



**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.

In partnership with Manusher Jonno Foundation (MJF), People's Oriented Program Implementation (POPI) will implement the "Community based Resilience, Women's Empowerment and Action (CREA)" at Nikli, Kishoreganj with an aim to build resilience towards climate change impacts; build resistance against domestic violence and child marriage; empower vulnerable communities especially women and girls, to address the socio-economic effects of climate at Nikli, Kishoreganj. The outcomes of the project are: Service providers both public and local government institutions are responsive, and increased access to the quality services of community specially women & girls. Improved resilience of the most vulnerable coastal, char, hill, and haor communities to climate change impact. Empowered women and girls are dealing with inequality, social injustice, violence incidences and participated in voice raising and protests. Strong voices and decisions are in place against DVAW and child marriage. Decrease in rate of child marriage and DVAW in the selected climate vulnerable areas. Risks related to poverty will be decreased with increased family income and alternative livelihoods options. To achieve above mentioned outcomes **People's Oriented Program Implementation (POPI)** is inviting applications from interested qualified candidates for the position.

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|-----------------------------|--|
| <b>Name of the Position</b> | <b>: Accounts &amp; Admin Officer.</b> |
| Location of posting         | : Nikli, Kishoreganj.                  |
| Contract Type               | : Project Based.                       |
| Salary                      | : around 33,000/- per month gross.     |
| Project Duration            | : 1 March to 30 June 2026              |
| Age                         | : 40 years                             |

**Job Summary:**

Responsible for managing and finance accounts functions of the projects independently and should be able to maintain good coordination and communication with different stakeholders, vendors and project personnel.

**Job Responsibilities:**

- The Finance & Admin Officer will be reportable to the Program Manager.
- S/he will remain responsible for managing and finance accounts functions of the projects.
- S/he will also be responsible for working on accounts & finance management independently.
- S/he should be able to maintain good coordination and communication with different stakeholders, vendors and project personnel.
- She will have to maintain books of accounts, prepare financial reports and undertake audit and financial monitoring.
- S/he will also have to do inventory and procurement management and banking activities etc.

**Job Requirements:**

- A minimum of 5 years practical experience in relevant field.
- Should have proven experiences of maintaining books of accounts, preparing report, and doing other finance and accounting activities as stated above.
- Must have clear understanding of the government's VAT and Tax policies, NGOAB regulations and other relevant compliances.

**Additional Requirements:**

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

**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: October 12, 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, 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. Women/Diversity are highly encouraged to apply.

“নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দণ্ডনীয় অপরাধ”