



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 Khaliyajury).

Position Title : Commodity Officer.
No of position : 01
Location of posting : Madan Upazila, Netrakona.
Contract duration : Up to June 2020.
Salary : BDT.26,100/- and other admissible benefits as per program allocation.

Key responsibilities:

Incumbent is responsible for distribution and end-use monitoring of food commodity along with the food distribution committee in the villages. S/he will check and verify the beneficiary's list, physical count of the commodity and will ensure that targeted recipients receive allocated food and distribution procedures are followed properly. S/he will check and verify certain percentage of registered beneficiaries to confirm that registration procedure is followed. S/he will randomly check and ensure that all food is received as per the plan and stacked properly in the distribution place. S/he will monitor that food is distributed to the registered beneficiaries and conduct random weighing of commodities during distribution to ensure correct rations and transactions are recorded correctly and accurately. S/he will carry out the end-use mentoring as per the guideline of monitoring officer, prepare and submit post and end use monitoring report within timeframe. S/he will collect monthly distribution report.

Benchmark:

- Master's Degree or Bachelor degree with 5 years experience in the relevant field/Graduation in any discipline with minimum 5 years experience with development program/commodity distribution and management.
- Knowledge of participatory development approach.
- Experience on commodity distribution and management in the community level.
- Strong skill in different report preparation, analyzing field situation, problems shorting and solution.
- Experience in commodity data base management, tracking/checking and validation
- Staff supervision and development
- Analytical and reporting skill
- Facilitation and problem solving skill
- Willing to drive motorcycle and should have valid driving license.
- Commodity Officer should be given preference for recruitment from working Upazilas' or minimum from respective working districts.

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.**

Please mark the position applied for on the envelope. 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 ”