

Job Vacancies at RTM International

Job Circular No.: 20251215-031

Position: Program Associate (Male)

Reports To: Sr. Project Manager

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 provide comprehensive administrative, documentation, coordination, and operational support in field office RTM requires to fill up vacancies in Program Associate positions.

Position Summary:

The Program Associate will provide comprehensive administrative, documentation, coordination, and operational support to the Senior Project Manager (SPM) for effective management of the project. The role aims to ease the SPM's workload by handling routine communication, documentation, planning, and follow-up tasks.

Job Responsibilities:

1. Administrative & Documentation Support

- Draft, edit, and format letters, emails, notes, and official documents in Bangla and English.
- Prepare Word files, briefs, memos, meeting notes, and checklists as required.
- Maintain an organized filing and documentation system (both electronic and physical).
- Support the SPM in preparing meeting minutes and follow-up action points.
- Providing administrative support and maintaining records as required.

2. Communication & Coordination

- Communicate with donors, government officials, partner organizations, and project teams as directed by the SPM.
- Follow up on pending tasks, email responses, deadlines, and action items.
- Coordinate meeting schedules, appointments, and communication flow between teams.

3. Program Planning & Implementation Support

- Assist in developing daily/weekly/monthly action plans and task checklists.
- Prepare training plans, training calendars, invitations, and related documentation.
- Support in tracking implementation status of activities and project indicators.
- Draft justifications, clarifications, and responses for various queries from donors or government stakeholders.

Reporting & Data Support

- Assist in compiling field data, progress updates, and feedback from different project sites.
- Support preparation of progress reports, summaries, dashboards, and monitoring tools.

- Maintain trackers for deliverables, pending tasks, and reporting timelines.

5. Logistical & Operational Support

- Assist with meeting arrangements, including venue setup, materials preparation, and documentation.
- Support travel planning, field visit coordination, and logistics with field teams.
- Ensure availability of office supplies, printing materials, and required documents.

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

| | |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employment Status: | Contractual |
| Salary : | =40,000/- BDT |
| Job Location: | Ukhiya, Cox'sbazar. |
| Educational requirements: | <ul style="list-style-type: none"> ▪ 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. |
| Experience and other Requirements: | <ul style="list-style-type: none"> • 2 years of experience in administrative, program support, or development project roles. • Experience in preparing professional documents in both Bangla and English. • Experience working in donor-funded projects or with government stakeholders is an advantage. • Good communication skills in both English and Bangla & excellent communication and interpersonal skills. • Ability to work effectively in a team and in challenging environments. • Commitment to humanitarian principles and the well-being of Rohingya refugees. • Working knowledge of Microsoft Word, Excel, PowerPoint and Outlook. • High level of ability to organise and manage own time keeping to schedule and deadlines. • Excellent writing, formatting, and documentation skills. • Ability to maintain confidentiality and professionalism. • Team-oriented and proactive, with the ability to work independently. |
| Compensation & other benefits: | As per organization policy. |
| Last date of submission: | 21 December 2025 |
| Applying to: | job01@rtm-international.org |

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 ***(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)