



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 : **Finance & Procurement Officer**

Location of posting : Bhairab upazila under Kishoreganj district

Contract duration : Three Years

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

Education Qualification: Master Degree/MBA major in Accounting/Finance or related discipline.

Responsibilities:

- Financial Management of the project
- Preparing detailed budget, financial statements
- Controlling Cash
- Administering the payroll and personnel administration
- Administering the project procurement
- Managing financial operations
- Ensuring financial reporting and audits are done within agreed upon deadlines
- Meet all the accounting requirements of the project
- Preparing reports for POPI and PKSF.

Additional Requirements:

- At least 2-3 years of experience of working with donor based project
- Experience in the use of computers and accounting software packages.

Apply Instructions

If you feel that your qualification and experience matches with 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 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 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”