

**Job Title:**

- **Project Focal (WaSH, Livelihood, Microfinance)**

People's Oriented Program Implementation (POPI) is a national Non-Governmental Development Organization dedicated to building a prudent, hunger- and poverty-free nation where every citizen lives with dignity and equity. Operating across 36 districts in Bangladesh, POPI implements diverse socio-economic development projects and programs.

We are currently seeking skilled and experienced candidates to join our team as a Project Focal.

Position Title: Project Focal (WaSH, Livelihood, Microfinance)

Location of Posting: Dhaka

Salary: BDT 64512- 71652/ month

**Other Benefits:**

- Yearly increment
- Two festival bonuses
- Gratuity
- Contributory provident fund
- Mobile allowance
- Boishakhi allowance
- Other facilities as per organizational policy

**Job Summary:**

We are seeking an experienced and dynamic **Project Focal** who will oversee and coordinate five distinct projects that encompass WaSH (Water, Sanitation, and Hygiene), Livelihood Support, Micro-entrepreneurs and Enterprise development and Microfinance initiatives.

The ideal candidate will have proven expertise in managing projects in these sectors and will also have experience working with PKSF (Palli Karma-Sahayak Foundation) for development financing and implementation. The Project Focal will ensure efficient project management, compliance, and successful implementation to achieve project goals, improve the well-being of target communities, and contribute to long-term sustainability.

**Key Responsibilities**

- **Project Coordination & Management:** Lead the planning, execution, monitoring, and evaluation of assigned projects, ensuring all activities align with project goals and donor requirements.
- **Team Supervision:** Manage and support project teams working on WaSH, Livelihoods, and Microfinance components, ensuring effective teamwork, communication, and collaboration across all sectors.
- **Stakeholder Engagement:** Establish and maintain strong relationships with donors, local authorities, community leaders, partner organizations, and other stakeholders.
- **Budget & Financial Oversight:** Monitor project budgets, ensure financial transparency, and report on financial and operational performance.

- **Monitoring & Evaluation:** Track project performance, prepare progress reports, and ensure data-driven decision-making to optimize project outcomes.
- **Capacity Building:** Identify training needs and facilitate capacity-building activities for staff and community members.
- **Compliance & Reporting:** Ensure that all projects comply with organizational policies, donor guidelines, and relevant regulations, while preparing timely and accurate reports for stakeholders.

### **Required Qualifications**

- Master's degree in **development studies, Social Sciences, Project Management, or a related field.**
- A minimum of **10 years of experience** in project management, preferably in humanitarian or development sectors.
- Proven experience in **WaSH, Livelihoods, Micro-entrepreneurs and Enterprise development and Microfinance** project implementation.
- Strong skills in **budget management**, monitoring, and evaluation.
- Excellent communication and interpersonal skills with the ability to engage diverse stakeholders.
- Demonstrated leadership and **team management** experience.
- Familiarity with donor regulations and compliance, particularly in the development sector.
- Fluency in both Bangla and English is required.
- Maximum age: 45 years (may be relaxed for highly experience candidate)

### **Preferred Skills & Experience**

- Experience working with communities in rural/urban settings.
- Knowledge of climate change, **environmental sustainability** practices in WaSH and Livelihood sectors.
- Proficiency in project management software and tools (e.g., MS Project, etc.).

### **Apply Instructions**

If you believe your qualifications and experience align with our requirements, and you are inspired to contribute to the values and vision of People's Oriented Program Implementation (POPI), we invite you to apply.

Please clearly indicate the position applied for on the envelope or in the subject line of your email.

Please send your updated CV along with a cover letter addressed to:

Deputy Director, HR & Admin Department  
 People's Oriented Program Implementation (POPI)  
 House # 5/11-A, Block # E, Lalmatia, Dhaka-1207  
 Or, email to: [hr@popibd.org](mailto:hr@popibd.org)

**Equal Opportunity Employer:**

At POPI, we are committed to fostering a diverse and inclusive workplace and are proud to be an equal opportunity employer. We encourage applications from all qualified candidates, regardless of gender, race, marital status, ethnicity, age, sexual orientation, disability, socioeconomic background, caste, or religion

**Note that any form of canvassing will lead to disqualification, and only shortlisted candidates will be contacted for an interview**

**Closing date for applications: 20 November 2024**

“নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দণ্ডনীয় অপরাধ”