

Category: Medical/Pharma

Project Manager (Field Base)

RTM International

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Vacancy

Not specific

Job Context

RTM International is going to appoint skilled professionals in UNFPA-WB supported project. Interested eligible candidates willing to be based in Ukhiya, Cox's Bazar may apply. The required qualification and experiences for the position is given:

Job Responsibilities

- Project title:
- Health and Gender Support Project for Cox's Bazar District (HGS-CXB). This programme is supported by UNFPA and World Bank
- In collaboration and under the direction of Director Field Operations and UNFPA project focal person (for technical issues), the Project Manager will perform:
- Overall field level activity management and implementation of the project HGS-CXB through **RTMI**.
- Approve all local expenditure and getting approval of Dhaka office as per the financial guideline.
- Ensure placement of recruited staff and their effective functioning in the positions they are appointed/placed.
- Ensure all preparations for conducting the series of training (like preparation of module, handouts, slides, training schedule etc).
- Assurance of quality of services provided and all training conducted under the project.
- Support policy level activities involving stakeholders.

- Develop and ensure work plan implementation and submission of reports in a timely manner.
- Ensuring compliance of contractual obligations with WB, UNFPA and other stakeholders as would be necessary.
- Coordination with GoB agencies, UNFPA, WB and **RTMI** filed office.
- Coordination with the UN agencies and development partners in the field.
- Close supervision and monitoring of the project activities.
- Attend meetings with RRRC/DC/Civil Surgeon/DDFP/WB and also to attend the Inter Agency Meetings.
- Hold monthly staff meetings for activity evaluation and action plan development for timely implementation of project activities.
- Hold need based emergency staff meeting to resolve any critical issue.
- Ensuring timely submission of programs/activity reports to donor's office and **RTM** Dhaka office.
- Any other responsibility assigned by the authority

Employment Status

Contractual

Educational Requirements

- Master's Degree/MBBS (candidates with a post-graduation degree in MPH will be given preference).

Experience Requirements

- At least 2 year(s)

Additional Requirements

- At least two (02) years' experience in Program Management/MIS/Training/Health sector.
- At least 2 years' relevant experience at FDMN Camp setting with emergency response.
- Good communication and spoken English capabilities, along with basic IT knowledge, are essential.

Job Location

Cox's Bazar (Ukhia)

Compensation & Other Benefits

- As per organization policy.

Job Summary

Job Source

Bdjobs.com Online Job Posting.
Published on: 22 Nov 2023

Vacancy: Not specific

Employment Status: Contractual

Experience: At least 2 year(s)

Job Location: Cox's Bazar (Ukhia)


Application Deadline: 10 Dec 2023

 Applicants are encouraged to submit **Video Resume**

You can set Priority Level during apply. new

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(রিপোর্ট)

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Course Duration: 24 November 2023

Total Hours: 4

Class Schedule:Friday

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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 encourage to apply.

**** Application Instruction ****

Interested candidates are requested to apply to the Director (Administration), RTM International, 581, Shewrapara, Mirpur, Dhaka. An electronic copy of the application, detailed curriculum vitae along with a recent passport-size photograph, contact number, e-mail address, copy of the NID, academic all certificates, and the email address of two referees are to be sent to email: job7@rtm-international.org (indicating the name of the position in the subject line) on or before 10 December, 2023.

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 or DA will be provided for attending the interview.

Director (Administration)

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

Learn more about video resume

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

Apply Procedures

Apply Now

Email

Send your CV to **job7@rtm-international.org**

Application Deadline : **10 Dec 2023**

Published On

22 Nov 2023

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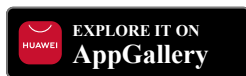
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