



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 : Assistant Program Manager (Technical).

Location of posting : Kishoregonj (with frequent field visit to program area)

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 relevant 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 diverse team of at least of 3-5 Technical Officers.
- ❖ 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 act of persuasion will result in disqualification. Only short listed candidates will be called for interview.

Closing date for applications: **April 20, 2018**

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