



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.

We are currently seeking skilled and experienced candidates for the following position:

Position: Programme Support Manager.

Department: Microfinance

Posting/Location: Head Office, Dhaka.

Employment type: Regular

Probation period salary: BDT. 52,296/- per month &

Upon confirmation: BDT. 57,774/-

Other Benefits:

- Yearly increment
- Two festival bonuses
- Mobile allowance
- Boishakhi allowance
- Provident Fund
- Gratuity
- Other facilities as per organizational policy

Job Summary:

The Programme Support Manager, Microfinance (Head Office) is responsible for providing strategic coordination and operational support within the Microfinance Programme Head Office team. The position ensures effective tracking and follow-up of strategic and programmatic decisions, departmental actions, and programme activities across microfinance operations. The role supports the Director through timely provision of operational, programmatic, and administrative updates, close coordination with Assistant Directors, Deputy Directors, and field offices, and systematic tracking of decisions, audit follow-ups, and official correspondence. The Programme Support Manager also ensures accurate documentation, effective meeting management, record-keeping, and liaison with key external stakeholders such as PKSf and MRA. This role requires strong organizational skills, attention to detail, professional discretion, and the ability to manage multiple priorities in a fast-paced microfinance programme environment.

Key Responsibilities/Tasks

- Ensure systematic follow-up with relevant departments on assigned actions, decisions, and activity progress to ensure timely completion.
- Coordinate closely with Assistant Directors and Deputy Directors to track departmental plans, activities, and performance updates.
- Coordinate with HR on staff recruitment, placement, on boarding, transfers, promotions, termination, etc.
- Provide regular, timely, and concise operational, programmatic, and administrative updates to the Director to support informed decision-making.
- Follow up on audit findings with field offices and ensure timely resolution of identified issues.
- Ensure systematic tracking, filing, and retrieval of Directorate Office documents, approvals, correspondence, and records and regularly update the Director on progress and status.
- Take necessary approvals from the Director and initiate required actions in coordination with concerned departments.
- Collect and compile Data/Information from fields (e.g. Case Study, Picture, case study data etc.)

- Record meeting proceedings and prepare accurate Minutes of Meetings (MoM) for Microfinance Programme-related meetings. Circulate meeting minutes to relevant stakeholders and follow up on agreed decisions, action points, and timelines.
- Support the Director in drafting and responding to internal and external correspondence, particularly with key stakeholders such as PKSf and MRA.

Required Qualifications & Experience

- Master's degree in Social Science, Business Administration, Management, or a related discipline.
- Minimum 5–7 years of relevant experience in programme operations, coordination, or management support roles, preferably within the microfinance or development sector.
- Demonstrated experience working with senior leadership and cross-functional teams.

Key Competencies & Skills

- Strong document review, coordination, and follow-up capabilities
- Excellent written and verbal communication skills
- Proven ability to manage multiple tasks and meet tight deadlines
- Strong computer skills. Proficiency in MIS/software systems; experience with Microfinance 360 will be an added advantage
- High level of discretion, professionalism, and attention to detail
- Strong organizational, documentation, and reporting skills

Apply Instructions

If you believe your qualifications and experience align with our requirements, and you are inspired to contribute to the values and vision of People's Oriented Program Implementation (POPI), we invite you to apply.

Please send your updated CV along with a cover letter addressed to:

Deputy Director, Human Resources
 People's Oriented Program Implementation (POPI)
 House # 5/11-A, Block # E, Lalmatia, Dhaka-1207
 Or, email to: hr@popibd.org

Please clearly indicate the position applied for on the envelope or in the subject line of your email. 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.

Closing date for applications: 25 July 2026

Web: www.popibd.org

“নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দণ্ডনীয় অপরাধ”