

## **Job Announcement: Legal Officer at People's Oriented Program Implementation (POPI)**

People's Oriented Program Implementation (POPI) is a national Non-Governmental Development Organization dedicated to building a prudent, hunger- and poverty-free nation where every citizen lives with dignity and equity. Operating across 36 districts in Bangladesh, POPI implements diverse socio-economic development projects and programs.

We are currently seeking skilled and experienced candidates to join our team as a Legal Officer.

Position Title: Legal Officer

Location of Posting: Dhaka

Salary: Probation period BDT 42,580 per month after confirmation 46,770/-. Probation period is 6 months.

Other Benefits:

- Yearly increment
- Two festival bonuses
- Gratuity
- Contributory provident fund
- Mobile allowance
- Boishakhi allowance
- Other facilities as per organizational policy

Educational Qualification:

- LL.B (Hons)/ LL.M from a reputed university

Job Summary

The Legal Officer will be responsible for drafting and reviewing legal documents, managing legal proceedings to recover loans from POPI Microfinance Borrowers, and providing legal support on various matters related to POPI. This role requires frequent branch visits to maintain a strong working relationship with microfinance staff, panel lawyers, court personnel, and local administration. The Legal Officer will play a critical role in ensuring compliance and supporting the organization's legal needs effectively

Major Responsibilities

- Drafting various agreements and reviewing legal documents, including GD, FIR, complaint petitions, plaints, and written statements; providing legal opinions on criminal and civil matters.
- Visiting members and guarantors before filing cases and determining the nature of cases.
- Ensuring attendance at court, managing witnesses, and overseeing the legal stages for the complainant.
- Coordinating with authorities to execute warrants and address legal concerns like theft, extortion, or false documentation.
- Selecting and reviewing the performance of panel lawyers for efficient case management.
- Maintaining a legal database for all cases and updating management on pending cases, legal notices, and loan recovery.
- Providing legal support across POPI's various programs, departments, and projects.
- Establishing and maintaining networks with court officials, regulatory authorities, law enforcement, and other agencies.

- Knowledgeable in land measurement, registration, ownership, and other asset-related legalities.
- Appearing in litigation and tribunal hearings on behalf of the organization.
- Resolving disputes related to land and employee legal issues.
- Performing additional tasks as directed by management.

#### Additional Job Requirements

- At least 3 years of experience in a relevant field
- Strong communication skills
- Willingness to travel to program areas
- Proficiency in MS Office and internet applications
- Maximum age: 40 years

#### **Apply Instructions**

If you believe your qualifications and experience align with our requirements, and you are inspired to contribute to the values and vision of People's Oriented Program Implementation (POPI), we invite you to apply.

Please clearly indicate the position applied for on the envelope or in the subject line of your email.

Please send your updated CV along with a cover letter addressed to:

Deputy Director, HR & Admin Department  
People's Oriented Program Implementation (POPI)  
House # 5/11-A, Block # E, Lalmatia, Dhaka-1207  
Or, email to: [hr@popibd.org](mailto:hr@popibd.org)

#### **Equal Opportunity Employer:**

At POPI, we are committed to fostering a diverse and inclusive workplace and are proud to be an equal opportunity employer. We encourage applications from all qualified candidates, regardless of gender, race, marital status, ethnicity, age, sexual orientation, disability, socioeconomic background, caste, or religion

**Note that any form of canvassing will lead to disqualification, and only shortlisted candidates will be contacted for an interview**

**Closing date for applications: November 15, 2024**

“নারী ও শিশু নির্বাচন এবং ঝুঁকিপূর্ণ শিশুশ্রম দণ্ডনীয় অপরাধ”