

RTM International Coordination Officer

Application Deadline: 9 Jun 2024

★ Shortlist

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All Requirements Responsibilities Salary & Benefits Company Infor

Summary

Vacancy: 1 Location: Noakhali Experience: At least 1 year
Published: 3 Jun 2024

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

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Requirements

Education

- MBBS Completed any reputed medical institute. Must have registration from Bangladesh Medical and Dental Council.
- MPH will be an asset.

Experience

- At least 1 year

Additional Requirements

- Minimum 1- year experience in the related field.
- The Following capabilities are mandatory:
 - Understanding of the development context and humanitarian field is necessary.
 - Demonstrated ability to coordinate and monitor field level activities.
 - Ability to manage multiple tasks and priorities under pressure.
 - Good communication skills in both English and Bangla.
 - Strong written communication skills in English will be preferred.
 - Working in the coordination and implementation of program will add value.
 - Computer proficiency in MS Office applications.

Responsibilities & Context

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 Coordination Officer positions.

Employment Status: Contractual

Job Location: Bhasanchar, Hatia, Noakhali.

Job Responsibilities:

- In collaboration & under the direction of Sr. Project Manager, the Coordination Officer will:
 - Provide primary health care services at the health facility for reproductive health care services (ANC/PNC, Delivery, Post-abortion Care, and Family Planning), RTI/STI, and Clinical Services for rape (SGBV) survivors.
 - Ensure quality health services & patient-centered care.
 - Supportive Supervision of the Midwives to ensure quality services.
 - Ensure rules, regulations, and the clinical staffs as per organization principles.
 - Pharmacy & Logistic stock management of the facility to ensure uninterrupted supply of medicine by early notification & maintaining buffer stock. Enquire about medicine and logistic stock in the RH unit along with maintaining a buffer stock.
 - Supervise & monitor all the IPC activities in the facility (from decontamination to waste disposal).
 - Work closely with Partners of UNFPA to ensure the timely implementation of humanitarian work plans, identify, and address any barriers to implementation.
 - Participate in the Health and Protection Sub-Working Groups and ensure the integration of SRHR and SGBV priorities into humanitarian response plans and implementation.
 - Liaise with the SRHR and SGBV staff from other agencies and organizations, including government, national and international NGOs, and women's groups to ensure a coordinated response to the RH and SGBV concerns or gaps identified.
 - Maintain liaison with UNHCR, GoB, RRRRC, MoH (CIC, Civil Surgeon and others), donors, and other agencies working in Bhasanchar to run activities smoothly.
 - Closely working with the RTMI-UNFPA management and the Monitoring team, to develop appropriate checklists/ monitoring tools
 - Work with the RTMI-UNFPA Humanitarian Focal person to Contribute to regular RTMI- UNFPA Reports.
 - Work closely with RTMI-UNFPA Operations staff members to ensure that activities are implemented within the allocated budgets.
 - Write monthly work plans, monthly reports, and other reports as needed or requested.
 - Assist in writing proposals and engaging in other fundraising efforts to support Sr. Project Manager of the RTMI-UNFPA SRHR Project.
 - Any other responsibility assigned by the authority.

Compensation & Other Benefits

- As per organization policy

Employment Status

Contractual

Job Location

Noakhali

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.

Apply Procedure

Hard Copy

Job Circular No.: 20240602-017

Application Instruction

Interested candidates are requested to apply to the **Director (Administration), RTM International, 581, Shewrapara, Mirpur, Dhaka-1216** by submit your details in "**Employment Application Form**" by click on this link or copy this link in to the browser address bar, login by your Gmail account and submit your information: <https://forms.gle/wxWNWEuAJXhecMT16>

Upload your CV along with a cover letter, academic and experience certificates, training and certifications, NID and other relevant documents in one file by PDF or Doc file (The file size must be under 10 MB). File name should be as [Position name-your name-date ... such as "Clinical-Mentor-karim-cv and certificates", etc.] **on or before 09 June 2024.**

Only short-listed candidates will be called for interview.

No TA/DA will be provided for attending the interview.

Apply URL:

<https://forms.gle/wxWNWEuAJXhecMT16>

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RTM International

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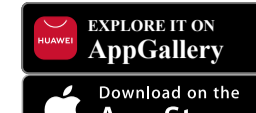
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