



People's Oriented Program Implementation (POPI) is a national Non-Governmental Development Organization with a vision to build a prudent nation that is free from hunger and poverty where every citizen leads a life with dignity and equity. Currently it has been implementing multisectoral socio economic development projects and programs of 36 districts in Bangladesh.

Personnel development is essential for smooth and effective implementation of the organization programs. For that purpose, applications are invited from the candidates who are skilled and experienced in conducting various types of training and providing support for the following positions.

Position : Assistant Manager – Training
No of requirements : 02
Location : Bhairab Upazila, Kishoregonj District
Job Type : Regular
Salary : During probation: Tk. 42,292/-; upon confirmation: Tk. 47,098/-

Role Summary:

The Assistant Manager - Training will be responsible for conducting training sessions, assessing training needs, preparing modules, and evaluating training effectiveness. The role involves close collaboration with project and department heads to ensure the seamless execution of training programs.

Key Responsibilities:

- Planning and organizing Training Sessions
- Designing Training Sessions
- Facilitate and deliver training sessions.
- Monitor and evaluate courses, sharing findings as necessary.
- Maintain communication with internal and external training resources.
- Prepare quarterly and annual training reports and manage training registrations.

Qualifications:

- Master's degree in any discipline.
- Minimum of 2 years of relevant experience.
- Strong leadership and interpersonal skills.
- Proven coaching and mentoring skills.
- With strong verbal and written communication skills.

Benefits:

- 6-month probation period with eligibility for performance-based yearly increments.
- Two annual bonuses equivalent to two months' basic salary.
- Boishaki allowance, mobile allowance, contributory provident fund, gratuity, and other benefits as per organizational policy.

Apply Instructions

If your qualifications align with our requirements and you are passionate about contributing to POPI's mission, please send your updated CV and cover letter to: **HR & Admin Department, People's Oriented Program Implementation (POPI), House # 5/11-A, Block# E, Lalmatia, Dhaka-1207** Or via email: hr@popibd.org

Equal Opportunities:

POPI is an equal opportunity employer and values diversity in the workplace. We encourage applications from all qualified candidates, regardless of gender, race, marital status, ethnicity, age, sexual orientation, disability, class, caste, or religion. Please indicate the position you are applying for in the subject line of your email or on the envelope.

Note: Canvassing will lead to disqualification. Only shortlisted candidates will be contacted for an interview.

Closing date for applications: November 10, 2024

“নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দণ্ডনীয় অপরাধ”