



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 Upizalas of Netrokona District (Madan, Kalmakanda and Khaliajary).

Position Title : Finance & Admin Assistant
No of position : 02
Location of posting : Kishoregonj & Madan, Netrakona.
Contract duration : Up to June 2020.
Salary : BDT.21,200/- and other admissible benefits as per program allocation.

Key responsibilities:

In a brief paragraph, state the position's overall purpose or objective, highlighting the general functions for which the position is responsible why does the position exist and what must it accomplish. Overall responsibility is to ensure proper financial & admin planning and accuracy of the financial information that relates to Program. This position is part of the POPI SHOUHARDO3 Management team with the overall financial & admin document preserve, Bill Checking, Staff Salary & Allowance transfer to Bank work to responsibilities in the Project Office. The incumbent will lead the POPI, SHOUHARDO3 assistant financial & admin work done with the support team Office to ensure proper financial and administrative management in the program implementation. The incumbent will plan assistant to project staff capacity building initiatives in proper.

Benchmark:

- M.Com with 2 years' experience or B.Com with 5 years practical experience in financial management of a large project.
- Skill in voucher preparation, financial data maintaining, Banking, GAAP, VAT, Tax etc.
- Skill in maintaining staff personal files, Inventory Management, FF&E Register, Staff leave records etc.
- Good administrative skills, ability to work in a team,
- Computer software skill (MS Word, Excel, Browsing and e-mail communication etc).
- Good administrative and financial management skills, ability to work in a team, Good interpersonal skill.
- Computer software skill (MS-Word, Excel and e-mail communication).

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 দণ্ডনীয় অপরাধ ”