



POPI

## **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 : Food Distributor**

Location of posting : Mithamoin, Itna, Nikli, AushtogramUpazila of Kishoregonj district & Khaliajury, Madan, KalmakandaUpazila of Netrakona district (with frequent field traveling)

Contract duration : Up to April 2020.

Salary : BDT.14,008/- and other admissible benefits as per program allocation.

### **Key responsibilities:**

Program implementation, planning, capacity building of community groups and volunteers on commodity distribution management, organizing community meeting, facilitation and liaison with UPs, commodity management authority and officials for proper distribution and project participant information reporting as per project guidance, Commodity distribution to project beneficiaries through direct distribution process and voucher system. Distribution point set up, management and proper documentation, ensuring donor compliance in commodity distribution. Adhere the project gender policy during activity implementation. S/he will be based in field office and has to visit field frequently.

### **Benchmark:**

- Graduation in any discipline with 3 years experience or Diploma Engineer in Civil Technology with 3 years experience in Cash/Food for work/Food distribution.
- Experience on Participatory Rural Appraisal (PRA) and community led approach, donor compliance of commodity distribution and project participant management.
- Good leadership skills, ability to work in team and problem solving abilities.
- Willing to drive motorcycle and should have valid driving license.
- Basic computer operation skill (MS Office especially MS Word, MS Excel etc.)

### **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 canvassing 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: **May 31, 2018**

“নারী ও শিশু নির্যাতন এবং বুদ্ধিপূর্ণ শিশুশ্রম দমনীয় অপরাধ”