



**POPI**

## **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.

POPI is going to recruit some experienced and enthusiastic project personnel to effectively execute the operations of the **Early Years Education** project. Hence, POPI invites applications from confident and committed individuals to immediately fill the following exciting positions:

Name of Position	: Field Supervisor
No of Position	: 02
Location of posting	: Cox's Bazar
Salary	: BDT 25,000/= and other admissible benefits as per project
Project Duration	: January to December 2024 with possible to extension up to December 2025

### **Job Summary:**

Field Supervisor will work under the supervision of Project Coordinator to design, implement, evaluate and enforce a culturally and developmentally age-appropriate program for all children. Supervisor is responsible for the overall day-to-day operation of the center, implementing program policies and procedures, and ensuring that all regulations and requirements are met and maintained.

### **Job Responsibilities:**

- Demonstrates abilities to work effectively in a culturally diverse environment at Cox's bazar.
- Maintains a strong working relationship with the project management and teaching professionals
- Provides supervision, guidance and training to community volunteer and teachers
- Works with community volunteer and classroom teachers to set goals and develops different methods to improve classroom operations.
- Ensures high-quality classroom standards including program assessment and monitoring.
- Assists in the monitoring and recommends a plan of actions to ensure requirements are met
- Prepare work plan and report and ensures reports are submitted in a timely manner
- Conduct monthly parents meeting and awareness meeting at community level

### **Additional Requirements:**

- Good computer skill on MS Office and Internet applications.

**Academic Qualification:** BA/B.Sc/ Degree , educational qualification may be relaxed for highly experiences candidates.

**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](mailto:hr@popibd.org)

Web: [www.popibd.org](http://www.popibd.org)

**Closing date for applications: October 30, 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, 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.

“নারী ও শিশু নির্যাতন এবং বুকিঁপূর্ণ শিশুশ্রম দণ্ডনীয় অপরাধ ”