



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, Bank 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 professional with proven track record for the smooth implementation of 3 Education Projects to be implemented in Bhaluka Upazila Under Mymensingh District with financial and technical assistance from Education and Development Foundation-Educo.

Name of Position : Admin & Finance Officer.
Location of posting : Bhaluka , Mymensingh
Contract Type : Project Based
Salary : BDT 39,000/= and other admissible benefits as per project
Project Duration : Up to December 2024

Job Summary:

The Finance & Admin Officer will be reportable to the Program Manager. S/he will remain responsible for managing and finance accounts functions of the projects. S/he will also be responsible for working on accounts & finance management independently. S/he should be able to maintain good coordination and communication with different stakeholders, vendors and project personnel. She will have to maintain books of accounts, prepare financial reports and undertake audit and financial monitoring. S/he will also have to do inventory and procurement management and banking activities etc.

Job Responsibilities:

- A minimum of 5 years practical experience in relevant field.
- Should have proven experiences of maintaining books of accounts, preparing report, and doing other finance and accounting activities as stated above.
- Must have clear understanding of the government's VAT and Tax policies, NGOAB regulations and other relevant compliances

Additional Requirements:

- Proven knowledge of procurement.
- Basic knowledge of budget handling.
- Good computer skill on MS Office and Internet applications.

Academic Qualification: Masters in Commerce

Apply instruction:

Prospective persons who are confident to fulfill the above requirements are requested to apply at following address:

Deputy Director (HR & Admin)
People's Oriented Program Implementation (POPI)
5/11-A, Block-E, Lalmatia, Dhaka-1207.
Or E-mail: hr@popibd.org
Web: www.popibd.org

Closing date for applications: July 27, 2023

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

Please mark the position on the envelope or in the emails subject line. Any act of persuasion will result in disqualification. Only shortlisted candidate will be called for interview.

“নারী ও শিশু নির্যাতন এবং বুকিপূর্ণ শিশুশ্রম দণ্ডনীয় অপরাধ ”