



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**. Working areas of the program are 4 Upazillas of Kishoregonj District (Nikli, Itna, Mithamoin and Austogram) and 3 Upazilas of Netrokona District (Madan, Kalmakanda and Khaliajury).

Position Title	: Program Officer
No of position	: 01
Location of posting	: Kishoregonj.
Contract duration	: Up to June 2020.
Salary	: BDT.37,300/- and other admissible benefits as per program allocation.

Key responsibilities:

The Program Officer is responsible to ensure smooth implementation of SHOUHARDO III Project activities by proper planning, designing and monitoring of the activities in a participatory way maintaining project timeframe, capacity development and management, establishing and maintaining networking, coordination with GO/ NGO Official and development partners, ensure visibility of the donors and other as applicable. He/She will guide the TOs. S/he will also be responsible to collaborate with the PNGO Program Manager and concerned CARE team members. S/he will work under direct supervision of the Project Manager of SHOUHARDO III Project. Her/His place of posting will be at the Project Office located at Kishoreganj District under POPI and will spend around 60% time in the field.

Benchmark:

- Masters in Social Science or other related subjects. At least 8-10 years working experience in development sector including 3 years' experience in project implementation, monitoring and field staff supervision.
- Documentation and report preparation communication.
- Strong coordination and networking skill with District level GO, NGO officials and private sector actors.
- Strong facilitation skills, good knowledge of good governance, gender equity and dimensional interventions; willing to drive motorcycle and should have valid driving license.
- Experience on participatory process, community mobilization, and problem solving and community empowerment process.
- Good skills in computer operation especially with MS-Word, Excel, power point and spread sheet, internet and email applications; willing to work in pressure situation and interested to visit the remote areas of Bangladesh.

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

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: **November 30, 2018**
“নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দমনীয় অপরাধ ”