



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 position of **Project Coordinator** for its **REE-CALL-2021** Project in Nikli upazila under Kishoregonj district supported by **OXFAM**.

Salary: BDT. 42,000.00/month and other facilities as per organization's policy.

Skills and Competences:

- Masters in relevant field with minimum 5 years experiences in social science and other relevant discipline.
- Experience in programme management, financial management and team building.
- Monitoring and reporting budget expenditure ensuring value for money.
- Produce quality reporting for internal and external audience.
- In-depth knowledge or DRR, CCA, Resilience, right base approach, community development model, clear analysis on social/economic/ gender power dynamics from community to national level.
- Good communication, facilitation, presentation and representation skills.
- Strong understanding of gender issues and experience in integrating into programme practice.
- Ability to work under pressure, decision making and multi-tasking.
- Working skill both oral and writing in English.
- Skill in Ms-word, Ms-excel, PowerPoint and email communication.

More details of the job responsibilities, skills and competencies, please [click](#)

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 a cover letter addressing Deputy Director-HR & Admin by email: 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 attempt of influencing/lobbying will result in disqualification. Only short listed candidates will be called for interview.

Closing date for applications: **February 7, 2018**

“নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দণ্ডনীয় অপরাধ ”