



Terms of Reference (TOR) of  
**Assistant Technical Officer (Leather)**

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People's Oriented Program Implementation (POPI) is going to implement a sub-project titled '**Promoting sustainable growth in leather products manufacturing sub sector through RECP practices**' as part of the 'Sustainable Microenterprise and Resilient Transformation (SMART)' Project. This sub-project aims to increase resource-efficient and resilient green growth of microenterprises (MEs) under Leather Products (shoe making) sub-sector. The project is jointly financed by the World Bank, Palli Karma-Sahayak Foundation (PKSF), and People's Oriented Program Implementation (POPI)

## **2.0 Sub-project Objectives**

1. To promote the adoption of RECP practices.
2. To increase technical knowledge and capacity of MEs for producing diversified leather product.
3. To introduce modern machineries and technologies in the cluster for improved production.
4. To expand circular economic activities in the field.

## **3.0 Sub-project Working Areas**

The sub-project will be implemented across Kishoreganj and Brahmanbaria districts.

## **4.0 Duration**

The employee will initially be hired for a one-year term, with the possibility of extending the contract till 30 June 2028, based on satisfactory performance.

## **5.0 Duties and Responsibilities**

The 'Assistant Technical Officer (Leather Products)' will work under the direct supervision of the Project Manager and will undertake following duties and responsibilities, which are essential but not limited to:

- Assist the Project Manager in implementing project activities.
- Assist to identify potential microenterprises (MEs), select appropriate climate-resilient and resource-efficient cleaner production (RECP) practices for MEs and motivate them to adopt those practices.
- Provide technical support to MEs at cluster level.
- Select MEs for demonstration, set-up demonstration, and follow-up the MEs.
- Assist the Technical Officer to prepare training manuals, leaflets, case stories of the sub-project, etc.
- Arrange training, field days, meetings, workshops, seminars, fairs, Environment Club meetings as per the project plan.
- Explore circular economy, value-added product diversification, new market potentiality.

- Assist to produce monthly, quarterly and annual progress report as per the requirement of the management.
- Regular field visit at project site, tracking the MEs' progress in adoption of the RECP practices and reporting;
- Maintain linkages with different government departments (i.e. Institute of Leather Engineering and Technology, BCSIR, DoE), academicians, value-chain actors (ME owners, inputs sellers, market actors, transport and logistics etc.), private sector companies, etc.
- Any other tasks, duties, or specific tasks assigned by the Project Manager and management of the organization.

### **6.0 Academic Qualifications**

- The candidate should have at least a B.Sc degree in Leather Products/ Footwear Engineering/ Diploma in Leather Engineering.

### **7.0 Working Experience and Skills**

- Minimum 2 years of working experience in Leather products/ Footwear manufacturing sector.
- Relevant working experience with PKSf or any project funded by multi-lateral development partners would be preferred.
- Good computer knowledge (MS Office).

### **8.0 Age Limit**

- Maximum 35 years of age on the last date of application.

### **9.0 Salary and Allowances**

- Monthly consolidated salary is BDT 40,000/-
- Other admissible benefits (Festival Bonus, Bangla Noboborsho allowance, Mobile allowance, etc.) as per the organization's policy.
- Salary and other admissible benefits (if any) are inclusive of all taxes as imposed by the government of Bangladesh. Taxes will be deducted at sources as per government rules.

Prospective persons who are confident to fulfill the above requirements are requested to apply at following address:

Deputy Director (HR & Admin)  
 People's Oriented Program Implementation (POPI)  
 5/11-A, Block-E, Lalmatia, Dhaka-1207.  
 Or E-mail: [hr@popibd.org](mailto:hr@popibd.org)  
 Web: [www.popibd.org](http://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.

“নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দণ্ডনীয় অপরাধ”

Closing date for applications: September 25, 2025