



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 : **Monitoring & Evaluation Officer**
Location of posting : Kishoregonj (with frequent field visit to program area)
Contract duration : Up to June 2020.
Salary : BDT.24,900/- and other admissible benefits as per program allocation.

Key responsibilities:

Monitoring and evaluation of the project activities; provide technical assistance to the project team; collect monitoring data and process the data, coordination & collaboration with line stakeholders, process documentation. Implement routine, process and outcome monitoring applying both quantitative and qualitative approaches. Implement integrated automated information management system. S/he will be based in project office and has to visit field frequently.

Benchmark:

- Graduate in Social Science/Statistics or any other discipline with minimum 3 years experience on M & E in any reputed NGO/INGO.
- Proven skill and competencies to work with MS Excel and MS Access is preferable.
- Have knowledge on qualitative and quantitative M & E system, large database management, monitoring of Agriculture & Livelihoods, Maternal Child Health and Nutrition, Income Generating Activities, Resilience, Disaster Risk Reduction and Commodity Management and Socio economy.
- Knowledge of participatory approach, institutional assessment, quantitative and qualitative techniques for various assessments and analysis.
- Ability to manage M & E/MIS database, including template design, data entry, cleaning, logical checks of monitoring data.
- 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 (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**

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