



## Job Vacancies at RTM International

**Job Circular No.:** 20251221-032

**Position:** Adolescent Health Educator

**Reports To:** Sr. Program Officer

**Number of Vacancies:** 06

Research, Training and Management (RTM) International is an NGO implementing various projects supported by the Government of Bangladesh, UNFPA, UNICEF, and other development partners. To strengthen the planning and delivery of age-appropriate health education sessions for adolescents—with a focus on sexual and reproductive health, nutrition, and mental well-being—the organization seeks to promote healthy behaviors, address myths and misconceptions, and facilitate referrals to appropriate health services. In line with this objective, RTM International is seeking to recruit a qualified **Adolescent Health Educator** for field-level engagement.

### **Position Summary:**

The Adolescent Health Educator will be responsible for planning and delivering age-appropriate health education sessions for adolescents, with a focus on sexual and reproductive health, nutrition, and mental well-being. The role involves conducting group sessions within communities, promoting healthy behaviors, addressing myths and misconceptions, and facilitating referrals to appropriate health services as needed. The Adolescent Health Educator will work closely with project teams, parents, and community stakeholders to foster a safe, inclusive, and supportive learning environment for adolescents, thereby contributing to improved awareness, knowledge, and positive health-seeking behaviors among young people

### **Job Responsibilities:**

1. Conduct regular service mapping within the catchment area of the Adolescent Sexual and Reproductive Health (ASRH) Corner/ MAC Centre.
2. Facilitate health education sessions at adolescent corners targeting adolescent pregnant mothers (YMSGP), and the Prevention Child Marriage Program (PCMP). Awareness campaign by the graduated adolescents and the Future Actors Program for teenage boys, and the "Skilled Girl Force" Program.
3. Facilitate a weekly session on the "Skilled Girl Force" Program.
4. Facilitate Future Actors program for adolescent.
5. Facilitate an awareness campaign by the graduated adolescents.
6. Ensure timely upload of session and service data into the Kobo software in accordance with reporting standards.
7. Maintain close coordination with Midwives, regularly updating them on adolescent pregnant mothers in the catchment area to support:  
Antenatal Care (ANC), Facility-based delivery, Postnatal Care (PNC), Newborn care , Immunization services



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8. Strengthen collaboration with Community Health & Nutrition Workers (CHNWs) for effective case follow-up and referral.
9. Conduct consultations with husbands, in-laws, and parents of adolescent pregnant mothers to improve awareness and uptake of health services.
10. Ensure effective referral mechanisms for Gender-Based Violence (GBV) cases, maintaining strict confidentiality and privacy of all clients.
11. Provide accurate (ASRH) information and share contact details of health facilities offering 24/7 services, ensuring adolescents feel confident in accessing care.
12. Maintain detailed records of participants, referrals, and follow-ups to track progress, service uptake, and impact of the ASRH interventions.
13. Prepare and submit monthly, bi-weekly, and quarterly ASRH program service reports in line with project requirements, both hard copy and soft copy.
14. Maintaining daily Kobo registration, session evaluation, and session reports for both YMSGP and CMP, and all other programs, both soft copy and Hard copy.
15. Provide accurate and age-appropriate information to adolescents, addressing their questions and concerns about physical, emotional, and social well-being.
16. Engage in outreach activities to raise awareness about adolescent health issues, advocating for the importance of preventive healthcare and regular check-ups.
17. Stay updated with the latest research, trends, and best practices in adolescent health education, attending conferences and workshops to enhance knowledge and skills.
18. Evaluate the effectiveness of educational programs, gathering feedback from participants and stakeholders, and making necessary adjustments to improve the impact of adolescent health education initiatives.
19. Collaborate with healthcare providers to organize health screenings and vaccination campaigns for adolescents, ensuring they receive essential preventive healthcare services.
20. Develop and distribute informational materials and resources on adolescent health topics, reaching a wider audience and promoting awareness among adolescents and their families.
21. Organize community events and forums to discuss adolescent health issues, engaging community members, educators, and healthcare providers in conversations about effective strategies for supporting adolescent well-being.
22. Monthly and Quarterly program session plan in hard copy as well as softcopy.
23. Monthly and Quarterly program session report in hard copy as well as softcopy
24. Monthly indicator-wise activities report, Monthly Dashboard report of YMSGP and PCMP, as well as all other programs, both hard copy and softcopy.
25. Maintain regular communication with the ASRH Focal Point/ Sr. Program Officer and provide updates on overall program implementation.
26. The Adolescent Health Educator 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>	=25,656/- BDT
<b>Job Location:</b>	Cox'sbazar District (Rohingya Camp Based).
<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.</li> <li>▪ Candidates with HSC or equivalent qualifications and relevant experience in similar roles will also be considered.</li> </ul>
<b>Experience and other Requirements:</b>	<ul style="list-style-type: none"> <li>• Strong knowledge of adolescent health, including sexual and reproductive health, nutrition, mental well-being.</li> <li>• Excellent communication, presentation, and interpersonal skills to engage effectively with adolescents, parents, and community stakeholders.</li> <li>• Ability to conduct group sessions and workshops in community settings.</li> <li>• Experience in health education, community mobilization, or youth-focused programs is preferred.</li> <li>• Ability to work collaboratively as part of a multidisciplinary team.</li> <li>• Familiarity with local cultural norms and sensitivity to adolescent issues.</li> <li>• Basic computer skills for reporting, documentation, and presentation purposes.</li> <li>• Willingness to travel to field sites and work flexible hours as required.</li> <li>• Strong organizational and time-management skills.</li> <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>• 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>• Team-oriented and proactive, with the ability to work independently.</li> <li>• Working experience at Rohiynga refugee camp will be an asset.</li> <li>• Candidates with proficiency in Chattagram language will be given preference.</li> </ul>



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Compensation & other benefits:	As per organization policy.
Last date of submission:	<b>24 December 2025</b>
Applying to:	<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.: **20251221-032**

*(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 24 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)**