



CAREER OPPORTUNITY

People's Oriented Program Implementation (POPI) is a national Non-Governmental Development Organization with a vision to build a prudent nation that is free from hunger and poverty where every citizen leads a life with dignity and equity. Presently it has development partnership arrangements with more than 40 diversified donor and MFI agencies operating at international, national, regional level and government entities. Currently it has been implementing multisectoral socio economic development projects and programs in 113 Upazilas of 19 districts in Bangladesh.

POPI invites applications from the experienced professionals with proven track record for the following positions of Empowering Local and National Humanitarian Actors (ELNHA) project being funded by Oxfam.

Position Title: Technical Coordinator (Humanitarian Capacity Building).

Location of posting : Kishoregonj.
Contract Type : Project based
Salary : BDT 50,000/- and other admissible benefits as per project Proposal.

Job Purpose: Leading, coordinating, planning, supervising, controlling and facilitating enhancement of humanitarian preparedness and response capacity of the organization and relevant local and national humanitarian actors in the district. The job involves building an effective team and enabling environment to achieve the outcomes envisioned in the Empowering Local and National Humanitarian Actors (ELNHA) Project. Position to be based in project office at Kishoregonj and required extensive field visit.

KEY RESPONSIBILITIES:

- Support and Preparation of TORs for capacity building activities in the field ;
- Ensuring contract management compliance (or TORs) of technical expert/institute and SPs;
- Support SPs and LNHA's to maintain a focus on principles of localization and quality delivery- support in organizing and bringing expertise to have local actors come together to reflect on JAP, revision of proposals as needed;
- Manage the HCDF and HRGF proposal process and funding;
- Support identification of national/international experts/ partners for implementation of HCDF;
- National level advocacy based on HCDF implementation;
- Work closely with Empowering Local and National Humanitarian Actors' (LNHA's) in identifying capacity development needs and devising capacity development objectives and joint action planning at district and national level – both collective as well as organizational – and support them to implement their plans.
- Support to facilitate the district level joint action planning

- Work closely with project team and partners and LNHA to ensure appropriate feedback mechanisms are incorporated into project teams' and partners' project.

Additional Job Requirements:

- Minimum of 5 years experience and demonstrable skills in working on capacity development of organisations (OD/ID) (including National/International NGOs) to humanitarian work Supporting the formulation of a shared humanitarian agenda to be developed in coordination with other humanitarian actors of the ELNHA project.
- Excellent in facilitation and communication skills, and ability to build relationships with diverse range of government, civil society, private sector actors
- Good knowledge of humanitarian principles, Red Cross Code of Conduct, Standards (CHS, HAP SPHERE , People in Aid , Good Enough Guide etc), National international Humanitarian Laws and policies
- Excellent Team work skills and the ability to build good relations both internally and externally.
- Good written and spoken English is essential.

Educational Requirements: Master degree in social science, Disaster Management or related discipline

Apply Instructions

If you feel that your qualification and experience matches with our requirements, and you would like to contribute to POPI's values and vision, please send your updated CV along with an application to: **Deputy Director, HR & Admin Department, People's Oriented Program Implementation (POPI), House # 5/11-A, Block# E, Lalmatia, Dhaka-1207** Or e-mail to: manager_hr@popibd.org

Equal opportunities: POPI values diversity in the workplace and is committed to equal opportunity 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 applied for on the envelope or in the emails subject line. Any canvassing will result in disqualification. Only short listed candidates will be called for interview.

Closing date for applications: September 9, 2017