



**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, Bank 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.

In partnership with Manusher Jonno Foundation (MJF), People's Oriented Program Implementation (POPI) will implement the "Community based Resilience, Women's Empowerment and Action (CREA)" at Nikli, Kishoreganj with an aim to build resilience towards climate change impacts; build resistance against domestic violence and child marriage; empower vulnerable communities especially women and girls, to address the socio-economic effects of climate at Nikli, Kishoreganj. The outcomes of the project are: Service providers both public and local government institutions are responsive, and increased access to the quality services of community specially women & girls. Improved resilience of the most vulnerable coastal, char, hill, and haor communities to climate change impact. Empowered women and girls are dealing with inequality, social injustice, violence incidences and participated in voice raising and protests. Strong voices and decisions are in place against DVAW and child marriage. Decrease in rate of child marriage and DVAW in the selected climate vulnerable areas. Risks related to poverty will be decreased with increased family income and alternative livelihoods options. To achieve above mentioned outcomes **People's Oriented Program Implementation (POPI)** is inviting applications from interested qualified candidates for the position.

**Name of the Position** : **Project Coordinator**

Location of posting : Nikli, Kishoreganj.

Contract Type : Project Based.

Salary : 50,400/- per month gross.

Project Duration : 1 March to 30 June 2026

Age : 45 years.

### **Job Summary:**

Responsible for overall coordination, monitoring, financial management, reporting and documentation. S/he will be responsible for organizing events of upazila and district level.

## **Job Responsibilities**

- Responsible for guiding the overall project strategy and implementation of all activities within the project plus providing timely and relevant information to project stakeholders.
- Facilitating project staffs, supervise the project activities as per project proposal and overall assessment of project progress and needed actions.
- Organizational relationships, Responsibilities and tasks (Setting up the System, Implementation and, Communication)
- Revising Project log frame matrix, indicators and monitoring mechanisms achieving Project Outcome and goals.
- Assisting program staff to use appropriate project management tools to plan, review and track progress on project implementation as well as on the utilization of project resources.
- Conducting/ facilitating training, workshop and guide the field level staffs and beneficiaries in their capacity development.
- Documentation the process of activities, impact assessment and lesson-learned.
- To maintain the relationship with stakeholders, community people, LEB's and Government officials.
- Find out the alignment and gaps of the project outcomes with the organization Policies (Gender policy, Safeguard policy, Whistle blowing policy, Conflict of Interest policy and HR policy etc.) and make required recommendations.
- Ensure the input and desired output of the activities, and find out the laps/gaps through analysis the progress information. Take necessary measure to overcome the challenges.
- Guide the process for identifying and designing the key indicators for each component, to record and report physical progress against the target.
- Prepare Quarterly and Annual Report, Internal Evaluation Report, News Letter and other periodic reports as per requirement.
- Holding overall responsibility for maintaining strict compliance to donor rules and regulations.
- Sustain liaison with donor, head office for the sake of smooth functioning of the project.
- Communication with UNO Office and local leaders for smooth functioning of the project.
- Liaison/ Networking building with like-minded organizations.
- S/he will be reportable to the Focal Person.

## **Experience Requirements**

The PC Should have at least 5 years' experience in the same role with 3 years of experience on climate change/gender-based violence and governance/right based approach/SAT implementation.

**Academic Qualification:** Master degree in Agriculture/livestock/Education will be preferred or Master Degree in any discipline.

Apply instruction:

Prospective persons who are confident to fulfill the above requirements are requested to apply at following address:

Deputy Director (HR & Admin)  
People's Oriented Program Implementation (POPI)  
5/11-A, Block-E, Lalmatia, Dhaka-1207.  
Or E-mail: [hr@popibd.org](mailto:hr@popibd.org)  
Web: [www.popibd.org](http://www.popibd.org)

**Closing date for applications: December 20, 2024**

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

Please mark the position on the envelope or in the emails subject line. Any act of persuasion will result in disqualification. Only shortlisted candidate will be called for interview. Women/Diversity are highly encouraged to apply.

“নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দণ্ডনীয় অপরাধ”