



Job Vacancies

Job Circular No.: 20250619-011

Position: Program Officer (50%)

Location: Dhaka

Number of Vacancies: 01

Reports To: Project Director/ Senior Medical Coordinator

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 looking for a dynamic and detail-oriented Program Officer to support the implementation of a health project in Bhasanchar and Noakhali. This is a Dhaka-based position with regular field visits. The Program Officer will report to the Project Director/ Senior Medical Coordinator and work closely with the Programme Manager and field teams to ensure effective planning, coordination, and monitoring of project activities.

Key Responsibilities:

- Assist in the planning, coordination, and monitoring of project activities across Bhasanchar and Noakhali.
- Provide administrative and logistical support for training sessions, workshops, meetings, and donor visits.
- Track project expenditures, support budget monitoring, and assist in preparing financial updates and reports in collaboration with the finance team.
- Ensure timely data collection from field teams, assist in data verification, and support programmatic reporting and documentation.
- Prepare draft progress reports, meeting minutes, and other relevant documentation for internal and external stakeholders.
- Liaise with field teams to follow up on deliverables and address operational challenges.
- Coordinate procurement planning and ensure compliance with RTMI and donor requirements.
- Maintain proper documentation of program files, financial records, and administrative materials.
- Serve as a link between the Dhaka office and field operations for streamlined communication and decision-making.
- Carry out any other tasks assigned by RTMI authorities as necessary for organizational success.

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



Research, Training and Management International

Employment Status:	Contractual (06 months, may extend later)
Salary:	As per organization policy
Job Location:	Dhaka
Educational requirements:	Bachelor's Degree in Public Health, Development Studies, Social Sciences, Finance, Commerce, or other relevant disciplines.
Experience and other Requirements:	<p>Minimum 1 year of relevant experience in administration and financial management, preferably within development or humanitarian projects.</p> <p>Additional competencies:</p> <ul style="list-style-type: none">• Minimum 2–3 years of professional experience in project coordination, financial and administrative support, or program implementation, preferably in the health or humanitarian sector.• Experience with NGOs, INGOs, or UN-funded projects will be considered an asset.• Demonstrated ability to work with budgets, financial reports, and procurement processes.• Strong documentation, reporting, and analytical skills.• Fluency in both written and spoken English is essential.• Proficiency in MS Office (Word, Excel, PowerPoint); familiarity with accounting software is a plus.• Ability to multitask, prioritize effectively, and work both independently and as part of a team.• Willingness to travel regularly to project sites in Bhasanchar and Noakhali.
Compensation & other benefits:	As per organization policy
Last date of submission:	25 June 2025
Applying to:	

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.



Research, Training and Management International

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)