



## **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 programs revolves around six major areas including education, livelihood development, health, rights and governance, DRR & CCA and Financial Services. At present POPI is working in 29 districts across Bangladesh with an effective network of regional, zonal, branch and field offices.

POPI invites application from the experienced professionals with proven track record for the following position for its **Scaling Up Flood Forecast-based Action and Learning (SUFAL-II)** Project. Working areas of the program are Sunamganj (Dormopasha) and Netrokona (Khaliajuri).

**Position Title** : Project Officer

**Salary & allowances** : BDT.32,500/- and other admissible benefits as per project/organization rules.

**Assignment Duration** : Up to September 2024 & extension will March 2025

### **Job Responsibilities:**

- Responsibility:
- S/he Will be responsible for implementation of all field level activities in the assigned District and Upazila.
- S/he will be responsible for ensuring all community level intervention, FF volunteers' capacity building; Community Mobilization; and activities are implemented according to the work plan.
- S/he Will regularly coordinate with the PM and APM- to ensure MEL Plan implementation, generate KML documents.
- Supervise the field facilitators for proper and timely implementation of the activities.
- The Project Officer will submit report inputs to Project Manager.
- Plan and organize the project activity monitoring and documentation to ensure the necessary support for quality implementation of the project.
- Monitor the progress of the project and recommend the further measures for ensuring progress.
- Collect and Analyze the monitoring data, and sharing with project management with valid recommendation to address the challenges
- Ensure documentation on case studies, best practices, field experiences, positive changes in beneficiaries' lives and other advocacy materials
- Documentation of significant achievement and gather earnings, challenges, and field experiences to set recommendations

- Prepare and ensure timely and accurate monitoring, programmatic and periodic reports for the donor
- Any other tasks assigned by supervisor/ management.

**Qualification & Others:**

- Bachelor/Masters in Geography and Environment, Disaster Management, Social Science or Masters in any discipline.
- At least 3-4 years working experience in relevant positions including 2 years' experience in program implementation, monitoring and Staff Supervision.
- Good negotiation skills.
- Strong field facilitation skills, knowledge in pro-poor program implementation.
- Knowledge of Disaster Risk Reduction and early warning system in Bangladesh
- Knowledge of good governance, DRR gender equity and multifaceted intervention
- Proficient in MS Office tools (Word, Excel, Power Point);
- Good verbal and written communication skills in local language, English and Bengali;
- Pro-active and participatory decision-making and problem-solving;
- Experience in Cash for work (CFW) modality through Mobile Money Transfer (MMT) will be prioritized
- Good understanding on issues related to gender equity, Inclusion and protection

**Application Instructions**

Deserving candidates are requested to apply with their full-length CV with a recent photograph and a cover letter to:

The Deputy Director (HR & Admin)  
People's Oriented Program Implementation (POPI)  
5/11-A, Block-E, Lalmatia, Dhaka-1207.

Or Email to : [.hr@popibd.org](mailto:.hr@popibd.org)

**The last date of application is 20 July 2024**

Please mark the position applied for on the top of the envelop. Both electronic or hard copy applications are acceptable. Any persuasion in recruitment process will be treated as disqualification. Only short listed candidates will be called for interview.

[POPI is an equal opportunity employer and values diversity. It is also committed to safeguarding and promoting the welfare of women, children and young people and expect all its staff to share this commitment.

“নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দণ্ডনীয় অপরাধ”