

**Category:** NGO/Development

## Coordination Officer

### RTM International Sylhet

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#### Vacancy

1

#### Job Context

- RTM International is going to appoint a number of skilled professional to provide Sexual and Reproductive Health Services in Bhasanchar.
- 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, RRRC, 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. Program Manager of the RTMI-UNFPA SRHR Project.
- Other duties as required.

**Employment Status**

Contractual

**Educational Requirements**

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

**Experience Requirements**

- At least 2 year(s)

**Additional Requirements**

- Minimum 2-year experience in the related field.
- 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.

### Job Location

Noakhali

### Compensation & Other Benefits

- As an organization policy.

### Job Source

Bdjobs.com Online Job Posting.

### Job Summary

**Published on:** 22 Aug 2023

**Vacancy:** 1

**Employment Status:** Contractual

**Experience:** At least 2 year(s)

**Job Location:** Noakhali


**Application Deadline:** 28 Aug 2023



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### Read Before Apply

Electronic copy of the application, detailed curriculum vitae along with recent passport size photograph, contact number, e-mail address, copy of NID, academic all certificates are to be sent to Email: job1@rtm-international.org on or before 28 August 2023.

Submit your CV as per RTM International's CV format file.

Only short-listed candidates will be called for interview.

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

Female candidates are encouraging to 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.

RTM International has Policy regarding Protection against 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.

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

### Apply Procedures

Apply Online

### Email

Send your CV to **job1@rtm-international.org**

### Hard Copy

Interested candidates are requested to apply to the Director (Admin),

RTM International, 581, Shewrapara, Mirpur, Dhaka.

Director (Administration)

RTM International, 581 Shewrapara, Begum Rokeya Sharani,

Mirpur, Dhaka-1216

Application Deadline : **28 Aug 2023**

#### Published On

22 Aug 2023

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RTM International Sylhet

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