

AISD is committed to the protection of all children and young people from harm. We recognize that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, practices, and activities. We require all staff and faculty applicants to undergo stringent selection and screening processes before being allowed to work with children.

[AISD Child Protection Policy](#)

VACANCY

<u>Title:</u>	Procurement Assistant
<u>Job Objective:</u>	Ensure accurate and efficient receiving, storage, Management and distribution of all goods and materials for operational, academic and construction activities.
<u>Qualifications:</u>	
Education:	BA or BBS in Supply Chain Management, Business Logistics or Warehouse Management required. Master's Degree Preferred.
Experience:	Three years of experience in a related position
Knowledge & Skills:	Advanced Fluency in English. Ability to manage database input and updates.
<u>Employment Arrangements:</u>	
Local Support Staff Grade 5	
<u>Reports to:</u>	
Procurement Manager	
<u>Dotted-line reporting & evaluated by:</u>	
Head of Finance & CFO	
<u>Major Areas of Responsibility:</u>	
	<ul style="list-style-type: none">● Assist in sourcing and purchasing goods, materials, and services as required by the school.● Research and identify reliable vendors and suppliers, obtain quotations, and evaluate bids.● Source new vendors, manage vendor enlistment procedures, collect compliance documentation, and conduct due diligence checks.● Handle subscriptions, PD, and other online purchases using the P-Card.

AISD community members hold each other accountable to these values:

- We are a compassionate, caring, and diverse community.
- We act with integrity and respect.
- We embrace creativity and balance.
- We are proud of diversity and willingness to collaborate.

“Preparing students to become stewards of a just and sustainable world.”

- Follow up with vendors to ensure timely delivery of goods and services, receive deliveries, and submit bills to F&A for payment.
- Address any issues or discrepancies related to deliveries or invoices.
- Maintain accurate records of all purchase orders, invoices, contracts, and delivery schedules.
- Track and update procurement files to ensure compliance with audit and legal requirements.
- Assist in preparing cost analyses and financial reports for procurement activities.
- Ensure all procurement activities comply with local and international regulations, as applicable.
- Adhere to the school's ethical guidelines and procurement policies.
- Collaborate with the Procurement Manager to streamline purchasing processes.
- Conduct annual supplier evaluation programs to monitor performance and build long-term relationships.
- Support the Procurement Manager in strategic initiatives and special projects.
- Handle any other tasks assigned by the Procurement Manager.

Physical Requirements (with or without reasonable accommodation):

- Ability to lift up to 80 pounds and handle working loads of up to 50 pounds.
- Ability to move furniture up and down several flights of stairs.
- Ability to work off a ladder or elevated platform

Inspired? We certainly hope so. Our team is waiting to hear from you at HR@aisdhaka.org. Send us your one-page response to the above and your CV in one tidy PDF document before **December 5, 2024**.

Mission: AISD creates an academic and social environment based on American educational principles. We challenge students from an international community to achieve their potential, become life-long learners and contribute to a changing global society.

Updated: November 2024