

Officer, Operations Support, BRAC Learning Center (BLC)

Location: Head Office Date Posted: July 27, 2026 Last Date of Application: August 5, 2026



BRAC is an international development organisation founded in Bangladesh that partners with over 100 million people living with inequality and poverty globally to create sustainable opportunities to realise potential.

Working at brac is not like any other job. It is a platform where you can bring about real change for people who need it the most. We are not just dreaming of a better world, we are building it. Join us to find the way.

Job Purpose:

The Officer, Operations Support, is responsible for coordinating administrative communication between BRAC Learning Centres (BLCs) and the Head Office. The role supports procurement processes, vendor engagement, logistics coordination, bill preparation, and operational documentation to ensure smooth operational support for all BLCs.

Key Responsibilities:

- Coordinate regular administrative and operational communication between BLCs and Head Office.
- Facilitate day-to-day approvals from Head Office for procurement, operational needs and other administrative matters.
- Support procurement processes for BLC operations following BRAC procurement policies and procedures.
- Prepare procurement documentation, including purchase requests, comparative statements and work orders.
- Coordinate vendor sourcing, engagement and service delivery for BLC operational requirements.
- Prepare and process bills, invoices and supporting documents related to procurement and logistics.
- Maintain proper records and documentation of procurement, logistics and vendor-related activities.
- Coordinate logistics support, including the supply of materials, equipment, and operational items for BLCs.
- Liaise with Finance, Procurement, and other BRAC departments for approvals and compliance.
- Monitor procurement and logistics activities across BLCs to ensure timely delivery.
- Assist in preparing operational and procurement-related reports for management.
- Maintain filing and documentation systems for administrative and procurement records.
- Provide administrative support for meetings, workshops, and operational events of BLC Operations.

Safeguarding Responsibilities:

- Ensure the safety of Programme Participants, people who come into contact with the organisation, and team members from any harm, abuse, neglect, harassment, and exploitation, including sexual exploitation and abuse (SEA) to achieve the programme goals of safeguarding implementation. Act as a key source of support, guidance, and expertise on safeguarding for establishing a safe working environment.
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place and encourage others to do so.

Additional Job Requirements:

- Good understanding of administrative and procurement processes.
- Understanding of NGO operational environment.
- Strong coordination and communication skills.
- Ability to manage multiple tasks and meet deadlines.
- Good documentation and reporting skills.
- Ability to maintain professional relationships with vendors and stakeholders.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint).

Educational Requirements:

Bachelor's degree preferably in Business Administration/ Public Administration/ Supply Chain Management or a relevant subject from a recognised university/ institution.

Experience Requirements:

Minimum 01 year of relevant experience in administration, logistics, procurement, or operations in a reputed development organization or corporate sector.

Benefits:

Festival Bonus, Health and Life Insurance, Service charge, and others as per policy.

Application Link:

[Officer, Operations Support, BRAC Learning Center \(BLC\)](#)