



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, MFIs 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 professionals with proven track record for the following position for its **Lead Climate Resilience (WLCR) project** supported by Pathfinder. Working areas of the program are 4 Upazillas of Kishoregonj District (Nikli, Itna, Mithamoin and Austogram) and 3 Upizalas of Netrokona District (Madan, Kalmakanda and Khaliajuri).

Position Title : MEAL & Documentation Officer

Location of posting : Kishoregonj & Netrakona district.

Contract duration : Up to December 2025

Salary : BDT. 35,000/- (and other admissible benefits as per project allocation).

Key responsibilities:

- Responsible to design MEAL plan, tools/methodology and indicator tracking mechanism
- Responsible to lead monitoring and evaluation related activities of the program; provide technical assistance to the project team; collect monitoring data and process the data, coordination & collaboration with line stakeholders, process documentation.
- Ensure incorporation of Health, resilience & CCA and Gender based violence (GBV) issues are incorporated in the monitoring tools, and prepare tools to track and monitor the project progress.
- Set up of an efficient Complaint Feedback and Response Mechanism.
- Any other tasks assigned by supervisor/ management.

Benchmark:

- Masters in Statistics, Social Sciences, Economics, Geography, Environmental Science, Disaster Management or equivalent degree with at least 3 years' relevant working experience in any National/International NGO;
- Preference will be given to the candidates having prior working experience in Health, resilience & CCA and Gender based violence (GBV)
- Good understanding on ICT and web based online automated information management system including ability to manage M&E/MIS database, including template design, data entry, cleaning, logical checks of monitoring data using MS-Excel, MS-Access, in addition working knowledge on SPSS will be an added advantage.

Application Instructions

Prospective persons who feel confident to fulfill above requirements are requested to send CV with a cover letter to, Deputy Director (HR & Admin), People's Oriented Program Implementation (POPI), 5/11-A, Block-E, Lalmatia, Dhaka-1207 Or E-mail: hr@popibd.org, Website: www.popibd.org.

Please mark the positions applied for on the envelope or in the e-mail subject line. Any persuasion will result in disqualification of the candidate. Only shortlisted candidate will be called for interview.

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

Closing date for applications: **July 20, 2024**
“নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দণ্ডনীয় অপরাধ”