



## 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** : Environment Officer.

**Location of posting** : Bhairab upazila under Kishoregonj district

**Contract duration** : Three years

**Salary** : BDT.30,000/- and other admissible benefits.

**Education Qualification:** Bachelor in Environmental Science/Geographical Environment/Environmental Management.

### **Responsibilities:**

- Implement environmental practices as per Environmental Management Framework of the SEP Project.
- Prepare guide line for recyclable and non-recyclable waste management in the project area.
- Monitoring Environment, Occupational Health and Safety for the ME.
- Evaluate the performance of projects and public awareness levels.
- Identify and plan environmental related activities.
- Analyze environmental matters and write reports.
- Provide on job training to the worker on Environment, Occupational Health and Safety at ME level.
- Carrying out impact assessment for environment awareness.
- Mainstream environmental matters.
- Preparing good practice dissemination notes based on the experience from the fields
- Liaises with the government, donors and other organizations with similar interests.
- Maintaining a data-base for microenterprise specific environmental screening, and mitigation measures and status of environmental monitoring & evaluation during project implementation and operation
- Any other tasks, duties or specific assignments which may arise as directed by the Project Management Unit.
- Providing follow-up services to monitor and ensure whether the recommendations are carried out during implementation of the sub-projects.

### **Additional Requirements:**

- S/he should monitor waste inventory management for non-recyclable & recyclable waste management.
- S/he should have sufficient knowledge on environmental assessment, monitoring, reporting, policy making, and planning and any other necessary environmental issues.
- should possess project management skills
- She should be conversant with writing reports and doing presentations and have good management skills.
- In addition, she should be a good community mobilizer and be able to facilitate sessions.
- Good public speaking skills are a big plus, too.

**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 -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.

N.B: "POPI" reserves the right to cancel this recruitment process without assigning any reason what so ever.

**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 17, 2019**

“নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দণ্ডনীয় অপরাধ”