



POPI

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 programmes revolves around six major areas including education, livelihood development, health, rights and governance, DRR & CCA and Financial Services. At present POPI is working in 23 districts across Bangladesh with an effective network of regional, zonal, branch and field offices.

POPI is going to recruit some experienced and enthusiastic project personnel to effectively execute the operations of the **Early Years Education in Cox's Bazar in Bangladesh** project. Hence, POPI invites applications from confident and committed individuals to immediately fill the following exciting positions:

Name of Position	: Project Coordinator.
Location of posting	: Cox's Bazar
Salary	: BDT 42,000/= and other admissible benefits as per project
Project Duration	: January to December 2024 with possible to extension up to December 2025

Job Summary:

The Project Coordinator (PC) will remain responsible for overall programmatic, administrative and financial aspects for project implementation and supervision of project activities effectively and efficiently. The PC will also be responsible for networking, linkage & coordination with key personnel and stakeholders of the project.

Job Responsibilities:

- Facilitation and conduction of community based meeting, training and orientation
- Project implementation, monitoring and field staff supervision
- Network/linkage/collaboration with union/upazila and district levels network and likeminded organizations
- Raising awareness among children, parents, employers and community people against negative impact of child labour
- Sensitizing local government authority and administration against child labour and proper implementation of the related laws and policies.
- Preparing monthly, quarterly and yearly work plan to accomplish the targeted project activities.
- Preparing monthly, quarterly and yearly reports and assist in financial reports preparation as required.
- Ensuring effective implementation of component wise activities.
- Holding overall responsibility for maintaining strict compliance to donor rules and regulations

Experience Requirements

- Sound knowledge on strengthening Community Based Child Protection System, child labour, child exploitation and gender based violence.
- Sound Knowledge on primary education, education policy, class room instruction, pedagogy, competency based education, child rights and child policy of Bangladesh
- Minimum 3 years working experience in any development organization at supervisory level
- Should have experience on formal and non-formal primary education, ECD, adolescent and youth development activities

- Experience in program planning, implementation, budgeting, financial management, report writing, monitoring & evaluation.

Additional Job Requirements:

- Good computer skill on MS Office and Internet application
- Should have valid motorcycle driving license and willing to drive
- Experience of working on issues of child rights
- Candidates will be preferred of Chattogram & Cox's Bazar districts.

Academic Qualification: Masters in any discipline and preparable in Social Science

Application Instructions

If you feel that your qualification and experience match with the requirements please send your updated CV (two referees, recent PP size photograph, photocopies of NID and all academic & experience certificates) 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 short listed candidates will be called for interview.

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

Closing date for applications: **October 30, 2023**

“নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দণ্ডনীয় অপরাধ”