



CAREER OPPORTUNITY

POPI is launching a project titled `Recovery and Advancement of Informal Sector Employment (RAISE) jointly financed by the Government of Bangladesh and Palli Karma-Sahayak Foundation (PKSF). The goal of the project is to provide services that can enhance earning opportunities for low-income urban youth, and urban youth impacted by COVID-19.

The RAISE project has been implementing across the country through selected Partner Organizations of PKSF. As a Partner organization of PKSF, POPI will implement the RAISE project in its catchment area.

POPI invites application from the experienced professionals with proven track record for the following position for seeking competent project management professionals under the RAISE project. The detailed Terms of Reference (ToR) of the positions are given below.

Position Title : **Coordinator**

Salary & allowances : BDT. 60,000/- and other admissible benefits as per project/organization rules (Inclusive of all applicable Tax as per the law of Bangladesh)

Work Station : Working area of POPI; extensive field visit across the country is required.

Assignment Duration : Tentative 4 Years (Annually renewable based performance)

Job summary:

The Coordinator is responsible for the overall management of the project at the Project Implementation Unit (PIU) level. S/he will work under the direct supervision of the Executive Director of the organization.

Job Responsibilities:

- Plan and implement outreach and intakes program through community engagement, field visits &, interviews in consultation with respective officials of PKSF;
- Ensure enrolment process, training activities, graduation, employment and track project participants' progress & report training outcomes;
- Prepare training plan, assess training effectiveness and take feedback from program participants & stakeholders regarding specific program;
- Organize dialogue, meeting, workshop, seminar, and other outreach programs with key stakeholders and facilitate training on various programs in time;
- Monitor project activities for ensuring quality of the program along with Environmental and Social Safeguard issues, Grievance Redress Mechanism (GRM) of the project and address them accordingly ;
- Prepare monthly, quarterly and half yearly progress reports and submit to PKSF in time;
- Coordinate with microfinance team of organization and Project Management Unit (PMU) of PKSF; and
- Perform any other tasks assigned by the management.

Educational Requirements:

- Master in Business Administration / Management / Accounting / Finance / Economics/ Development Studies/ Social Work / Sociology / Women and Gender Studies or B.Sc Engineering in CSE / EEE / Civil / Mechanical Engineering from any Govt. approved university;
- More than one 3rd Division/Class in any examination will not be accepted;
- Training in Project Management/Entrepreneurship Development will be treated as extra quality;

Additional Requirements:

- Age at most 50 years
- Minimum 10 years of experience including 5 years relevant experience in the development organization.
- Should have Good operating skills in Microsoft Office package;
- Should have excellent communication and report writing skills both in Bangla and English.
- **Qualified women are strongly encouraged to apply.**

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.

Closing date for applications: **November 20, 2023**

“নারী ও শিশু নির্যাতন এবং বুদ্ধিগুরু শিশুশ্রম দণ্ডনীয় অপরাধ”