



**POPI**

## **CAREER OPPORTUNITY**

**People's Oriented Program Implementation (POPI)** is a national Non-Governmental Development Organization with a vision to build a prudent nation free from hunger and poverty where every citizen leads a life with dignity and equity. Presently it has development partnership arrangements with government entities and more than 40 diversified development partners, Bank and other financial institutions operating at international, national and regional level. Currently, it has been implementing multi-sectoral socio economic development projects and programs across Bangladesh.

**POPI** invites application from the experienced professional with proven track record for the smooth implementation of the project ***Prevention and Elimination of Hazardous Form of Child Labour in Coastal Areas of Bangladesh*** to be implemented Cox's Bazar Upazila, Cox's Bazar with financial and technical assistance of Education and Development Foundation-Educo.

Name of Position : Admin and Accounts Officer  
Location of posting : Cox's Bazar Upazila, Cox's Bazar  
Contract Type : Project Based  
Salary : BDT 36,960/= and other admissible benefits as per project allocation

Project Duration : Up to 31 December 2024

### **Job Summary:**

**Admin and Accounts Officer** is reportable to the Program Manager. S/he is responsible for working on donor funded project. S/he will also responsible for working on accounts & finance management independently, coordination, communication, preparing report, audit/financial monitoring, documentation, inventory & procurement management, bank dealings, and also administering day to day work.

### **Job Responsibilities:**

- A minimum of 3 years practical experience in relevant field.
- Should have proven experiences of maintaining books of accounts, preparing report, audit/financial monitoring, documentation, inventory management, bank dealings, cash flow and transaction independently.
- Clear understanding of Government VAT, Tax policy, NGOAB dealings and other relevant compliances

### **Additional Requirements:**

- Proven knowledge of procurement.
- Basic knowledge of budget handling.
- Good computer skill on MS Office and Internet application.

**Academic Qualification:** Masters in Commerce

Apply instruction:

Prospective persons who are confident to fulfill the above requirements are requested to apply at following address:

Deputy Director (HR & Admin)  
People's Oriented Program Implementation (POPI)  
5/11-A, Block-E, Lalmatia, Dhaka-1207.  
Or E-mail: [hr@popibd.org](mailto:hr@popibd.org)  
Web: [www.popibd.org](http://www.popibd.org)

**Closing date for applications: June 20, 2023**

**Equal opportunities:** POPI values diversity in the workplace and is committed to equal opportunity to the employer. We encourage applications from all suitable candidates regardless of gender, race, family or marital status, ethnicity, age, sexual orientation, disability, class, caste or religion.

Please mark the position on the envelope or in the emails subject line. Any act of persuasion will result in disqualification. Only shortlisted candidate will be called for interview.

” নারী ও শিশু নির্যাতন এবং বুকিঁপূর্ণ শিশুশ্রম দণ্ডনীয় অপরাধ ”