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People's Oriented Program Implementation (POPI) is a leading national non-governmental development organization in Bangladesh, dedicated to building a resilient nation free from poverty, hunger, and injustice—where all people live with dignity and have equitable opportunities to thrive. POPI works in close collaboration with government agencies and more than 30 diverse development partners, including microfinance institutions (MFIs) and financial institutions at international, national, and regional levels.

People's Oriented Program Implementation (POPI) is implementing the Community-Based Learning Facilities (CBLF) for Rohingya Adolescent Girls project in Ukhiya, Cox's Bazar. The project aims to improve access to quality education for out-of-school Rohingya adolescent girls through community-based learning centres following the Myanmar Curriculum.

To support effective implementation and quality assurance of project activities, POPI is seeking a qualified and motivated Field Supervisor.

Name of Position	: Field Supervisor
Number of Position	: 01
Location	: Ukhiya, Cox's Bazar
Salary	: BDT. 35,000 /- and other admissible benefits as per project proposal
Project Duration	: Up to 30 April 2027 (with possibility of extension subject to project continuation, funding availability, and satisfactory performance).

Major Responsibilities

- Supervise and monitor the overall activities of four Community-Based Learning Facilities (CBLFs).
- Provide regular support and guidance to teachers and volunteers to ensure quality learning sessions.
- Monitor learners' attendance, participation, retention, and academic progress.
- Conduct routine field visits and classroom observations and provide feedback for improvement.
- Ensure timely distribution and proper utilization of learning materials and supplies.
- Facilitate community engagement meetings with parents, community leaders, and Community Education Committees.
- Support implementation of peer-learning and awareness sessions for adolescent girls.
- Ensure compliance with safeguarding, child protection, PSEA, and organizational policies.
- Maintain project records, attendance registers, and documentation.
- Prepare weekly and monthly progress reports and submit them to the Project Coordinator.
- Support data collection, monitoring, and reporting using Kobo or other digital platform
- Coordinate with CIC offices, education sector stakeholders, and camp authorities as required.

Educational Qualification

- Bachelor's degree in education, Social Sciences, Sociology, Development Studies, or any relevant discipline.
- Candidates with specialized training in Education in Emergencies (EiE), Child Protection, Safeguarding, or Community Development will receive preference.

Experience Requirements

- Minimum 2 years of relevant experience in education, humanitarian response, child-focused programmes, or community development projects.

- Experience working in Rohingya camps, Learning Centres, Temporary Learning Facilities, Child-Friendly Spaces, or Education in Emergencies (EiE) programmes will be highly preferred.
- Experience in supervising teachers, facilitators, volunteers, or community-based education activities will be considered an advantage.

Competency

- Strong communication and facilitation skills.
- Ability to work effectively with refugee and host communities.
- Good report writing and documentation skills.
- Sound understanding of safeguarding and child protection principles.
- Ability to work independently under challenging field conditions.
- Proficiency in MS Office applications.
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Additional Preference

- Having previous experience in Rohingya response programmes.
- Residing in Cox's Bazar district or willing to relocate immediately.
- Having demonstrated experience in Education in Emergencies (EiE), Learning Centre management, or adolescent education programmes.
- **Female candidates will be given Preference.**

Apply instruction:

Prospective persons who are confident to fulfill the above requirements are requested to apply at following address:

Human Resource Department
People's Oriented Program Implementation (POPI)
5/11-A, Block-E, Lalmatia, Dhaka-1207.
Or E-mail: hr@popibd.org
Web: www.popibd.org

Please mark the position on the envelope or in the emails subject line. Any act of persuasion will result in disqualification. Only shortlisted candidate will be called for interview.

Closing date for applications: July 10 , 2026

“নারী ও শিশু নির্যাতন এবং বুদ্ধিগুরু শিশুশ্রম দণ্ডনীয় অপরাধ ”