

Project Coordinator

RTM International

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Vacancy

1

Job Responsibilities

- Support Project Director on program implementation and work closely with PD.
- Maintain regular contact with the field staff and share any problems in the field with the Project Director and Head of Field Support Program (HFSP).
- Develop monthly work plan towards accomplishment of the AWP and monitor the plan accordingly.
- Responsible for overall implementation and routine monitoring of the program
- Periodically monitor target achievement comparing with figure given in the result matrix.
- Regularly communicate with UNHCR (both, Health and GBV section) updating them with development/any issue of concern.
- Support and coordinate with the (SRH and GBV unit), UNHCR, GoB personnel and other stakeholders
- Mentoring the service providers to ensure quality of services according to standard National guideline.
- Ensure staff recruitment of the field level.
- Assessment of training needs of the service providers.
- Technical support to the project staff, including training and capacity building activities.
- Provide support in the development of BCC materials and job aids.
- Assurance of quality of services provided under the project.
- Support policy level activities involving stakeholders.
- Ensuring compliance of contractual obligations with UNHCR and other stakeholders as would be necessary
- Ensure timely reporting and work plan implementation.
- Close supervision and monitoring of the project activities.
- Ensure project related logistics e.g. Medicine, equipment, supplies, forms & registers and others are in place in time.

Employment Status

Contractual

Educational Requirements

- Master's Degree.

Experience Requirements

- At least 3 year(s)

Additional Requirements

- At least Three (03) years experience in Program Management / MIS / Health sector.
- Good English writing and computer skills.

Job Location

Cox's Bazar (Ukhia)

Salary

Negotiable

Compensation & Other Benefits

- As per organization policy.

Job Source

Bdjobs.com Online Job Posting.

Category: NGO/Development

Job Summary

Published on: 6 Nov 2022

Vacancy: 1

Employment Status: Contractual

Experience: At least 3 year(s)

Job Location: Cox's Bazar (Ukhia)

Salary: Negotiable

Application Deadline: 12 Nov 2022



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Project Management

Classes/ Sessions: 6 Sessions

Course Duration: 10 - 29 November 2022

Total Hours: 15

Class Schedule: Monday-Wednesday

> Detail of this course

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 related 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.

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

Apply Procedures

Email

Send your CV to job2@rtm-international.org

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: job2@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.

Application Deadline : **12 Nov 2022**

Published On

6 Nov 2022



Company Information

RTM International



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