



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.

Position Title : Training Officer

Location of posting : Bhairab upazila of Kishoregonj district.

Salary : Consolidated salary BDT. 21,000/- and other benefit as per organization policy.

Job Summary: The Training Officer is responsible to conduct training, training need assessment and prepare module and deliver the training. S/he also required to evaluate and arrange refresher training as per need of the organization. S/he also needs to conduct training need assessment of staff. S/he will maintain liaison and coordinate with Project and department head. S/he will ensure all sorts of support i.e. venue booking, training materials and equipments.

Major responsibilities:

- Assist to develop tools for training needs assessment.
- Conduct FGDs, workshop and interviews for identify needs, areas of interest
- Prepare course curriculum in accordance with training plan.
- Identify/contact appropriate resource persons and ensure availability.
- Facilitate/deliver training sessions.
- Conduct course monitoring, evaluation and disseminate findings.
- Maintain liaison with internal and external training resource persons through visits, e-communications and other ways.
- Prepare quarterly and yearly training report.
- Training register maintain

Educational Qualification: Masters in any discipline.

Additional Job Requirements:

- 3-5 years of working experience in the relevant field.
- Good Leadership and interpersonal skills
- Organizing and problem solving abilities
- Proven coaching and mentoring ability
- Strong verbal and written skills in both Bangla and English.

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: January 18, 2018

“নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দমনীয় অপরাধ”