



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 invites application from the experienced professionals with proven track record for the following position for its **Scaling Up Flood Forecast-based Action and Learning (SUFAL-II)** Project. Working areas of the program are Sunamganj (Dormopasha) and Netrokona (Khaliajuri).

Position Title : Assistant Project Manager

Salary & allowances : BDT.40,000/- and other admissible benefits as per project/organization rules.

Assignment Duration : Up to September 2024 & extension will March 2025

Job Responsibilities:

- Will be responsible for the timely and quality implementation of all deliverables.
- S/he will supervise all field level activities to ensure that all staffs are working according to the project workplan. S/he will be responsible for local level coordination to ensure community and administration's buy-in; provide systematic feedback for smooth implementation of program activities in all the targeted Unions and Upazilas.
- He will also be responsible for implementation of the Monitoring Evaluation and Learning (MEL) Plan
- S/he will assist project manager for timely reporting (narrative, financial and MEL) and ensuring environmental, quality control and administrative/ financial compliance of the donor.
- Any other tasks assigned by management

Qualification & Others requirement:

- Master's degree in any discipline; preference will be given to post graduate degree in Geography and Environment, Disaster Management, Social Science and/or Development Studies
- At least 05 years' working experience in any National/International NGO;
- At least 02 years' experience in similar position.
- Experienced in developing annual, quarterly and monthly plans, budget and reports;
- Able to provide technical guidance to, and mobilize logistic supports for, and supervise the project staff for effective implementation of project activities;
- Day to day coordination and monitoring of project activities

- Guide the project team in organizing communities and support community-based organizations for their organizational and technical capacity building;
- Capacity development of project staffs and volunteers through mentoring and coaching.
- Coordination and maintain liaison with government bodies and key stakeholders;

Application Instructions

Deserving candidates are requested to apply with their full-length CV with a recent photograph and a cover letter to:

The Deputy Director (HR & Admin)
People's Oriented Program Implementation (POPI)
5/11-A, Block-E, Lalmatia, Dhaka-1207.

Or Email to : .hr@popibd.org

The last date of application is 20 July 2024

Please mark the position applied for on the top of the envelop. Both electronic or hard copy applications are acceptable. Any persuasion in recruitment process will be treated as disqualification. Only short listed candidates will be called for interview.

[POPI is an equal opportunity employer and values diversity. It is also committed to safeguarding and promoting the welfare of women, children and young people and expect all its staff to share this commitment. “নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দণ্ডনীয় অপরাধ”