



## CAREER OPPORTUNITY

**People's Oriented Program Implementation (POPI)** is a national Non-Governmental Development Organization with a vision to build a prudent nation free from hunger and poverty where every citizen leads a life with dignity and equity. Presently it has development partnership arrangements with government entities and more than 40 diversified development partners, MFIs and other financial institutions operating at international, national and regional level. Currently it has been implementing multi-sectoral socio economic development projects and programs across 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 supported by **CARE**.

**Position Title : Technical Officer (Health, Hygiene & Nutrition)**

Location of posting : Kishoregonj project office and has to visit field frequently spread over 7 upazilas of Kishoregonj and Netrokona district.

Contract duration : Up to June 2020.

Salary : BDT. 31,500/- and other admissible benefits as per program allocation.

### **Job Summary:**

Provide technical support in planning, designing and implementation of the HH&N related activities in assigned area; Support the Field Supervisors & Field Facilitators in establishing and maintaining effective reporting for the project; plan, and facilitate HH&N training at the community level, monitor quality implementation of training, provide technical guidance to the Field Facilitators. Networking and collaboration with relevant Govt. departments, like minded organization.

### **Required qualification and competency:**

- Masters in Science/ Masters in Nutrition & Food Science with minimum 3 years experience in the HH&N field; providing technical support in planning, designing and guiding the implementation of the project activities in the rural in development sector both NGO and GO.
- Having Sound knowledge and experience in developing project implementation strategy, guidelines and management.
- Experience in developing training modules and materials, organizing and facilitating the training sessions at the community and UP/upazila level.
- Good reporting skill in both English and Bengali.
- Reporting writing, documentation and computer skills (MS Office especially MS Word, MS Excel and MS Power Point).
- Experience on network/liaison and collaboration with the GO/NGO officials; have knowledge about report preparation at the different stage of the project; good knowledge on monitoring and evaluation activities, designing monitoring tools for the project.
- Collect, review and compile reports, from Field Facilitator/Field Supervisor.
- 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 (two referees, recent PP size photograph, photocopies of NID/Smart Card and all academic & experience certificates) 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](mailto:hr@popibd.org)

Please mark the position applied for on the envelope or in the emails subject line. Any act of persuasion will result in disqualification. Only short listed candidates will be called for interview.

**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.

Closing date for applications: **April 10, 2018**

“নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দণ্ডনীয় অপরাধ”