



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, 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 **Advancing the leadership of women and girls towards better health and climate change resilience (DISHARI) 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 Khaliajary).

Position Title : **Finance & Admin Officer**

Location of posting : Kishoregonj & Netrakona district.

Contract duration : Up to November 2025.

Salary : BDT. 42,000/- (and other admissible benefits as per project allocation).

Key responsibilities:

- Responsible for fund projection, different payment and financial reporting.
- Responsible to track program advances and its adjustment, track expenses in line with budget heads and accomplish financial reconciliation and reports.
- Assist the project team for different compliance issues, liaison with finance department.
- Support the project team to facilitate different audits (internal and external).
- Any other tasks assigned by supervisor.

Benchmark:

- M. Com. / B. Com with 3 years' practical experience in financial management of donor funded project.
- Have working knowledge on financial management of donor funds, VAT, Tax & donor compliance and requirements.
- Skilled in budget preparation, budget monitoring and procurement.
- Have administrative skills, ability to work in a team, participatory planning and good interpersonal skill.
- Proficiency in computer, Microsoft Office programs (Word, Excel, Power point) and email communication are essential.

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: **September 30, 2024**

“নারী ও শিশু নির্যাতন এবং বুদ্ধিপূর্ণ শিশুশ্রম দণ্ডনীয় অপরাধ”