



## Job Vacancies at RTM International

**Job Circular No.:** **20251020-023**

**Position:** **Midwife Supervisor**

**Reports To:** Medical 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 provide Sexual and Reproductive Health (SRH) services in different location RTM requires to fill up some vacancies in Midwife Supervisor positions.

### **Job Responsibilities:**

1. Plan, organize and ensure the implementation of all sexual and reproductive health activities; this includes updating the weekly/monthly/annual project planning and planning any emergency activities or exploratory visits as required.
2. Inform MC/QAO/doctors about potential serious problems or complications related to the patients, or problems with medication.
3. Assist and collaborate with the field doctors and midwives/nurses when needed (normal or complicated deliveries).
4. Ensure that newborn babies are correctly monitored from delivery to discharge and that all pregnant women and newborns are referred to the Expanded Programme on Immunization (EPI).
5. Manage, train and supervise the Midwife and Maternity team through activities such as capacity-building, briefing/debriefing and evaluation of staff.
6. Ensure the implementation of protocols by all staff in order improve the quality of health care given to the population and prevent infection due to poor staff practices.
7. In collaboration with the Project Logistician, supervise the distribution of drugs; keep track of consumption patterns, supply orders, monitor inventories and train staff to ensure that there are sufficient levels of stock to carry out the activities of the project and material resources are used rationally and appropriately.
8. Supervise administrative procedures and documents, analyzing routine data for monitoring purposes so as to have updated and correct information about the day-to-day activity in the project and to assist with decision-making.
9. Planning and implementation of midwives/staff rosters and annual leave within the constraints of existing resources.



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10. Ensure that the staff on duty knows, implements and follows at all times the hygiene standards and precautions.
11. Maintenance of woman-centred approach.
12. Responsible for the medicine related activities (stock and consumption monitoring).
13. Lead in development of clinical audit, midwifery audit and systems to develop evidence-based practice.
14. Responsible to ensure that all the administrative procedures and documents are filled in correctly.
15. Responsibility for effective team communication and regular mentoring the midwife.
16. Responsibility for Health Promotion and Health Education.
17. Ensuring policies and procedures are effectively implemented e.g. infection control policies.
18. Development of midwives/staff.
19. Provides support and advice to midwives to ensure their practice is consistent with the regulatory framework.
20. Develop Strong relationship with Referral Centers.
21. Assessing & Organize initial and continuing education and training for Midwives.
22. Share weekly performances of the facility based on the supplied formats.
23. Ensure Quality Services as on SOP.
24. Leading the development of standards Services.
25. Carry out duties as directed by the Supervisors.
26. Any other responsibilities given by the Authority.

<b>Employment Status:</b>	Contractual
<b>Salary :</b>	=57,881/- BDT
<b>Job Location:</b>	Cox'sbazar District.
<b>Educational requirements:</b>	<ul style="list-style-type: none"><li>▪ Diploma in Midwifery with certificate from Bangladesh Nursing and Midwifery Council and Valid BNMC registration.</li></ul>
<b>Experience and other Requirements:</b>	<ul style="list-style-type: none"><li>▪ Minimum 2-years experience in the related field.</li><li>▪ Fluency in English and proficiency in the local language is desirable.</li><li>▪ Working experience at Rohingya refugee camp will be an asset.</li><li>▪ Excellent communication and interpersonal skills.</li><li>▪ Ability to work effectively in a team and in challenging environments.</li></ul>



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	<ul style="list-style-type: none"><li>▪ Commitment to humanitarian principles and the well-being of Rohingya refugees.</li><li>▪ Working knowledge of Microsoft Word, Excel, PowerPoint etc.</li><li>▪ High level of ability to organise and manage own time keeping to schedule and deadlines.</li></ul>
<b>Compensation &amp; other benefits:</b>	As per organization policy.
<b>Last date of submission:</b>	<b>26 October 2025</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.

### **### Application Instruction ###**

**Job Circular No.: 20251020-023**

*(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 26 October 2025** to E-mail address: [job01@rtm-international.org](mailto:job01@rtm-international.org) (*indicating Circular No. & Position name in the Subject line*).

Submit your CV as per RTM International's CV format file (CV download Link: <http://rtm-international.org/478/>).

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

**Director (Administration)**