

## Job Vacancies at RTM International

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

**Position: Midwife Supervisor**

**Reports To:** Medical Coordinator

**Number of Vacancies:** 06

Research, Training and Management (RTM) International NGO implement different projects supported by Government of Bangladesh, UNFPA, UNICEF and others development partners. To supervise Sexual and Reproductive Health (SRH) services within Women-Friendly Spaces in different location RTM requires to fill up some vacancies in Midwife Supervisor positions.

### **Position Summary:**

The Midwife Supervisor is responsible for providing technical, clinical, and supervisory leadership to WFS Midwives to ensure the delivery of high-quality, safe, confidential, and inclusive Sexual and Reproductive Health (SRH) and Primary Health Care (PHC) services within Women-Friendly Spaces in the Rohingya refugee camps. The role focuses on quality assurance, mentoring, capacity building, adherence to national guidelines and international standards, effective referral coordination, and integration of GBV-informed, adolescent-friendly, and disability-inclusive approaches across WFS services. The Midwife Supervisor works closely with medical, protection, and community teams to strengthen service delivery, accountability, and utilization of WFS services.

### **Job Responsibilities:**

1. The Midwife Supervisor will provide regular on-site clinical supervision, mentoring, and coaching to WFS Midwives to ensure high-quality SRH and PHC service delivery. This includes observing clinical practices, reviewing case management, providing constructive feedback, identifying gaps, and supporting continuous improvement in line with national protocols and inter-agency standards.
2. The role includes ensuring that family planning services provided by WFS Midwives follow a rights-based, informed choice approach. The Midwife Supervisor will oversee counseling quality, correct provision of short-acting and long-acting reversible contraceptive methods within scope of practice, appropriate referrals for implants and IUCDs, management of side effects, follow-up care, and promotion of postpartum, adolescent-friendly, and birth spacing services.
3. The Midwife Supervisor will ensure that survivor-centered, confidential, and timely care for GBV survivors is provided in accordance with national and inter-agency CMR protocols. Responsibilities include mentoring midwives on informed consent, confidentiality, documentation, emergency contraception, STI prophylaxis, vaccinations where applicable, psychosocial first aid, and safe referrals to GBV case management, protection, legal, and MHPSS services.
4. The role involves supervising syndromic management of sexually transmitted infections, ensuring correct diagnosis, treatment, counseling, follow-up, prevention education, and referral of complicated cases or suspected HIV and syphilis cases. The Midwife Supervisor will support midwives to maintain quality and consistency in STI service delivery.

5. The Midwife Supervisor will guide and support midwives in delivering high-quality individual and group counseling sessions on family planning, reproductive health, pregnancy and postnatal care, GBV risk awareness, menstrual hygiene management, and STI/HIV prevention. The role includes ensuring counseling is adolescent-friendly, culturally sensitive, inclusive, and confidential, and supporting coordination with outreach and community teams to improve WFS utilization.
6. The Midwife Supervisor will ensure that WFS services are accessible and inclusive for women and girls with disabilities. This includes supporting midwives to identify specific needs, adapt communication and service delivery, ensure privacy and dignity, coordinate referrals to specialized services, and promote non-discrimination in all aspects of care.
7. The role includes overseeing identification of clients requiring specialized or emergency care and ensuring timely, safe, and documented referrals to SRH facilities, EmONC centers, PHC facilities, GBV case management, and MHPSS services. The Midwife Supervisor will review referral tracking, follow-up outcomes, and coordination with partner facilities.
8. The Midwife Supervisor will oversee accurate, confidential, and timely documentation by WFS Midwives, including family planning registers, CMR records, STI and PHC logs, referral registers, and session attendance sheets. Responsibilities include routine data quality checks, compilation and validation of weekly and monthly reports, analysis of trends, and sharing findings with the Medical Coordinator for program improvement.
9. The role includes planning and conducting regular on-the-job trainings, refresher sessions, and case discussions for midwives on SRH, GBV-informed care, PHC integration, IPC, safeguarding, and updates to national guidelines. The Midwife Supervisor will support professional development and foster a culture of learning and accountability.
10. The Midwife Supervisor will work closely with Medical Officers, PHC teams, GBV caseworkers, protection staff, community health workers, and partner organizations to ensure integrated service delivery. This includes participating in coordination meetings, updating referral pathways, sharing technical updates, and representing WFS services in health sector and camp-level forums as required.
11. The Midwife Supervisor will ensure that WFS midwifery rooms are functional, welcoming, well-organized, and adequately equipped with supplies, IEC materials, and job aids. The role includes promoting Infection Prevention and Control standards, safeguarding principles, and a safe, respectful environment for both clients and staff.
12. The Midwife Supervisor will support and supervise the provision of basic PHC services for women and adolescent girls within WFS, including assessment and management of common illnesses, monitoring vital signs, identifying danger signs, providing first aid, and ensuring timely referrals. The role includes oversight of antenatal and postnatal follow-up, nutrition counseling, and health education activities delivered by midwives.
13. 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.
14. Planning and implementation of midwives/staff rosters and annual leave within the constraints of existing resources.
15. Responsible for the medicine related activities (stock and consumption monitoring).
16. Lead in development of clinical audit, midwifery audit and systems to develop evidence-based practice.

17. Responsible to ensure that all the administrative procedures and documents are filled in correctly.

18. Responsibility for effective team communication and regular mentoring the midwife.

19. Ensuring policies and procedures are effectively implemented e.g. infection control policies.

20. The Midwife Supervisor will perform any other duties assigned by the organization in line with program objectives, emergency response needs, and organizational priorities.

<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 1-year 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><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><li>▪ Candidates with experience supervising at a WFS Centre will be given preference.</li></ul>
<b>Compensation &amp; other benefits:</b>	As per organization policy.
<b>Last date of submission:</b>	<b>21 December 2025 (recruitment will be on rolling basis)</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)**