



## **Job Vacancies at RTM International**

**Job Circular No.: 20260730-011**

### **Position: Midwife Supervisor**

Research, Training and Management (RTM) International NGO working in Cox's Bazar to implement different projects supported by the Government of Bangladesh, UNFPA, UNICEF and other development partners. To provide essential health services to the affected population across different locations, RTM requires filling the vacancies for the mentioned positions.

**Report to: Head of Operations-Field**

### **Major Responsibilities:**

- Provide direct clinical supervision to midwives by observing practices, offering constructive feedback, and ensuring adherence to protocols and best practices.
- Provide direct clinical supervision to midwives by observing practices, offering constructive feedback, and ensuring adherence to protocols and best practices.
- Mentor and support midwives in developing their clinical skills, knowledge, and confidence in managing pregnancy, childbirth, and postpartum care.
- Address and resolve clinical challenges or emergencies encountered by midwives to ensure the safety and well-being of patients.
- Manage and maintain essential supplies, equipment, and medications for reproductive health services.
- Oversee the implementation of clinical protocols and guidelines for maternal and newborn care.
- Monitor and evaluate the quality of care provided at the clinic, identifying areas for improvement and implementing corrective measures.
- Contribute to developing and implementing PHC programs focusing on maternal and newborn health.
- Identify training needs for midwives and participate in conducting training sessions on key topics.
- Maintain updated knowledge of best maternal and newborn health practices to enhance service delivery.
- Maintain the standard guidelines of Infection Prevention and Control (IPC) at all facilities.
- Collaborate effectively with healthcare professionals, community leaders, and stakeholders to ensure comprehensive care for women and newborns.
- Advocate for the needs of women and girls in the refugee camps, promoting access to high-quality reproductive health services.
- Maintain close communication and follow guidance from the Program Manager, Medical Officer in charge, and Medical Coordinator.
- Know, understand, and comply with all the policies of RTM International, including HR Policy, PSEA, Code of Conduct and Workplace policy.
- Perform any additional tasks as assigned by the authority to support the efficient functioning of the healthcare facility.

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| <b>Employment Status:</b>        | Contractual                                                                                    |
| <b>Job Location:</b>             | Ukhiya, Cox's Bazar                                                                            |
| <b>Salary:</b>                   | As per organizational policy                                                                   |
| <b>Educational requirements:</b> | Diploma/BSc in Midwifery with a certificate from the Bangladesh Nursing and Midwifery Council. |

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| <b>Experience and Other Requirements:</b> | <p><b>Minimum 3 years of clinical experience as a practicing midwife, preferably with experience in maternal and newborn health services in humanitarian, refugee, or Primary Health Care (PHC) settings. Previous experience in supervision, mentoring, or team coordination will be considered an advantage.</b></p> <p>The Following capabilities are mandatory:</p> <ul style="list-style-type: none"> <li>▪ A dynamic individual with a demonstrated ability to perform effectively in a demanding, fast-paced environment.</li> <li>▪ Strong knowledge of maternal, newborn, and reproductive health services, including ANC, PNC, normal delivery, newborn care, family planning, and emergency obstetric and newborn care (EmONC) referral pathways.</li> <li>▪ Demonstrated experience in supervising, mentoring, and providing supportive coaching to midwives and other maternity care providers.</li> <li>▪ Strong understanding of quality improvement approaches, Respectful Maternity Care (RMC), infection prevention and control (IPC), and clinical protocols.</li> <li>▪ Experience in maintaining clinical records, reviewing service data, and using monitoring tools for quality assurance.</li> <li>▪ Good analytical, documentation, and report writing skills.</li> </ul> |
| <b>Compensation &amp; other benefits:</b> | As per the organization's policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Last date of submission:</b>           | 10 August 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Applying to:</b>                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

## Read Before Apply:

The incumbent will maintain and abide by the RTM International Code of Conduct in discharging any duties in the refugee camps (while interacting with/treating/counseling the refugee population) and will commit to abiding by the PSEA core principles and other issues.

## Attention:

RTM International has a Policy regarding Protection against Sexual Exploitation and Abuse (PSEA), a Gender Policy, and a Child Protection Policy. The organization has a Zero Tolerance Policy regarding this issue. Candidates who know PSEA will be preferred. Female candidates are encouraged to apply.

## ### Application Instruction ###

**Job Circular No.: 20260730-011**

*(Applicant must mention job circular no. & Position in E-mail Subject Line)*

Interested candidates may apply to **the Director (Administration), RTM International, 581 Shewrapara, Mirpur, Dhaka 1216** by sending their application and details CV along with recent passport size photographs, copy of NID, copy of all academic certificates and contact details **on or before 10 August, 2026** to E-mail address: [job03@rtm-international.org](mailto:job03@rtm-international.org) (indicating **Circular No. & Position name** in the Subject line).

Only short-listed candidates will be called for interview.  
No TA/DA will be provided for attending the interview.

**Director (Administration)**