



Job Vacancies

Job Circular No.: 20250619-011

Position: Project Director (20%)

Location: Dhaka (with occasional field visits to Bhasanchar and Noakhali)

Number of Vacancies: 01

Reports To: Senior Management, RTMI

About RTMI:

Research, Training and Management International (RTMI) is a non-profit, women-led resource organization established in 1994 transforming development landscapes across Bangladesh including Cox's Bazar, Bhasanchar and Sylhet.

Job Responsibilities:

RTMI is seeking an experienced and visionary Project Director to lead the strategic planning, implementation, and oversight of a health project in Bhasanchar and Noakhali. The Project Director will ensure that project goals are achieved in a timely, efficient, and compliant manner, and will provide leadership to multi-disciplinary teams across programmatic, financial, and administrative functions.

Key Responsibilities:

Strategic Leadership:

- Lead overall project planning, execution, and monitoring in accordance with RTMI and donor guidelines.
- Ensure project objectives and deliverables are met within specified timelines and budgets.
- Provide high-level oversight and guidance to all project staff, including medical, programmatic, financial, and administrative personnel.

Team Management and Coordination:

- Supervise direct reports including Program Manager, Senior Medical Coordinator, Program Officer, and Finance & Admin Manager and all senior team members of the project.
- Foster strong team collaboration, performance management, and a culture of accountability and professionalism.
- Ensure regular coordination and communication between the Dhaka office and field operations.

Stakeholder Engagement:

- Represent RTMI in donor meetings, government coordination platforms, and other external forums related to the project.
- Liaise with local authorities, national stakeholders, and implementing partners to ensure alignment and cooperation.



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Operational and Reporting Oversight:

- Guide procurement planning, HR deployment, risk management, and logistics support.
- Review and approve programmatic and financial reports for internal and donor submission.
- Ensure compliance with all donor, legal, and RTMI internal policies and procedures
- Support internal and external audits and ensure timely implementation of audit recommendations.

Carry out any other responsibilities assigned by RTMI senior management.

***Note:** Internal staff will be given preference for this position.

Employment Status:	Contractual (06 months, may extend later)
Salary:	As per organization policy
Job Location:	Dhaka
Educational requirements:	Master's degree in Public Health, Development Studies, Project Management, Finance, Commerce , or a related field.
Experience and other Requirements:	<p>Minimum 10 years of progressive leadership experience managing large-scale development or humanitarian projects, preferably in the health sector.</p> <p>Additional competencies:</p> <ul style="list-style-type: none">• Strong financial management skills, including budgeting, financial analysis, and donor reporting.• Proven experience in managing multi-sectoral teams and complex donor-funded projects.• Excellent understanding of health systems, emergency response, and project lifecycle management.• Exceptional communication, negotiation, and stakeholder engagement skills.• Fluency in written and spoken English is essential.• Proficiency in Microsoft Office and familiarity with project management and financial software.• Ability to work under pressure and make strategic decisions in dynamic environments.
Compensation & other benefits:	As per organization policy
Last date of submission:	25 June 2025
Applying to:	



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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 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.: 20250619-011

(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 25 June 2025** to E-mail address: job04@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)