



5/11-A, Block-E, Lalmatia, Dhaka, Bangladesh

JOB DESCRIPTION

Position: Officer – HR & Admin

Company: POPI

Department: HR & Admin

Reporting To: DD-HR & Admin

Job Summary:

The Officer- HR & Admin plays a critical role in POPI's success by managing all aspects of human resources, including talent acquisition, employee relations, performance management, and organizational development. This position significantly impacts the team's performance and the organization's overall growth.

Key Responsibilities:

Talent Acquisition:

- Manage the entire recruitment process, including sourcing, screening, interviewing, and selecting candidates for open positions.
- Develop and implement effective recruitment strategies and channels.
- Conduct job analyses and write compelling job descriptions.
- Manage recruitment databases and track key metrics.

Employee Management:

- Maintain and update employee records and databases.
- Assist with onboarding and employee orientation programs.
- Handle employee relations issues and maintain a positive work environment.
- Coordinate and manage employee benefits and compensation.
- Oversee performance reviews and provide feedback to employees.
- Develop and implement employee training programs.

Organizational Development:

- Assist in developing and implementing HR policies and procedures.
- Identify and implement cost-effective HR practices.

- Stay updated on relevant HR trends and legislation.

Administrative Duties:

- Prepare employee transfer, increment, promotion, and release letters.
- Handle employee leave management and separation procedures.
- Coordinate with other departments on HR-related activities.
- Generate monthly and periodic reports on HR status.

Additional Responsibilities:

- Perform any other duties assigned by management.
- Support staff development orientation and provide necessary training.

Job Requirements:

- Master's degree in Human Resource Management (MBA or PGD) or equivalent experience.
- 35 years of age or below.
- Excellent communication and writing skills in English and Bangla.
- Proven experience in all aspects of the recruitment process.
- Strong analytical and problem-solving skills.
- Excellent organizational and time management skills.
- Proficient in MS Office applications, internet, and email.
- Ability to undertake frequent field visits.

Salary:

During probationary period BDT 32,072/- and after confirmation BDT 35,668/-

Other benefits:

Yearly increment, two festival bonus, Gratuity, Contributory provident fund, Mobile allowance, Boishakhi allowance & other facilities as per organization policy.

If you feel that your qualification and experience match with requirement underlined above, please send us your updated CV mentioning two referees (with a recent PP size photograph, photocopies of the NID and all academic & experience certificates) along with a cover letter to: The Deputy Director-HR & Admin, Peoples Oriented Program Implementation (POPI), House# 5/11-A, Block-E, Lalmatia, Dhaka-1207 or email to: hr@popibd.org .

Please mark the position applied for on the top of the envelope or in the email's subject line. Any act of persuasion will result in disqualification. Only shortlisted candidates will be called for interview.

“POPI values diversity in the workplace and is committed to be equal opportunity employer.”

Closing date for applications: **10 March 2024**