



POPI

CAREER OPPORTUNITY

People's Oriented Program Implementation (POPI) is a national Non-Governmental Development Organization with a vision to build a prudent nation free from hunger and poverty where every citizen leads a life with dignity and equity. Presently it has development partnership arrangements with government entities and more than 40 diversified development partners, Bank and other financial institutions operating at international, national and regional level. Currently, it has been implementing multi-sectoral socio-economic development projects and programs across Bangladesh.

In partnership with Manusher Jonno Foundation (MJF), People's Oriented Program Implementation (POPI) will implement the "Community based Resilience, Women's Empowerment and Action (CREA)" at Nikli, Kishoreganj with an aim to build resilience towards climate change impacts; build resistance against domestic violence and child marriage; empower vulnerable communities especially women and girls, to address the socio-economic effects of climate at Nikli, Kishoreganj. The outcomes of the project are: Service providers both public and local government institutions are responsive, and increased access to the quality services of community specially women & girls. Improved resilience of the most vulnerable coastal, char, hill, and haor communities to climate change impact. Empowered women and girls are dealing with inequality, social injustice, violence incidences and participated in voice raising and protests. Strong voices and decisions are in place against DVAW and child marriage. Decrease in rate of child marriage and DVAW in the selected climate vulnerable areas. Risks related to poverty will be decreased with increased family income and alternative livelihoods options. To achieve above mentioned outcomes **People's Oriented Program Implementation (POPI)** is inviting applications from interested qualified candidates for the position.

Name of the Position : **Support Staff**

Location of posting : Nikli, Kishoreganj.

Contract Type : Project Based

Salary : 10,000 - 12,000/- per month gross

Project Duration : 1 March to 30 June 2026

Age: : At least 25 years.

Job Summary:

Responsible for Providing necessary assistance to officers/employees in urgent and important work, ensuring serving of tea/coffee/lunch in office at scheduled time as usual, delivering official letters/papers and entertaining guests, providing necessary services.

Job Responsibilities

- Providing necessary assistance to officers/employees in urgent and important work
- Ensuring serving of tea/coffee/lunch in office at scheduled time as usual
- Operate the photocopy machine and ensure its cleanliness
- Delivering official letters/papers
- Entertaining guests, providing necessary services
- To complete any work assigned by the Head of Department
- Perform other duties as required

Experience Requirements

- Should have experience in the respective field.
- S/he will be reportable to the Project Coordinator.

Academic Qualification: At least HSC pass

Apply instruction:

Prospective persons who are confident to fulfill the above requirements are requested to apply at following address:

Deputy Director (HR & Admin)
People's Oriented Program Implementation (POPI)
5/11-A, Block-E, Lalmatia, Dhaka-1207.
Or E-mail: hr@popibd.org
Web: www.popibd.org

Closing date for applications: August 20, 2023

Equal Opportunities: POPI values diversity in the workplace and is committed to equal opportunity to the 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 on the envelope or in the emails subject line. Any act of persuasion will result in disqualification. Only shortlisted candidate will be called for interview. Women/Diversity are highly encouraged to apply.

“নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দণ্ডনীয় অপরাধ”