



WE ARE
HIRING

POPI, a leading national NGO in Bangladesh, is inviting applications for the position of **Assistant Director, Administration**. The role will provide strategic leadership and oversight of administrative functions to ensure efficiency, compliance, and service excellence in support of POPI's mission. This position will be based in Head Office, Dhaka and required travel to the field when needed.

Who do we look for?

A professional with ability to

- Lead all administrative operations including procurement, logistics, office management, security, and asset management.
- Ensure compliance with organizational policies, donor requirements, and applicable laws/regulations.
- Provide strategic input for administrative planning and process development.
- Oversee facilities, safety, and security management.
- Liaise with government agencies, regulatory bodies, and external stakeholders.
- Ensure cost-effective resource utilization without compromising service quality.

Required Qualifications & Experience

- Master's degree in the relevant field.
- Minimum 10 years' progressive experience in administration, including at least 3 years in a senior role (preferably in NGOs/development organizations/large institutions).
- Strong knowledge of local laws, VAT & Tax, procurement, and organizational governance.
- Excellent leadership, negotiation, and problem-solving abilities.
- Proficiency in ERP systems.
- Strong communication skills in both English and Bangla.

Remuneration & Benefits:

Salary: Tk. 86,280/- during 6 months' probation; Tk. 94,320/- upon confirmation.

Additional Benefits: Two festival bonuses, Contributory provident fund, Gratuity, Boishakhi allowance. Other benefits as per POPI policy

Application Process:

Interested candidates are requested to send their CV with cover letter to the email: hr@popibd.org (please mention the position applied for in the email subject line.)

Application Deadline: September 20, 2025

POPI values diversity in the workplace and is committed to ensure equal opportunity for both male and female. We encourage applications from all suitable candidates regardless of gender, race, family or marital status, ethnicity, age, sexual orientation, caste or religion.