



Job Vacancies at RTM International

Job Circular No.: 20250619-011

Position: Program Manager

Location: Bhasanchar (with operational oversight in Noakhali district)

Number of Vacancies: 01

Reports to: Project Director

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 a highly motivated and experienced **Program Manager** to lead the large-scale health project operations in **Bhasanchar and Noakhali**. The Program Manager will be responsible for ensuring effective program delivery, coordination among field teams, and compliance with organizational and donor requirements.

Key Responsibilities:

1. Planning & Implementation

- Review project documents thoroughly, including objectives, deliverables, and high-level workplans.
- Develop and implement a **Detailed Implementation Plan (DIP)** to ensure timely and efficient execution of activities.
- Ensure alignment of field-level activities with project goals, donor guidelines, and approved budget.

2. Coordination & Communication

- Maintain **regular liaison with the Dhaka team** for project performance updates, reporting, financial utilization, and administrative purposes.
- Coordinate closely with the **Senior Medical Coordinator, Finance & Admin Manager**, and other technical leads to ensure integrated program delivery.
- Act as the focal point for communication with local authorities, IOM, and other stakeholders involved in Rohingya response in Bhasanchar.

3. Staff Management & Capacity Building

- Lead the **recruitment and onboarding** of 75+ staff in Bhasanchar and 20+ staff for Noakhali District Hospital.
- Provide **orientation and training** to ensure staff understand their roles and responsibilities.



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- Oversee performance management, **monitor staff performance**, and support capacity-building through ongoing supervision and mentorship.
- Ensure technical staff are trained on **standard treatment protocols** to ensure quality service delivery.
- Develop and implement strategies for **staff motivation and retention** in remote settings.

4. Health Service Delivery Oversight

- Ensure the availability and uninterrupted delivery of **quality primary health care services** from three major service points:
 - Primary Health Care Center (PHCC)
 - 20-bed hospital in Bhasanchar
 - 250-bed District Hospital in Noakhali
- Monitor the **bundle of services** to ensure they meet expected quality standards and community needs.
- Ensure **availability of medical supplies, essential drugs**, and equipment as per forecasted needs.
- Manage and coordinate **referral mechanisms** for critical or high-risk patients to higher-level facilities like the 250-bed district hospital or designated centers.

5. Monitoring, Evaluation & Reporting

- Ensure **timely data collection**, verification, and documentation of project indicators.
- Prepare and submit **regular performance reports** to the Project Director and donors.
- Monitor program activities, identify implementation gaps or challenges, and take corrective actions as needed.
- Contribute to the development of **success stories, case studies, and documentation of lessons learned**.

6. Stakeholder & Community Engagement

- Liaise with local government officials, community leaders, and other service providers to ensure community buy-in and support for program activities.
- Attend relevant coordination meetings and represent RTMI at field-level stakeholder engagements.

7. Compliance & Governance

- Ensure all activities follow RTMI's policies, donor requirements, and national guidelines.
- Adhere strictly to **financial, HR, and operational protocols**, and promote accountability at all levels.
- Uphold **ethical and professional standards** in all program operations.

8. Additional Duties

- Carry out any other tasks assigned by RTMI authorities to support the successful implementation and impact of the project.



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Employment Status:	Contractual (06 months, may extend later)
Salary:	As per organization policy
Job Location:	Bhasanchar (Based)
Educational requirements:	<ul style="list-style-type: none">• Bachelor's degree in medicine (MBBS), Public Health, Development Studies, Health Management or relevant fields.• Master's in Public Health or any other relevant subject will be preferable.
Experience and other Requirements:	<p>Minimum 03 - 05 years of relevant experience in managing health programs, preferably involving hospital and primary care operations in low resource settings or humanitarian projects of Bangladesh.</p> <p>Additional competencies:</p> <ul style="list-style-type: none">• Experience working in challenging or resource-limited settings is highly desirable.• Experience coordinating multi-site health operations and referral systems is highly desirable.• Strong leadership, team management, and interpersonal skills.• Excellent reporting and documentation skills.• Ability to work independently and as part of a multidisciplinary team.• Proficiency in MS Office (Word, Excel, PowerPoint).• Fluency in written and spoken English is required.• Willingness to be based full-time in Bhasanchar and work in field conditions.
Compensation & other benefits:	As per organization policy
Last date of submission:	26 June 2025
Applying to:	job04@rtm-international.org

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.



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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 26 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)