

Job Vacancies at RTM International

Job Circular No.: 20261006-017.2

Position: Midwife Coordinator

Reports To: Medical Coordinator / International Midwife Mentor/ Sr. Project Manager

Number of Vacancies: N/A

Research, Training and Management (RTM) International NGO working in the Cox's Bazar to implement different projects supported by Government of Bangladesh, UNFPA, UNICEF and others development partners. To provide Sexual and Reproductive Health (SRH) services in different location RTM requires to fill up some vacancies in Midwife Supervisor positions.

Positions Summary :

The overall aim of the UNFPA's Sexual and Reproductive Health and Rights (SRHR) interventions in Cox's bazar is to increase the number of pregnant women who have access to high quality midwifery services in Rohingya refugee camps and adjacent host communities, so as to contribute to the goal of reducing maternal mortality and morbidity in the country. UNFPA is working together with partners, to provide evidence-based, midwifery led, comprehensive SRHR services in the facilities in the camps and the adjacent host communities. Additionally UNFPA leads and coordinates the SRH Working group (SRH WG). UNFPA along with RTMI are looking for 3 graduate licensed diploma midwives to join a dynamic team of International Midwife Mentors (IMM) to improve skilled attendance at birth by developing a sustainable midwifery workforce through the placement of midwives and building the capacity of the midwives through mentorship.

Job Responsibilities:

On a day-to-day basis, the National Midwife Coordinator will assist and support the IMMs with the implementation of both clinical and administrative duties associated to the midwifery mentorship programme in all the UNFPA supported facilities in the Rohingya refugee camps and adjacent host communities; assuming the following duties:

1. Assist IMMs in providing capacity building and clinical mentoring

- Work with all UNFPA funded SRH WG implementing partners (IPs) who employ midwives to strengthen midwifery services in health facilities by supporting the IMMs with capacity building, training, mentorship and clinical supervision of midwives and midwifery supervisors.
- Identify midwifery staff development needs and presents the information to IMMs in order to improve care and outcomes.
- Contribute to the facilitation of midwifery team meetings in health facilities.
- Contribute to strengthening policies and guidelines to improve health service provision.

2. Reporting, administrative and professional responsibilities

- Participates with IMMs in the development of work plans.
- Contributes to the UNFPA SRHR team, SRH WG and IPs compiling reports regarding midwifery services.
- Presents biweekly situational reports on the needs of midwives and health facilities.
- Completes all required documentation and reporting on expected project results and outputs.
- Engages in professional development.

3. Coordination and Interagency work

- Participates in meetings with the wider midwifery coordinator team to improve the coordination mechanism of the midwifery mentorship program
- When requested, attend coordination meetings such as: SRH WG and Upazilas level Health Sector meetings.
- Contributes to MPMSR committee investigations and dissemination of findings.
- Contribute to the coordination of the roving midwives team to ensure quality midwifery staffing levels across all UNFPA supported facilities.

4. Carry out duties as directed by the Supervisors.

5. Any other responsibilities given by the Authority.

Employment Status:	Contractual
Salary :	As per the organization's policy.
Job Location:	Cox'sbazar District.
Educational requirements:	▪ Diploma in Midwifery with certificate from Bangladesh Nursing and Midwifery Council and Valid BNMC registration. ▪ Candidates holding a BSc in Midwifery will be given preference as an added qualification.
Experience and other Requirements:	▪ Minimum 3-years experience in the related field. ▪ Working experience at Rohingya refugee camp will be an asset/ Clinical experience as a Midwife in Bangladesh. ▪ 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 etc. ▪ Experience in leadership is desirable. ▪ Commitment to continuous learning. ▪ High level of ability to organise and manage own time keeping to schedule and deadlines. ▪ Practical experience facilitating and training of staff and partners, preferably for SRHR related activities. ▪ Excellent speaking and writing skills and excellent communications (in English and Bengali) and inter-personal skills.
Compensation & other benefits:	As per the organization's policy.
Last date of submission:	13 October 2026
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

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(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 13 October 2026** 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)