



## 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 Khaliajura).

Position Title : Technical Officer -Off-farm Livelihoods & Financial Inclusion.  
No of position : 07  
Location of posting : Upazila level under Kishoregonj & Netrakona district.  
Contract duration : Up to June 2020.  
Salary : BDT.31,500/- and other admissible benefits as per program allocation.

### **Key responsibilities:**

The Technical Officer for Off-farm Livelihoods & Financial Inclusion (O\_LH &FI) is responsible for capacity building of the Field Trainer (Off-farm Livelihoods & Financial Inclusion), and providing them on the job support and concerned Community Leaders to better understand the SHOUHARDO III Program goal, purposes, strategies, field modules and guidelines etc., and be able to implement activities in an integrated, qualitative and sustainable manner. S/he will guide the FTs to prepare and implement their work plans. The O\_LH &FI will be responsible to link the communities with the relevant government, NGO and private sector actors. S/he will also make sample checks of the FTs' works to ensure integration, quality implementation and impact of program activities in the field.

### **Benchmark:**

- Masters/Bachelor (Hons) of commerce/business studies/social Science or any other disciplines with minimum of 5 years relevant working experience.
- Capacity to operate computer/laptop and write basic reports
- Good communication and facilitation capacity
- Computer skills
- Ability to maintain liaison with the district and Upazila level government officials like; DD-DYD, UAO, TTC, UW&CA, UNOs etc. and also elected representatives.
- Experience in working with the multi-interventions program.
- Good verbal and written communication skills in English and Bangla.
- Technical Officer-Off-farm Livelihoods & Financial Inclusion should be given preference for recruitment from respective district or minimum from respective division.

### **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: **November 30, 2018**

“নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দমনীয় অপরাধ ”