



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 Upazilas of Netrokona District (Madan, Kalmakanda and Khaliajuri).

Position Title : **Upazila Coordinator.**
Location of posting : Upazila level under Kishoregonj & Netrakona district.
Contract duration : Up to June 2020 with possibility of extension up to 2022.
Salary : BDT.34,460/- and other admissible benefits as per program allocation.

Key responsibilities:

The Upazila Coordinator (UzC) is primarily responsible for ensuring planning and quality program delivery in the assigned area. The UzC will directly supervise the Technical Officers (TOs) and will guide the TOs to supervise and support the Field Trainers (FTs) to implement the SHOUHARDO III Program ensuring quality, integration of purposes and sustainability. The UzC will coach and guide his/her team and will ensure an open learning environment within the team. The UzC will be responsible for administration, planning, monitoring and evaluation of project components and making recommendations for improvements of project activities.

Benchmark:

- Masters of Social Science or any other relevant discipline. At least 5-6 years working experience in development sector including 3 years' experience in project implementation, monitoring and field staff supervision;
- Clear understanding on livelihood/food security project implementation strategy and concept;
- Strong coordination and networking skill with Upazila level GO, NGO officials, UP and private sector actors.
- Strong facilitation skills, good knowledge of good governance, gender equity and dimensional interventions; willing to drive motorcycle and should have valid driving license.
- Experience on participatory process, community mobilization, and problem solving and community empowerment process.
- Upazila Coordinator should be given preference for recruitment from respective district or minimum from respective division.

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 E-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.

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: **March 15, 2020**

“নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দমনীয় অপরাধ”