



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.

People's Oriented Program Implementation (POPI) is going to implement a Project on supporting skills development of the footwear distribution channel of Bhairab. The Project is funded by the **PRABRIDDI** Project of Swisscontact Bangladesh.

POPI invites application from the experienced professionals with proven track record for the following position:

- Name of the Position** : Project Coordinator
Salary : Gross 58,000/- and other admissible benefits as per the project provision.
Job Location : Bhairab, Kishoreganj.
Project Duration : July 2024 to February 2025

Major Areas of Responsibilities:

- The Project Coordinator will be responsible for managing and facilitating the activities of the project at the field level, and ensuring an integrated approach in project implementation in achieving the project objectives.
- At least 3 years' experience in managerial position on micro-enterprise development field along with similar project management experience.
- Supervise, monitor and evaluate the project work and performance of staff and take concrete steps to improve job performance
- Good understanding & knowledge about micro-entrepreneurs' development and capacity building initiatives.
- Develop the monitoring tools and monitor overall project implementation and propose adaptations needed to achieve objectives, improve integration of approaches, or improve coordination with different stakeholders
- Sound knowledge of project cycle management and implementation of project and coordination with local level Government and other stakeholders.
- Excellent planning, analytical, managing and decision-making skills
- Excellent monitoring, documentation and reporting skills
- Maintain the effective coordination and communication with PRABRIDDI Swisscontact and POPI management team.
- Excellent communication and report writing skills.
- Conversant in common IT applications (MS word, MS power point, internet browsing & e-mail communications)
- Knowledge on footwear production process and marketing channel will be consider as added advantage.

Key Requirements

- Master degree in any discipline from any reputed university.
- At least 04 years of professional experience in relevant field
- The applicants should have experience in the following business area(s):
NGO, Development Agency

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

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 sort-listed candidates will be called for interview.

Closing date for applications: **June 22, 2024**

“নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দণ্ডনীয় অপরাধ”