



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 programmes revolves around six major areas including education, livelihood development, health, rights and governance, DRR & CCA and Financial Services. At present POPI is working in 23 districts across Bangladesh with an effective network of regional, zonal, branch and field offices.

Hence, POPI invites applications from confident and committed individuals to immediately fill the following exciting positions:

POPI invites application from the experienced professionals with proven track record for the following position.

Position Title : **Assistant Manager-Training**

Location of posting : POPI-PART (Training Center) Bhairab, Kishoregonj.

Job Type : Regular

Salary : Probation period salary Tk. 30,403/- and after confirmation Tk.33,210/-

Other Benefits : Yearly increment, two festival bonus, Gratuity, Contributory provident fund, Mobile allowance, Boishakhi allowance & other facilities as per organization policy.

Educational Qualification: Masters in any discipline.

Job Summary:

The Training Officer is responsible to conduct training, training need assessment and prepare training module and deliver the training. S/he also required to evaluate and arrange refresher training as per need of the organization. S/he will ensure all sorts of support i.e. venue booking, training materials and equipment's.

Major responsibilities:

- Able to develop training Modules and facilitate training sessions.
- Assist to develop tools for training needs assessment.
- Conduct FGDs, workshop and interviews for identify needs, areas of interest
- Prepare course curriculum in accordance with training plan.
- Conduct course monitoring, evaluation and disseminate findings.
- Maintain liaison with internal and external training resource persons
- Prepare training report.
- Regular communication with and mentoring staffs who has completed basic & refresher training

Additional Job Requirements:

- 2-3 years of working experience in the Microfinance field.
- Good Leadership and communication skills
- Organizing and problem solving abilities
- Proven experience in training facilitator
- Strong teamwork approach

- Have sound knowledge on different type of training methods.
- Willingness to travel in the program areas.
- Good computer skill on MS Office and Internet applications.

Apply Instructions

If you feel that your qualification and experience matches with our requirements, and you would like to contribute to POPI's values and vision, please send your updated CV 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

Equal opportunities: POPI values diversity in the workplace and is committed to 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.

Please mark the position applied for on the envelope or in the emails subject line. Any canvassing will result in disqualification. Only short listed candidates will be called for interview.

Closing date for applications: October 12, 2023

“নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দণ্ডনীয় অপরাধ”