



## Research, Training and Management International

581, Shewrapara, Begum Rokeya Sharani, Mirpur, Dhaka-1216, Bangladesh

E-mail: [rtm@rtm-international.org](mailto:rtm@rtm-international.org)

### Job Vacancies at RTM International

**Job Circular No.: 20260713-009**

**Position:** Technical Officer

**Reports To:** Sr. Project Manager/ Project Coordinator

**Number of Vacancies:** 01

Research, Training and Management (RTM) International NGO working in the Cox's Bazar to implement different projects supported by Government of Bangladesh, UNFPA, UNICEF and others development partners. To support ISO project implementation RTM requires to fill up vacancies in Technical Officer positions. The Technical Officer is responsible for providing technical and programmatic support for the effective implementation of Sexual and Reproductive Health and Rights (SRHR) activities under the project. The position will support government coordination, field implementation, capacity building, monitoring, data management, reporting, and quality assurance to ensure the timely and effective delivery of project activities in accordance with organizational, donor, and government guidelines.

#### Key Responsibilities:

##### Technical Support:

- Support the implementation of SRHR project activities in assigned project areas.
- Provide technical guidance on maternal and newborn health, family planning, adolescent health, gender-based violence (GBV), and other reproductive health interventions.
- Support quality service delivery in project-supported health facilities.
- Identify implementation challenges and recommend appropriate corrective actions.
- Provide supportive supervision and mentoring to project staff and service providers.

##### Programme Coordination:

- Coordinate with Civil Surgeon Offices, Upazila Health & Family Planning Offices, District Hospitals, Upazila Health Complexes, Union Health & Family Welfare Centres, and other relevant government health facilities.
- Maintain regular communication with project stakeholders, government counterparts, implementing partners, and donors as required.
- Participate in coordination meetings, prepare meeting minutes, and follow up on agreed action points.
- Support implementation of project work plans and ensure timely completion of assigned activities.

##### Capacity Building:

- Assist in planning and organizing trainings, workshops, orientations, and review meetings.



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- Coordinate participant selection, logistics, training materials, and documentation.
- Monitor post-training implementation and provide follow-up support where necessary.

### Monitoring and Quality Assurance:

- Conduct regular field visits to monitor project implementation and service quality.
- Monitor project performance against approved work plans and indicators.
- Prepare field monitoring reports with recommendations and follow up on corrective actions.
- Support joint monitoring visits with donors, government officials, and project management.

### Data Management and Reporting:

- Collect, verify, compile, and analyze project data from field locations.
- Ensure timely submission of accurate reports from project sites.
- Support data quality assurance and resolve reporting discrepancies.
- Prepare monthly, quarterly, and other project reports as required.
- Maintain project databases and documentation in accordance with organizational requirements.

### Administrative Support:

- Assist in organizing meetings, workshops, trainings, and field visits.
- Coordinate communication among project staff, stakeholders, and partners.
- Perform any other duties assigned by the supervisor to support successful project implementation.

### Safeguarding and Compliance:

The Technical Officer shall:

- Comply with all organizational policies, donor requirements, and applicable government regulations.
- Promote safeguarding, Protection from Sexual Exploitation and Abuse (PSEA), child safeguarding, and gender equality.
- Maintain confidentiality of organizational, project, and beneficiary information.
- Promote a respectful, inclusive, and non-discriminatory working environment.
- Perform all duties in accordance with organizational values and ethical standards.

|                           |                                                                                                                                                                               |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Employment Status:</b> | Contractual                                                                                                                                                                   |
| <b>Salary :</b>           | =110,250/- BDT                                                                                                                                                                |
| <b>Job Location:</b>      | Cox's Bazar based with frequent field visits to Noakhali district, Hatiya, Swandip, Ukhia, Teknaf, Moheshkhali, Kutubdia and other project sites and also to Dhaka if needed. |



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|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Educational requirements:</b>          | <ul style="list-style-type: none"><li>▪ Bachelor of Medicine and Bachelor of Surgery (MBBS) with a Master's degree in Public Health (MPH) or another relevant discipline from a recognized institution.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Experience and other Requirements:</b> | <ul style="list-style-type: none"><li>• Strong understanding of SRHR, maternal health, newborn health, family planning, adolescent health and GBV-related services.</li><li>• Strong coordination and communication skills.</li><li>• Ability to work with government officials, donors, facility managers and field teams.</li><li>• Good training management and facilitation skills.</li><li>• Strong skills in data collection, compilation, analysis and presentation.</li><li>• Good report-writing and documentation skills.</li><li>• Proficiency in MS Word, Excel, PowerPoint and online reporting tools.</li><li>• Ability to prepare technical reports, meeting minutes, monitoring reports and progress updates.</li><li>• Ability to travel frequently to field locations, including remote areas.</li><li>• Ability to work under pressure and meet deadlines.</li><li>• Strong interpersonal skills and professional attitude.</li><li>• Commitment to confidentiality, safeguarding, PSEA principles and survivor-centred approaches.</li><li>• Respectful, inclusive and gender-sensitive communication skills.</li><li>• Ability to work effectively in a multicultural and resource-constrained environment.</li></ul> |
| <b>Compensation &amp; other benefits:</b> | As per organization policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Last date of submission:</b>           | <b>18 July 2026</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Applying to:</b>                       | <a href="mailto:job01@rtm-international.org">job01@rtm-international.org</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

### **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/treating/counseling the refugee population) and commit to abide 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 Policy of Zero Tolerance regarding this issue. Candidates having knowledge of PSEA will be preferred. Female candidates are encouraged to apply.



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### ### Application Instruction ###

**Job Circular No.: 20260713-009**

**(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 18 July 2026** to E-mail address: [job01@rtm-international.org](mailto:job01@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)**