



POPI

CAREER OPPORTUNITY

Founded in 1986, People's Oriented Program Implementation (POPI) is a growing Non-Government Organization (NGO) working across the country. POPI has been at the forefront of country's social and economic endeavor since inception. It envisions a prudent nation free from hunger and poverty where every citizen leads a life with dignity and equity. POPI pursues a mission to work for and with people irrespective of religion, caste, ethnicity, creed, belief, age and gender who are in any form marginalization and exclusion. POPI's programmes revolves around six major areas including education, livelihood development, health, rights and governance, DRR & CCA and Financial Services. At present POPI is working in 23 districts across Bangladesh with an effective network of regional, zonal, branch and field offices.

POPI is going to recruit some experienced and enthusiastic project personnel to effectively execute the operations of the **Early Years Education** project. Hence, POPI invites applications from confident and committed individuals to immediately fill the following exciting positions:

Name of Position	: Finance & Admin Officer.
Location of posting	: Cox's Bazar
Salary	: BDT 37,000/= and other admissible benefits as per project
Project Duration	: January to December 2024 with possible to extension up to December 2025

Job Summary:

The Finance & Admin Officer will be reportable to the Project Coordinator. 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 Responsibilities:

- 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

Web: www.popibd.org

Closing date for applications: October 30, 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.

“নারী ও শিশু নির্যাতন এবং বুদ্ধিপূর্ণ শিশুশ্রম দণ্ডনীয় অপরাধ ”