host-Country policies and procedures. Identify technical assistance needs and address appropriately. S/he will look for effective & efficient implementation of procurement activities; facilitate procurement processes for SR/NGO. The position bears the key responsibilities of supervision, monitoring, evaluation and reporting on procurement related initiatives. S/he will also be responsible to provide progress reports, technical and financial reports to the Senior Manager-Awards Management and Donor Compliance on procurement component of the project.

Qualifications and experience

- At least 06 years of relevant working experience including 3 years in a managerial position.
- Experience in planning, coordinating and efficient management of procurement process with government and NGOs.
- Proven records of procurement skills and ability to manage large services and goods procurement.
- Understanding of procurement rules and regulations both national and international standards are essential.
- Able to effectively communicate and build trusting relationship with the SRs, NGOs, Government and suppliers
- Excellent managerial and coordination skills to establish efficient working relations and develop partnership with SRs, Government and NGO officials to contribute in National Response on HIV/AIDS prevention.
- Have excellent verbal and written communications skills in English and Bangla.
- Proficient in computer skills of word processing in MS Word, MS Excel spread sheet, and database.
- Strong negotiation, arrangement of logistics/storage/distribution, record management and procurement process documentation skills are required
- Basic financial and accounting skills are preferred.
- MBA or Master's Degree in relevant discipline. Candidates having professional certification in supply chain management will be given preference.

The Organisation

We employ approximately 25,000 people across the globe and work on the ground in over 100 countries to help children affected by crises, or those that need better healthcare, education and child protection. We also campaign and advocate at the highest levels to realise the right of children and to ensure their voices are heard.

We are working towards three breakthroughs in how the world treats children by 2030:

- No child dies from preventable causes before their 5th birthday
- All children learn from a quality basic education and that,
- Violence against children is no longer tolerated.

We know that great people make a great organization, and that our employees play a crucial role in helping us achieve our ambitions for children. We value our people and offer a meaningful and rewarding career, along with a collaborative and inclusive workplace where ambition, creativity, and integrity are highly valued.

Application Information

Please apply using a cover letter and an up-to-date CV as a single document. Please also include details of your current remuneration and salary expectations

For a detailed job description and to apply online, please visit:

https://hcrl.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1/job/15601

Application deadline: **March 04, 2026**

Only short-listed candidates will be invited for an interview
'Save the Children promotes diversity in its workforce.'

We need to keep children safe, so our selection process reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

Senior Officer – Women’s Economic Empowerment Project

Contract Type: Fixed Term Regular (Till December 2027) | Job Location: Dhaka | No. Of Vacancies: 01



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The Opportunity

The project aims to strengthen the economic resilience of disadvantaged young women in Bangladesh, through market-relevant skills development, digital and vocational training, job placement, entrepreneurship, financial inclusion, and gender-transformative approaches that address structural barriers and restrictive social norms. The Senior Officer will provide technical leadership and hands-on support to ensure high-quality, market-aligned, and gender-transformative implementation of the project. The role focuses on strengthening technical design, implementation quality, partner capacity, and learning related to women’s economic empowerment, youth employability, entrepreneurship, and enabling environments. She/he will work across country teams and implementing partners to ensure that interventions remain aligned with labor market demand, donor commitments, and Save the Children’s Youth Economic Empowerment Framework.

Qualifications and experience

- At least 3 years of experience preferably in women’s economic empowerment, youth livelihoods, or workforce development program.
- Demonstrated understanding and competency in project implementation, management, and monitoring.
- Sound knowledge of relevant Government of Bangladesh policies related to SMEs, entrepreneurship development, digital skills, youth development, and GESI.
- Proven experience in implementing skills training and youth development programs, entrepreneurship development initiatives, soft skills training, stakeholder engagement, private sector collaboration including business corporations and chambers of commerce, as well as internal and external communication.
- Report writing both Bangla in English, analyse data for decision making and participation.
- Digital Marketing and Ecommerce
- Proficiency in Microsoft Office and basic digital tools of Artificial Intelligence and soft skills expertise
- Master’s degree, preferably in Social Science/Business Management/Development Studies or Relevant field. Certificate course in Digital Marketing & E-commerce will get preference.

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Application Information

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For a detailed job description and to apply online, please visit:

https://hcri.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1/job/15602

Application deadline: **March 07, 2026**

Only short-listed candidates will be invited for an interview
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