



CAREER OPPORTUNITY

Founded in 1986, People's Oriented Program Implementation (POPI) is a growing Non-Government Organization (NGO) working across the country. POPI has been at the forefront of country's social and economic endeavor since inception. It envisions a prudent nation free from hunger and poverty where every citizen leads a life with dignity and equity. POPI pursues a mission to work for and with people irrespective of religion, caste, ethnicity, creed, belief, age and gender who are in any form marginalization and exclusion. POPI's programs revolves around six major areas including education, livelihood development, health, rights and governance, DRR & CCA and Financial Services. At present POPI is working in 29 districts across Bangladesh with an effective network of regional, zonal, branch and field offices.

POPI invites application from the experienced professionals with proven track record for the following position for its **Scaling Up Flood Forecast-based Action and Learning (SUFAL-II)** Project. Working areas of the program are Sunamganj (Dormopasha) and Netrokona (Khaliajuri).

Position Title : Office Helper

Salary & allowances : BDT.12000-15,000/-and other admissible benefits as per project/organization rules.

Assignment Duration : August 2023-September 2024

Job Responsibilities:

- Responsibility:
- Will be responsible for keeping the assigned floor/building neat and clean and furnish the furniture and fixture are in order.
- He/She will also be responsible to clean the IN/OUT tray, prepare tea and distribute, make photocopy and operate stencil machine and its maintenance. Assist Administration & Finance Officer as and when required.
- Support Staff (Office Helper) will mainly responsible to perform in auxiliary job for smooth operation of logistic service.
- He/She should be ready to work with any kind of situation as and when required.

Qualification:

- Class VIII or equivalent

Application Instructions

Deserving candidates are requested to apply with their full-length CV with a recent photograph and a cover letter to:

The Deputy Director (HR & Admin)
People's Oriented Program Implementation (POPI)
5/11-A, Block-E, Lalmatia, Dhaka-1207.

Or Email to : .hr@popibd.org

The last date of application is 14 August 2023

Please mark the position applied for on the top of the envelop. Both electronic or hard copy applications are acceptable. Any persuasion in recruitment process will be treated as disqualification. Only short listed candidates will be called for interview.

[POPI is an equal opportunity employer and values diversity. It is also committed to safeguarding and promoting the welfare of women, children and young people and expect all its staff to share this commitment. “নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দণ্ডনীয় অপরাধ”