



## 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 programs revolves around six major areas including education, livelihood development, health, rights and governance, DRR & CCA and Financial Services. At present POPI is working in 29 districts across Bangladesh with an effective network of regional, zonal, branch and field offices.

POPI, as the consortium (made up of POPI and BdOSN) lead has recently signed an accord with the world-renowned Malala Fund to implement an advocacy project to promote girls' education. The project is supposed to be implemented in 3 divisions for a period of 12 months.

Under the auspices of Malala Fund, POPI is going to recruit experienced and enthusiastic individuals to effectively execute the operations of the said project. Hence, POPI invites applications from confident and committed individuals to immediately fill the following exciting position:

**Name of the Position** : Implementation Officer

**Salary** : Gross 50,000/- and other admissible benefits as per the project provision.

**Job Location** : Dhaka

### Job Summary

The Consortium Coordinator will conduct specific advocacy activities for creating an environment conducive to girls' education and challenging unfavorable social norms in the project area and at the national level.

### Major Areas of Responsibilities:

- Organizing community level events
- Organizing seminar/conference and other events at district and division levels
- Assists in organizing national level events
- Assists in preparing position papers, analytics, fact sheets and PowerPoint presentations
- Communicating with a host of stakeholders including local and national level stakeholders
- Plan, execute and report different events
- Ensure effective use of resources
- Formulate project reports
- Perform other duties as assigned

### Key Requirements

- The applicant should be a Master's degree holder preferably with Social Science background.
- At least three years of experience with donor supported project
- Well conversant with Microsoft packages and the internet
- Good command over spoken and written English and Bengali
- Relevant experience on advocacy will be an added advantage

### Application Instructions

If you feel that your qualification and experience match with the requirements please send your updated CV 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](mailto: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: **June 9, 2024**

“নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দণ্ডনীয় অপরাধ”