POPI

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 IT Officer

Name of position	**:** IT Officer
Location of Posting	: POPI Field Area/Any where in Bangladesh.
Contract Type	: Full time
Salary	: Salary in 6 months probationary period Tk.32,072/- and after confirmation Tk./-35,668/-

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

Job Summary:

IT Officer is responsible to provide support to field offices on software and Hardware maintenance activities. He is also responsible to ensure efficient use of computer. The position is reportable to Assistant Director-IT (For Technical Issue) and PM (for Field Operation).

Major Responsibilities:
- Assist to manage virus threats applying anti-virus server policies.
- Assist to manage and update IT inventory, documentation and monthly report for the management.
- Assist to networking, e-mail configure & maintenance.
- Assembling new computers and install software as and when necessary.
- Visit branch offices of the subject of computer set up and troubleshooting as well.
- Performing all other duties as and when required.
- Assist to maintain and service of Desktop, Laptop & Printer, Wi-fi etc.
- Assist to installing and configuring computer hardware, operating systems and applications.
- Assist to replacing computer parts as required.
- Configuring and installing Windows based Local Area Networks.
- Assist to provide IT support minimum 50 branches.
- Arrange online meeting.

Required Qualifications and competencies:
- 4 years Diploma in computer science & Engineering from any reputed polytechnic institute.
- At least 2 years of working experience in the relevant field. Preferable working experience with NGO.
- Knowledge of Microcredit Operation is preferred.
- Willing to visit field offices frequently.
- Good communication and negotiation skill.

Apply Instructions

Interested candidates meeting the above requirements are requested to send your updated CV with a cover letter and mentioned two Professional referees to: HR & Admin Department, People's Oriented Program Implementation (POPI), House # 5/11-A, Block# E, Lalmatia, Dhaka-1207 Or E-mail to: hr@popibd.org

POPI is an equal opportunity employer. Please mark the position applied for on the envelope or in the email subject line. Any act of persuasion will result in disqualification. Only short listed candidates will be called for interview.

Closing date for applications: February 25, 2025

"নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দন্ডনীয় অপরাধ"