

## **Job Vacancies at RTM International**

**Job Circular No.: 20251215-031**

**Position: Outreach Information & Reporting Assistant (Male)**

**Reports To:** Sr. Project Manager/ Outreach Coordinator- Field/ Sr. Mis Officer

**Number of Vacancies:** 01

Research, Training and Management (RTM) International NGO implement different projects supported by Government of Bangladesh, UNFPA, UNICEF and others development partners. To ensure proper data management, accurate reporting, coordination, and support to outreach operations, the organization aims to recruit an Outreach Information & Reporting Assistant in the field office of RTMI.

### **Position Summary:**

The Outreach Information & Reporting Assistant will be responsible for collecting, reviewing, verifying, analyzing, and compiling outreach-related reports. The position will ensure reporting accuracy, develop reporting tools/formats, support supervisors in proper data submission, and maintain effective communication with stakeholders regarding outreach-related data and reporting requirements.

### **Job Responsibilities:**

#### **A. Reporting & Data Management**

- Collect outreach activity data from CHNW Supervisors in prescribed formats.
- Review and verify the accuracy, consistency, and completeness of all reports submitted.
- Prepare consolidated outreach reports for:

Organization management, Donors, CHW Working Group, Camp-in-Charge (CiC) offices etc.

- Maintain a well-organized database of all outreach-related information and reports.
- Identify data gaps, discrepancies, and provide feedback to ensure data quality improvement.
- Ensure proper filing and archiving of reports and supporting documents (both soft and hard copies).
- Assist in documentation of success stories, case studies, and field updates from outreach activities.
- Support outreach teams in collecting, verifying, and compiling field-level data from community activities and service points.
- Assist in maintaining accurate databases, trackers, and outreach activity records.

#### **B. Format & Tool Development**

- Develop, update, and standardize various reporting formats required for CHNWs and CHNWs Supervisors.
- Provide technical guidance on how to fill in forms and reporting formats properly.
- Ensure that all outreach teams use updated and approved reporting tools.

### C. Monitoring & Follow-up

- Follow up regularly with CHNW Supervisors to ensure timely data submission.
- Conduct random checks on collected data to confirm accuracy.
- Track reporting deadlines and ensure timely submission to all relevant stakeholders.
- Support monitoring of outreach indicators and flag data gaps or inconsistencies for corrective action.

### D. Coordination & Communication

- Maintain regular communication with:  
Outreach Coordinator – Field, Partner organizations, Donors (as required), Government officials, CHW Working Group etc.
- Respond to reporting-related queries and provide necessary clarifications.
- Support outreach team meetings by sharing data summaries and analytical insights.

### E. Supportive Activities

- Provide technical and administrative support to the Outreach Coordinator as needed.
- Participate in field visits to understand outreach activities and improve reporting quality.
- Assist in planning and documentation of outreach operational activities.

### F. Working Conditions

- Based in the field (camps and host community).
- Frequent field visits with outreach team.

The Outreach Information & Reporting Assistant will perform any other duties assigned by the Supervisor/ organization in line with program objectives, emergency response needs, and organizational priorities.

<b>Employment Status:</b>	Contractual
<b>Salary :</b>	=40,000/- BDT
<b>Job Location:</b>	Ukhiya, Cox'sbazar.
<b>Educational requirements:</b>	<ul style="list-style-type: none"><li>▪ Bachelor's degree from a recognized university in Social Science, Public Health, Social Work, Development Studies, or a related discipline. A Master's degree will be considered an added advantage.</li></ul>
<b>Experience and other Requirements:</b>	<ul style="list-style-type: none"><li>• Minimum 1–2 years of relevant experience in outreach support, information management, reporting, or data-related roles.</li><li>• Practical experience in collecting, compiling, and verifying field-level outreach data.</li><li>• Experience in preparing professional documents in both Bangla and English.</li><li>• Ability to develop and refine reporting formats.</li><li>• Experience working in donor-funded projects or with government stakeholders is an advantage.</li></ul>

	<ul style="list-style-type: none"> <li>• Good communication skills in both English and Bangla &amp; excellent communication and interpersonal skills.</li> <li>• Ability to work effectively in a team and in challenging environments.</li> <li>• Commitment to humanitarian principles and the well-being of Rohingya refugees.</li> <li>• Proficiency in MS Word, Excel, PowerPoint, and email communication.</li> <li>• High level of ability to organise and manage own time keeping to schedule and deadlines.</li> <li>• Excellent writing, formatting, and documentation skills.</li> <li>• Ability to maintain confidentiality and professionalism.</li> <li>• Team-oriented and proactive, with the ability to work independently.</li> </ul>
<b>Compensation &amp; other benefits:</b>	As per organization policy.
<b>Last date of submission:</b>	<b>21 December 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.: 20251215-031**

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

Interested candidates may apply through e-mail 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 21 December 2025** 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)**