

Project Coordinator

RTM International

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Vacancy
01

Job Context

Research, Training and Management International (RTM International) is going to appoint skilled female professional for UN Funded project in the following positions to provide 'Emergency support for socio-economic recovery and capacity building to promote gender, women's empowerment and GBV awareness among Rohingya population and neighboring host population'. Those who consider themselves eligible and willing to be based in Teknaf, Ukhiya and Cox's Bazar Sadar Upazilla (sub-districts) of Cox's Bazar district may apply. Female candidates who are familiar with local culture and local dialects are encouraged to apply.

Job Responsibilities

- Represent RTMI in promoting the UN Women supported project for Rohingya population and neighboring host population and establish professional relations with the related stakeholders;
- Ensure all legal and mandatory compliances set by NGO Affairs Bureau, RRRRC, CiC in quality and timely manner.
- Liaise and coordinate with UN Women, local authorities and other humanitarian agencies on policy matters and discussion;
- Regularly brief RTMI senior management on the status of projects and challenges on the ground and ensure their solutions are delivered in a timely manner;
- The Project Coordinator will be responsible to organize, implement and monitor the project activities as per the project document;
- Prepare report and submit within time frame. (project visibility plan, quarterly narrative/ progress review, project completion reports etc.);
- Ensure that project achievements, lessons learned, and significant events are adequately recorded and shared with appropriate stakeholder;
- Monitor progress and performance of the project to assure the high-quality implementation;
- Comply with the recommendations of UN Women, GoB and other stakeholders including Sr. Management of RTMI to improve the program effectiveness;
- Ensure compliance of RTMI Policies, guidelines and report regularly on the progress and challenges.

Employment Status

Full-time

Workplace

- Work at office

Educational Requirements

- 4 Years of Graduation/Master's degree in any discipline from a reputed institution
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Experience Requirements

- At least 5 year(s)
- The applicants should have experience in the following area(s):
project management in NGO INGO
- The applicants should have experience in the following business area(s):
NGO

Additional Requirements

- Age 30 to 50 years
- At least 5 years' experience of program management with targeted interventions.
- Work experience with Rohingya refugee will be an added qualification.

Job Location

Cox's Bazar, Cox's Bazar (Teknaf, Ukhiya)

Salary

Negotiable

Compensation & Other Benefits

- As per organization policy.

Job Source

Bdjobs.com Online Job Posting.

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 Policy regarding Protection from Sexual Exploitation and Abuse (PSEA), Gender Policy, Child Protection Policy. Organization has Policy of Zero Tolerance regarding this issue. Candidates having knowledge on PSEA will be preferred. Female candidates are encouraging to apply.

Applicants are encouraged to submit **Video Resume**.

[Learn more about video resume](#)

***Photograph must be enclosed with the resume.**

Apply Procedures

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Hard Copy

Interested candidates may apply to the Director (Administration), RTM International, 581 Shewrapara, Mirpur, Dhaka 1216 by sending their application and CV along with recent passport size photographs, copy of NID, copy of all academic certificates and contact details. The applicant is also requested to send a soft copy of the application to Email: job8@rtm-international.org (indicating name of the Position in the Subject line).

Submit your CV as per RTM International's CV format file (CV download link: <http://rtm-international.org/478/>).

Only short-listed candidates will be called for an interview. No TA/DA will be provided for attending the interview.

Director - Administration

Application Deadline : **11 Nov 2023**

Category: NGO/Development

Job Summary

Published on: 2 Nov 2023

Vacancy: 01

Employment Status: Full-time

Experience: At least 5 year(s)

Age: Age 30 to 50 years

Job Location: Cox's Bazar, Cox's Bazar (Teknaf, Ukhiya)

Salary: Negotiable

Application Deadline: 11 Nov 2023

Applicants are encouraged to submit Video Resume

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Published On
2 Nov 2023


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RTM International



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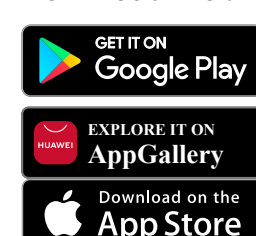
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