



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 levels. 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 **Sustainable Enterprise Project (SEP)** supported by PKSF. Working areas of the project are 3 Upazillas (Bhairab, Bajitpur & Kuliarchar) of Kishoregonj District.

Position Title : Documentation Officer
Location of posting : Bhairab upazila under Kishoregonj district
Contract duration : Three years
Salary : BDT.30,000/- and other admissible benefits.

Education Qualification: Master's in any discipline preferably in social science/English/Statistics/Development Studies.

Responsibilities:

- Collect, collate and edit project information regarding project implementation.
- Preserve project information digitally and in hard copies
- Identify project's success and articulate those in writing
- Identify project lessons and disseminate to wider audience through digital and print forms
- Prepare texts, design layouts and organize printing of project's communications materials
- Produce different reports and narratives of the projects
- Prepare press releases and preserve media coverage
- Conduct case study, FGD, PRA and group discussions
- Take and preserve project pictures
- Regularly update web contents
- Prepare project presentations
- Write and design banners, festoons etc.
- Review all available information for implementation of the project and synthesize the impacts of the activities.

Additional Requirements:

- Minimum 2-3 years working experiences in development sector
- Candidates with experiences in donor-funded development projects would be preferred.
- Reasonable experience in producing project reports and communicational materials
- Experience in writing web content is a plus
- Must have required knowledge of printing and media.

Application Instructions

If you feel that your qualification and experience match with the requirements please send your updated CV (two referees, recent PP size photograph, photocopies of NID 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 -mail to: hr@popibd.org

Please mark the position applied for on the envelope or in the email's subject line. Any act of persuasion will result in disqualification. Only short listed candidates will be called for interview.

N.B: "**People Oriented Program Implementation (POPI)**" reserves the right to cancel this recruitment process without assigning any reasons what so ever.

Equal opportunities: POPI values diversity in the workplace and is committed to be 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 17, 2019**

“নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দণ্ডনীয় অপরাধ”