



## **Job Description Manager, Administration**

### **Organization Profile**

Founded in 2000 on the belief that World Change Starts with Educated Children®, Room to Read develops children’s foundational literacy skills, as well as life-skills that promote gender equality in 29 countries. As a leading implementer, we nurture these essential skills in children by strengthening education systems – all while honoring the dignity of every child.

Our ‘Literacy Portfolio’ supports children in developing literacy skills and a love of reading by training and coaching educators, creating quality curriculum and children’s book content in local languages, and enriching learning spaces that enable children to become independent readers. Our ‘Gender Equality Portfolio’ supports all adolescents, particularly girls, to develop life skills that promote gender equality with curriculum that focuses on collaboration, resilience, leadership, decision-making and critical thinking.

Room to Read envisions a world free from illiteracy and gender inequality, where all children have room to read, learn and grow. Visit us at [www.roomtoread.org.bd](http://www.roomtoread.org.bd).

Since 2009 in Bangladesh, Room to Read is implementing education support Programs in low-income and remote communities in Natore, Cox’s Bazar, Dhaka, Moulvibazar, Narail and Jhalokathi districts. Till 2024, we have supported the education of more than 2.4 million children in Primary and 3.1 million girls in Secondary schools in various capacities. We are proud to have worked with DPE, NCTB, NAPE, DSHE, a2i as well as national radio and TV in executing scalable and systemic initiatives to eradicate illiteracy and embed life-skills.

### **Position Overview:**

The Admin Manager will lead and oversee all administrative, legal, procurement, and operational functions of Room to Read Bangladesh. This role is critical in ensuring compliance with government regulations, donor requirements, and organizational policies, while maintaining efficient office operations and supporting program delivery nationwide. The Admin Manager will report directly to the Program Operations Director and supervise a team of procurement, administrative, and IT personnel, ensuring smooth coordination across country office and field offices. This role will also be responsible to coordinate with Country Director directly for any administrative or operational support.

### **Roles & Responsibilities:**

#### **1. Legal & Government Liaison**

- Prepare FD6, FD2 forms and take necessary initiatives to secure NGOAB approval for fund clearance before project implementation begins.
- Manage work permits and security clearances from the Ministry of Home Affairs, including coordination of police verification by the Special Branch for international staff.
- Oversee and resolve legal matters related to Room to Read’s operations in Bangladesh, ensuring compliance with local laws and regulations.

#### **2. Contracts & Compliances**

- Oversee preparation, review, approval, filing, and updating of third-party contracts, MOUs, cooperation agreements, and policies.
- Ensure partner purchase compliance and adherence to organizational standards.

#### **3. Office & Logistics Management**

- Supervise day-to-day operations of offices, ensuring functionality, safety, and compliance with organizational standards.
- Oversee procurement, inventory, and asset management systems.
- Guarantee full functionality of Room to Read offices (utilities, internet, insurance, pest control, office setup).
- Supervise the Admin team to provide logistics support, manage office equipment, warehouse operations, and IT services.
- Monitor administrative activities across field offices.
- Ensure effective reception services, transportation, and logistics for workshops, trainings, and staff travel.

#### **4. IT Infrastructure**

- Oversee management of IT systems including networking, servers, computers, software, telephones, and other equipment.
- Ensure smooth IT support services across offices.

#### **5. Procurement Management**

- Prepare annual procurement plans aligned with program implementation calendars.
- Review and approve quarterly purchase plans.
- Lead procurement processes including public bidding, vendor enlistment, and purchase committee meetings.
- Ensure transparent, cost-effective procurement of goods and services.
- Conduct regular market surveys to track price trends and availability of materials.
- Maintain updated vendor/supplier lists and warehouse records.
- Report monthly procurement status to Country Management Team and Global Office.

#### **6. Budget & Financial Oversight**

- Prepare and manage administrative budgets, quarterly reviews, forecasts, and regular tracking.
- Make budget decisions in alignment with program and operational needs.

#### **7. Safety & Security**

- Act as focal person for safety-security management, ensuring 24-hour readiness and enforcement of guidelines.
- Prepare and circulate safety-security updates during emergencies to the Country Management Team and Global Office

#### **8. Event & Travel Management**

- Ensure venue arrangements and logistics for events, training, and workshops.
- Collect feedback from requesters and relevant personnel to improve event planning and execution.
- Manage program-related travel and transportation needs, both domestic and international.
- Coordinate and ensure smooth travel plans for international staff visiting Bangladesh, including visas, clearances, and logistical support.

#### **9. General Administration**

- Oversee petty cash, stationery, tea/coffee supplies, ISBN registration, and scam item management.
- Perform other duties delegated by the Program Operations Director.

This position is based in Country Office. Travel to all districts where Room to Read operates is required as needed. All work-related travel costs will be covered by Room to Read Bangladesh in accordance with our staff travel policies as amended from time to time. The regular working hours are comprised of 40 hours on average per week, excluding breaks. Regular office hours are from 09:00 am to 5:30 pm (including Lunch break – 30 minutes), Sunday to Thursday.

#### **Qualifications:**

#### **Required:**

- Master's degree in administration, Human Resource Management, Management, Procurement, Finance, Accounting or other related fields
- Minimum 7 years experience in Administration and Procurement work and at least 2 years' experience as a senior level in a similar size NGO or company
- Ability to work independently, under pressure
- Demonstrated ability to apply strong reasoning skills, make effective decisions, and exercise sound judgment in complex situations
- Understanding labor law, taxation law, VAT, and other applicable rules and regulations in Bangladesh

- Strong commitment to team management approach, including good managerial, leadership, supervisory, interpersonal and negotiating skills
- Proven integrity and good character especially in the stewardship of resources, transparency and accountability
- Excellent communication skills in English and Bangla.
- Proficiency in MS Office, MS Excel and PowerPoint
- Commitment to transparency, inclusivity, and sustainability.

**Preferred:**

- Proven track record of achieving results
- Have cross-cultural working exposure
- Ability to integrate learning opportunities with day-to-day work
- Willing to travel and work at the field if required.

To be successful as a member of the Room to Read team, you will also:

- Have a passion for our mission and a strong desire to impact on a dynamic non-profit organization
- Be an innovative and creative thinker – not afraid to try something new and inspire others to do so
- Have a very high level of personal and professional integrity and trustworthiness
- Have a strong work ethic and require minimal direction
- Work well independently as well as part of a team
- Thrive in a fast-paced and fun environment

Room to Read is committed to the education and welfare of children and protecting them from abuse and exploitation (Child Protection Principles)	Room to Read Representatives must create and maintain an environment that prevents sexual exploitation and sexual abuse. (PSEA Principles)
<ul style="list-style-type: none"> <li>• Room to Read has <b>zero tolerance</b> for child abuse and exploitation.</li> <li>• All children have the <b>right</b> to be free from abuse and exploitation, including neglect, maltreatment, and physical, mental or sexual violence, injury or abuse.</li> <li>• All children should be treated with <b>respect and dignity</b>.</li> <li>• The well-being of the child is Room to Read’s <b>first priority</b> when dealing with all identified or suspected cases of child abuse.</li> <li>• Room to Read shall <b>integrate</b> child protection into all its organizational strategies, structures and work practices.</li> </ul>	<ul style="list-style-type: none"> <li>• Room to Read has <b>zero tolerance</b> for adult sexual exploitation and abuse.</li> <li>• Sexual exploitation and abuse are <b>serious violations</b> of fundamental human rights and will not be accepted or tolerated.</li> <li>• All adults should be treated with <b>respect and dignity</b>.</li> <li>• Room to Read implements a <b>survivor-centred approach</b>, putting the survivor’s rights and dignity at the forefront.</li> <li>• Survivors referred to available <b>professional assistance</b> (e.g. mental health counselling), upon consent.</li> </ul>

**Compensation:**

We offer a competitive salary. The benefits include:

- Provident Fund
- 13<sup>th</sup> Month Allowance
- Gratuity
- Health coverage for staff and dependents
- Insurance
- Professional Development opportunities. The most significant benefit is the opportunity to work with one of the fastest growing international organizations, which has sole focus on education & continuously innovating efficient & effective social entrepreneurship

**Application Procedure:**

Interested candidates meeting the above requirements should apply online [https://osv-rtr.wd5.myworkdayjobs.com/en-US/RoomToRead/job/Bangladesh---Main---Dhaka/Manager--Administration\\_R-03230](https://osv-rtr.wd5.myworkdayjobs.com/en-US/RoomToRead/job/Bangladesh---Main---Dhaka/Manager--Administration_R-03230) on or before **18 April 2026**. *Any persuasion attempt will disqualify your candidacy. Only shortlisted candidates will be contacted.*

***“Qualified Female Candidates are Strongly Encouraged to Apply”***