



CAREER OPPORTUNITY

Infrastructure Development Company Limited (IDCOL), a public-private partnership organization, is the market leader in developing and financing private sector infrastructure, renewable energy and energy efficiency projects in Bangladesh.

IDCOL solicits applications for the positions mentioned beside:

Assistant Manager: (Procurement) : 1 Post

Qualifications

- B.Sc. (Engineering) or BBA/ Master degree in business/ economics/ science with minimum CGPA of 3.00;
- Strong written and oral communication skills in English;
- Computer skills with the ability to type in Bangla;
- Minimum 3 years' work experience in the relevant field;
- Updated knowledge on procurement rules, policies and methods.

Duties and responsibilities

- Prepare and regularly update an overall procurement plan for all goods, works and services;
- Coordinate with other departments for justified material requisitions;
- Manage the entire procurement formalities properly;
- Make sure that the required product is procured in right time, accurate quality with proper market price;
- Prepare reports and defend reviews and audits by internal and external parties on procurement functions;
- Perform any other tasks assigned by the Management.

Age limit: 35 years

Remuneration:

BDT 77,538 + Festival Bonus + LFA + Gratuity + other benefits as per company policy

Persons fulfilling the above criteria should go to the following link to apply:

<http://idcol.org/home/vacancies>

Application Deadline : 21 December 2017

Only short-listed candidates will be contacted. Any direct or indirect solicitation will result in disqualification of the candidature.