



## 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** : Project Manager

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

**Contract duration** : Three years

**Salary** : BDT.42,000/- and other admissible benefits.

**Education Qualification:** Masters in Social Science/MBA/Development Studies or any other relevant subject.

### **Responsibilities:**

- Develop project plans in line with the logical framework.
- Coordinate with the project finance officer to ensure the budget reflects current activity plans.
- Support the Central Monitoring Unit (CMU) of POPI to communicate needs for project monitoring tool development and strategies/templates.
- Assist and coordinate technical staff, Stakeholders and field offices to implement project.
- Maintain close liaison with different departments.
- Facilitate project coordination, information-sharing and guidance on donor rules to POPI and project staff.
- Ensure quality and timely reporting, both financial and narrative.
- Be responsible for submission of donor reports and information, communication of compliance questions or project challenges.
- Liaise with PKSf through attendance at meetings and represent POPI.
- Ensure that the project team is aware of all relevant PKSf communication, changes in their regulations and meetings or conferences.

### **Additional Requirements:**

- Minimum five years experience of managing donor funded project
- Experience with enterprise development and environment preservation will be an added advantage
- Excellent organization, coordination and project management skills including budgeting and developing project management documents such as logical framework and monitoring tools
- Excellent written and verbal English ability
- Proven ability to operate in a complex project across functions and work on own initiative and collaboratively
- Excellent influencing, negotiating, and communication skills
- Excellent IT skills (Word, Excel, PowerPoint).

### **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](mailto: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: "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 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”