



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.

Name of the Position : Master Trainer

Salary : Gross 45,000/- and other admissible benefits as per the project provision.

Job Location : Bhairab, Kishoreganj.

Project Duration : July 2024 to February 2025

Major Areas of Responsibilities:

- Conduct training sessions for skills development of the Project participants.
- Must have strong training facilitation skills.
- Must have strong communicational, organizational and interpersonal skills.
- knowledge, understanding and skills required for planning for facilitation of training sessions.
- Support to develop skills and capacity of footwear wholesalers to expand their market and promote their products.
- Provide clear instructions to learners during the course of trainings.
- Work effectively as a team member to cultivate collaborative and participation work relationship.
- Presentation skills and support to develop training materials to the resource pool.
- Ability to prepare training report and share progress to the concern authority.
- Knowledge in common IT applications (MS word, MS power point, internet browsing & e-mail communications)
- Always maintain a good working relationship with other colleagues.
- Good communication and report writing skills.

Key Requirements

- At least Bachelor's degree in Business Administration/ Economics/ Development Studies
- At least 02 years of professional experience in relevant field specially training facilitation.
- 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”