POPI

Carrer Opportunity

People's Oriented Program Implementation (POPI) is a national Non-Governmental Development Organization with a vision to build a prudent nation free from hunger and poverty where every citizen leads a life with dignity and equity. Presently it has development partnership arrangements with government entities and more than 40 diversified development partners, Bank and other financial institutions operating at international, national and regional level. Currently, it has been implementing multi-sectoral socio economic development projects and programs across Bangladesh.

POPI invites application from the experienced professional with proven track record for the smooth implementation of 3 Education Projects to be implemented in Bhaluka Upazila under Mymensingh District with financial and technical assistance from Education and Development Foundation-EDUCO and the Project name is EDUCO Supported Youth Empowerment for Social Transformation.

Name of Position	: **Community Development Officer- (CDO)**
Location	: Bhaluka , Mymensingh
Salary	: BDT. 25,500/- and other admissible benefits as per project proposal
Project Duration	: Up to 6 months

Job Responsibilities:

- Organize ECCE Learning center, Community learning center in Targeted community.
- Develop monthly target and lesson plan for learning center.
- Provide direct and indirect support in community learning center.
- Facilitation and conduction of community, Union and Club based meeting, training and orientation.
- Provide support to CRT for pre, post and continuous assessment.
- Project implementation, monitoring and supervision Facilitation to create joyful teaching learning opportunities for young children and increasing the capacities of parents, communities, educators and duty bearers
- Supporting the children / youth and adolescent and schools for the improvement of education and co-curricular activities
- Forming Adolescent and Youth club in the targeted communities and assist them so that they can grow up as role models
- Prepare Adolescent and youth Develop plan for target youth club.
- Conduct regular field visit.
- Networking/linkage/collaboration with SMC, School Teachers, union and upazila levels networks and likeminded organizations
- Preparing monthly, quarterly and yearly reports and assist in financial reports preparation as required.

Additional Requirements

- Sound Knowledge on primary education, education policy, class room instruction, pedagogy, competency-based education, child rights and child policy of Bangladesh
- Should have experience on formal and non-formal Primary Education, ECD, adolescent and youth development activities
- Experience of working on issues of child rights.

Educational Requirements : Bachelor degree in any discipline

Experience Requirements **:** At least 3 year(s)

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

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

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: November 10, 2026

"নারী ও শিশু নির্যাতন এবং ঝুকিঁপূর্ণ শিশুশ্রম দণ্ডনীয় অপরাধ "