

## **Job Vacancies at RTM International**

**Job Circular No.: 20250717-017**

**Position: MHPSS and GBV Focal Person**

**Location: Ukhiya, Cox's Bazar**

**Number of Vacancies: 01**

**Reports To: Program Manager**

### **About RTMI:**

Research, Training and Management International (RTMI) is a non-profit, women-led resource organization established in 1994 transforming development landscapes across Bangladesh including Cox's Bazar, Bhasanchar and Sylhet.

### **Job Responsibilities:**

RTMI is seeking a compassionate and skilled MHPSS and GBV Focal Person to support the implementation of mental health and psychosocial support (MHPSS) services and coordinate gender-based violence (GBV) prevention and response activities. This role is designed for a professional psychologist with hands-on experience in GBV case management and survivor-centered support. The position will integrate mental health services into healthcare delivery and community programs, promote safety and dignity, and ensure comprehensive care for vulnerable individuals.

### **Key Responsibilities:**

- Provide psychological assessments, individual and group therapy sessions, and crisis interventions for patients and community members.
- Identify, assess, and support individuals with mental health conditions or those affected by GBV, ensuring appropriate, timely, and confidential care and referrals.
- Lead and strengthen GBV prevention and response activities, including case management, safety planning, and survivor support in collaboration with healthcare and protection teams.
- Facilitate community-based mental health and GBV awareness sessions to reduce stigma and promote positive health-seeking behaviors.
- Build the capacity of healthcare staff and community workers on basic psychological first aid, trauma-informed care, and GBV case management principles.
- Maintain accurate, confidential, and secure records of all mental health and GBV cases, services provided, and referral outcomes.
- Support the development, implementation, and regular review of SOPs and protocols related to MHPSS and GBV services.
- Coordinate closely with local authorities, protection clusters, legal services, and other stakeholders to ensure integrated and survivor-centered service delivery.
- Promote and facilitate access to safe spaces and support networks for women and girls.
- Uphold a survivor-centered approach in all GBV-related activities, ensuring safety, confidentiality, respect, and non-discrimination.
- Participate in multidisciplinary case discussions, program evaluations, and relevant training or capacity-building workshops.

- Uphold RTMI's values and maintain a professional, empathetic, and ethical approach at all times.
- Perform any other tasks assigned by the RTMI authority to support program objectives.

<b>Employment Status:</b>	Contractual (05 months, may extend later)
<b>Salary:</b>	BDT 63,814/-
<b>Job Location:</b>	Ukhiya, Cox's Bazar
<b>Educational requirements:</b>	Bachelor's or Master's degree in Clinical Psychology, Counseling Psychology, or a related field from a recognized institution.
<b>Experience and other Requirements:</b>	<ul style="list-style-type: none"> <li>• Minimum 2 years of experience providing psychological services, with strong practical experience in GBV case management and survivor support.</li> <li>• In-depth knowledge of trauma-informed care, GBV prevention and response standards, and national guidelines.</li> <li>• Ability to work empathetically and professionally with GBV survivors, upholding strict confidentiality and safety principles.</li> <li>• Excellent communication, facilitation, and interpersonal skills.</li> <li>• Ability to coordinate services effectively across multiple facilities and work collaboratively with multidisciplinary teams.</li> <li>• Strong organizational skills and ability to manage sensitive cases with discretion.</li> <li>• Fluency in Bangla; basic English proficiency required; knowledge of local dialects is an advantage.</li> <li>• Female candidates are strongly encouraged to apply.</li> </ul>
<b>Compensation &amp; other benefits:</b>	As per organization policy
<b>Last date of submission:</b>	<b>25 July 2025</b>
<b>Applying to:</b>	<a href="mailto:job03@rtm-international.org">job03@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.: 20250717-017**

***(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 25 July 2025** to E-mail address: [job03@rtm-international.org](mailto:job03@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.

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**Director (Administration)**