



CAREER OPPORTUNITY

People's Oriented Program Implementation (POPI) is a national non-governmental development organization committed to building a prudent nation free from hunger and poverty, where every citizen enjoys a life of dignity and equity. POPI currently collaborates with government agencies and over 30 diverse development partners, including microfinance institutions (MFIs) and other financial institutions operating at international, national, and regional levels. It is implementing a wide range of multi-sectoral socio-economic development projects and programs throughout Bangladesh.

POPI is seeking experienced professionals with a proven track record to apply for the following position:

Position : Director- HR & Admin
Location : Head Office, Dhaka
Employment Status: Full-time
Salary : 6 months probationary period Tk.1,33,120 -1,63,720/-

Other Benefits : Upon successful completion of the probationary period, the employee will be entitled to city allowance, annual increments, two annual festival bonuses, Boishakhi allowance, contributory provident fund, gratuity, and other benefits as per the organization's policy.

Job Summary:

The Director (HR & Admin) will head the HR & Administration department, ensuring the smooth operation of POPI's administrative and HR functions. In addition to managing HR and administrative tasks, the role includes responsibility for logistics, procurement, and related services. The Director will oversee resource management, ensuring compliance with POPI's policies, procedures, and donor requirements. Close collaboration with all staff is essential to optimize resource utilization and achieve organizational goals.

Key Responsibilities:

- Develop and design policies, strategies, rules, and procedures to strengthen HR operations and maintain the Human Resource Information System (HRIS).
- Plan workforce requirements, recruit qualified employees, and continuously improve the recruitment and selection process, including innovative methods for employee development.
- Oversee timely and relevant staff inductions, design and implement skills development programs, and assess and organize training events, workshops, and orientations based on identified needs.
- Administer HR activities such as compensation, benefits, leave, disciplinary actions, disputes, performance management, talent development, morale, and occupational health and safety, ensuring full legal compliance.
- Monitor and enforce compliance with employment laws, regulations, and best practices, updating policies as necessary.
- Ensure timely and constructive performance evaluations.
- Manage all responsibilities within the HR & Administration department according to organizational policies and guidelines, focusing on discipline, efficiency, and productivity.

- Maximize the efficiency, performance, and productivity of personnel across departments, units, and projects, while guiding staff to deliver the best outcomes for the organization.

Key Requirements:

- MBA (HRM) or Master's degree in a relevant field from a reputable institution; PGDHRM is preferred.
- A minimum of 5 years of experience in independently managing HR & Administration.
- Strong proficiency in both English and Bengali.
- Proven leadership skills to lead the HR & Admin department and foster a friendly work environment.
- Dynamic, energetic, proactive, and skilled in problem-solving and analysis.
- ICT savvy, with proficiency in Microsoft Office and related software.
- Willingness to travel to program areas outside of Dhaka.
- Age maximum 55 years.

This role is ideal for a candidate with strong leadership and organizational skills, capable of overseeing comprehensive HR and administrative functions to support POPI's mission of socio-economic development.

Application Instructions

Prospective persons who feel confident to fulfill above requirements are requested to send CV & all academic & experience certificates with a cover letter to, HR & Admin department, People's Oriented Program Implementation (POPI), 5/11-A, Block-E, Lalmatia, Dhaka-1207, and Or E-mail: hr@popibd.org, Website: www.popibd.org.

Please mark the position applied for on the envelope or in the e-mail's subject line. Any persuasion will result in disqualification of the candidate. Only shortlisted candidate will be called for written test and interview.

Equal opportunities: POPI values diversity in the workplace and is committed to ensure equal opportunity for both male and female. We encourage applications from all suitable candidates regardless of gender, race, family or marital status, ethnicity, age, sexual orientation, caste or religion.

Closing date for applications: 20 April 2025
“নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দণ্ডনীয় অপরাধ”