



POPI

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 114 Upazilas of 19 districts in Bangladesh.

POPI invites application from the experienced professionals with proven track record for the following position for its **Strengthening Household Ability to Respond to Development Opportunities (SHOUHARDO-III)** Program in 7 (Seven) Upazilas of Kishoregonj & Netrakona district supported by **CARE**.

Position Title: Assistant Program Manager (Technical).

Location of posting : Kishoregonj (with frequent field traveling)
Contract duration : Up to June 2020.
Salary : BDT.37,350/- and other admissible benefits as per program allocation.
Age : Maximum 45 years.

Educational Qualification: Masters in Social Science or any other discipline.

Key responsibilities:

Performance Management, Staff Development; Lead the technical team including Technical Officers (TO); contribute to achieving the overalls impact of the Program; Regular Field visits to observe progress and provide technical assistance to the Technical Officers; facilitate technical capacity enhancement initiatives; Develop the mechanism for report generation and documentation by the technical team; actively participate different meetings; seminars and facilitate documentation.

Benchmark:

- ❖ At least 5-8 years working experience in managerial positions including 3 years experience in Technical management of livelihood and food security project.
- ❖ Experience in leading a team of at least of 3-5 Technical Officer of different diversity.
- ❖ Ability to maintain liaison with the district and upazila level government departments and deal with program technical issues and also with the elected representatives.
- ❖ Experience in working with multi intervention projects.
- ❖ Good verbal and written communication skills in English and Bangla.
- ❖ Willing to drive motorcycle and should have valid driving license.

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 cover letter 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: 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: **October 26, 2017**

” নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দমনীয় অপরাধ ”