

## **Job Vacancies at RTM International**

**Job Circular No.:** 20250513-006

**Position:** Clinical Mentor (Female)

**Number of Vacancies:** 01

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 Clinical Mentor positions.

### **Job Responsibilities:**

**In collaboration & under the direction of Sr. Project Manager, the Clinical Mentor will:**

Clinical Mentors: The humanitarian clinical mentors will support the delivery of effective SRHR services in supported health facilities where midwives are working. They will support and enable the midwives to provide services to their full scope:

- EmONC—Including referral systems
- Quality and respectful routine pregnancy, birth, and post-partum care
- Family Planning
- Prevention and health response to GBV
- STI prevention, syndromic diagnosis and treatment or referral;

The humanitarian clinical mentors will provide technical and clinical support and coordinate with facility managers, clinicians, and other stakeholders to establish smooth functioning of all SRHR services in the facilities.

### **SCOPE OF ROLE:**

Accountable to: RTMI

### **KEY AREAS OF ACCOUNTABILITY:**

#### **A. Program Implementation:**

- Provide technical support, including coordination with UNFPA SRH-GBV response, capacity development of service providers etc.
- Support Midwives and other health care providers in the provision of SRHR services including EmONC provision and when needed referral. Facilitate all patients with obstetrics emergencies coming from the community being received and provided with initial stabilization.
- Ensure service delivery for EmONC, WHO-guided quality ANC and routine maternity care, STI, MR, 24/7 PAC and referral, health response to GBV including referral (in coordination with the GBV team), and adolescent-friendly services
- Ensure availability of supplies.

- Provide on-the-job training and mentoring to the Midwives, Nurses, FWV, and Doctors for practicing evidence-based practices as per quality standards.
- Documentation of care provision.
- Liaisons with relevant supervisors including Nursing Supervisor, DPHN, OBGYN consultant, UFPO, MOMCH, and UH&FPO to ensure enabling environments for the above-mentioned practices
- Conduct joint visits with partners including the Nursing Supervisor, DPHN, OBGYN consultant and UH&FPO.
- Stay informed about relevant literature and national guidelines and ensure the knowledge is passed on to camp-level facilities.
- Document and generate knowledge and good practices based on current practices, for scaling up successful interventions and for re-adjusting interventions

#### **B. Program Implementation at Primary Clinical site:**

- Ensure enabling environments within interdisciplinary teams for Midwives and other health care providers for SRHR services.
- Facilitate Evidence based care is practiced by the service providers.
- Direct observation, on job training and mentoring to the managers and service providers at the primary clinical sites.
- Facilitate orientation, meeting, and workshop with the concern personnel at primary clinical site including effective team work and enabling of SRHR providers (Midwives).

#### **C. Reporting:**

- Prepare facility level report and submit it to Supervisor for compilation.
- Prepare monthly Work Plan, travel plan and submit accomplishment report monthly basis.
- Participate in district and Upazila monthly meeting and ensure discussion on SRHR agenda.
- Participate in different meetings, workshop as required.

#### **D. General**

- Carry out any other tasks assigned by the Supervisor/organization.

<b>Employment Status:</b>	Contractual
<b>Salary :</b>	=110,250/- BDT
<b>Job Location:</b>	Ukhiya, Cox'sbazar.
<b>Educational requirements:</b>	<ul style="list-style-type: none"> <li>▪ MBBS Completed any reputed medical institute. Must have registration from Bangladesh Medical and Dental Council.</li> <li>▪ Post-graduation training in Gynecology &amp; obstetric at least 6 months.</li> </ul>
<b>Experience and other Requirements:</b>	<p>Minimum 1-year experience in the related field.</p> <p><b>Following capabilities are mandatory:</b></p> <ul style="list-style-type: none"> <li>▪ Working experience at Rohingya refugee camp will be an asset.</li> <li>▪ Fluency in English and proficiency in the local language is desirable.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Commitment to humanitarian principles and the well-being of Rohingya refugees.</li> <li>▪ Willingness to learn.</li> <li>▪ Working knowledge of Microsoft Word, Excel, PowerPoint and Outlook.</li> <li>▪ High level of ability to organise and manage own time keeping to schedule and deadlines.</li> <li>▪ Practical experience facilitating and training of staff and partners, preferably for SRHR- related activities.</li> <li>▪ Excellent speaking and writing skills and excellent communications (in English and Bengali) and inter-personal skills.</li> </ul>
<b>Compensation &amp; other benefits:</b>	As per organization policy
<b>Last date of submission:</b>	<b>22 May 2025</b>
<b>Applying to:</b>	<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.: 20250513-006**

***(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 22 May 2025** to E-mail address: [job01@rtm-international.org](mailto:job01@rtm-international.org) (**indicating Circular No. & Position name 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 interview.  
No TA/DA will be provided for attending the interview.

---

**Director (Administration)**