



POPI

## 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 **Advancing the leadership of women and girls towards better health and climate change resilience (DISHARI) project** supported by Pathfinder. Working areas of the program are 4 Upazillas of Kishoregonj District (Nikli, Itna, Mithamoin and Austogram) and 3 Upizalas of Netrokona District (Madan, Kalmakanda and Khaliajury).

**Position Title** : **Field Officer**

Location of posting : Kishoregonj & Netrakona district.

Contract duration : Up to November 2025.

Salary : BDT. 25,000/- (and other admissible benefits as per project allocation).

### Key responsibilities:

- Lead Health, resilience & CCA and Gender based violence (GBV) components at Upazila and Union levels
- Provide technical support to the Field Facilitators; capacity building of Field Facilitator in the area of Health, resilience & CCA and Gender based violence (GBV)
- Facilitate community level meetings and events and school level activity
- Responsible to mobilize Local Service Providers (LSPs) in the area of Health, resilience & CCA and Gender based violence (GBV)
- Maintain coordination and collaboration with Upazila level concern Govt. departments including private sector's partners
- Provide day-to day operational support to Field Facilitators including performance management, capacity building etc.
- Responsible for timely implementation of project work plan
- Prepare monthly progress report, Success story or any other report needed.
- Any other tasks assigned by the PC

### Benchmark:

- Bachelor degree in any discipline with at least 4 years working experience in any National/International NGO.
- Having solid working experience in Health, resilience & CCA and Gender based violence (GBV)
- Good verbal and written communication skills in English and Bengali.
- Computer skill on MS word, excel, power point, virtual communication (zoom, teams etc.) and others.
- **Women are especially encouraged to apply.**

### Application Instructions

Prospective persons who feel confident to fulfill above requirements are requested to send CV with a cover letter to, Deputy Director (HR & Admin), People's Oriented Program Implementation (POPI), 5/11-A, Block-E, Lalmatia, Dhaka-1207 Or E-mail: [hr@popibd.org](mailto:hr@popibd.org), Website: [www.popibd.org](http://www.popibd.org).

Please mark the positions applied for on the envelope or in the e-mail subject line. Any persuasion will result in disqualification of the candidate. Only shortlisted candidate will be called for interview.

**Equal opportunities:** POPI values diversity in the workplace and is committed to ensure equal opportunity for both male and female. We encourage applications from all suitable candidates regardless of gender, race, family or marital status, ethnicity, age, sexual orientation, caste or religion.

Closing date for applications: **April 16, 2023**

“নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দণ্ডনীয় অপরাধ”