



People's Oriented Program Implementation (POPI) is a national Non-Governmental Development Organization committed to building a prudent nation free from hunger and poverty, where every citizen can live with dignity and equity. POPI is currently implementing multisectoral socio-economic development projects and programs across 36 districts in Bangladesh and operating two training centers. To strengthen its training initiatives, POPI invites applications from skilled and experienced professionals for the position of Manager – Training.

Position : Manager – Training

No. of Vacancies: 01

Job Location : Bhairab Upazila, Kishoreganj District

Job Type : Regular

Salary : 6 months probationary period : **Tk. 54,512/-; Upon confirmation: Tk. 60,528/-**

**Other Benefits:**

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

**Role Summary**

The Manager-Training will be responsible for coordinating training activities, conducting training sessions, assessing training needs, preparing training modules, and evaluating the effectiveness of training programs. The role requires close collaboration with POPI microfinance programs, various projects, and department heads to ensure seamless execution of training initiatives.

**Educational Qualifications:**

- Master's degree in any discipline but preferably in Business Administration, Economics, Finance, Development Studies, Social Sciences

**Work Experience:**

- Minimum 5 years of experience in training and capacity building, preferably in the microfinance, financial inclusion, or development finance sector.
- Experience in designing, implementing, and evaluating training programs for micro-finance institutions (MFIs), cooperatives, or rural finance initiatives.
- Previous experience in a leadership or managerial role within a microfinance or financial training institution.

**Technical Skills & Competencies:**

- Strong understanding of microfinance operations, including credit management, financial literacy, risk assessment, and regulatory frameworks.
- Ability to conduct Training of Trainers (ToT) and develop training materials tailored to different levels of microfinance staff and stakeholders.
- Experience with digital learning platforms and e-learning tools for remote training delivery.
- Analytical skills for assessing training impact and improving training methodologies.

**Soft Skills:**

- Leadership & Team Management: Ability to lead a training team and collaborate with other departments.
- Communication & Facilitation Skills: Excellent presentation, coaching, and mentoring skills.
- Stakeholder Engagement: Ability to work with NGOs, donors, and financial institutions and government agencies.
- Problem-Solving & Innovation: Ability to adapt training strategies to changing market and regulatory environments.

**Key Responsibilities**

- Overall coordination and management of training programs.
- Planning, organizing, and designing training sessions.
- Facilitating and delivering effective training sessions.
- Monitoring and evaluating training programs, ensuring continuous improvement.
- Maintaining communication with internal and external training resources.
- Preparing quarterly and annual training reports.
- Managing training registrations and maintaining relevant records.

**Application Process**

If you meet the qualifications and are passionate about contributing to POPI's mission, please send your updated CV and cover letter to:

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

**Equal Opportunity Employer**

POPI is an equal opportunity employer and values diversity in the workplace. We encourage applications from all qualified candidates, regardless of gender, race, marital status, ethnicity, age, sexual orientation, disability, class, caste, or religion. Please mention the position you are applying for in the subject line of your email or on the envelope.

Note: Canvassing will lead to disqualification. Only shortlisted candidates will be contacted for an interview.

Closing date for applications: March 15, 2025  
“নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দণ্ডনীয় অপরাধ”