



Research, Training and Management International

581, Shewrapara, Begum Rokeya Sharani, Mirpur, Dhaka-1216, Bangladesh

E-mail: rtm@rtm-international.org

Job Vacancies at RTMI

Job Circular No.:	20260806-013
Organization:	Research, Training, and Management International (RTMI)
Position:	Project Coordinator
Reports To:	Project Director / Executive Director
Number of Vacancies:	01
Employment Status:	Contractual
Job Location:	Dhaka (with field travel as required)
Salary & Benefits:	As per organization policy
Application Deadline:	18 August 2026

About RTMI

Research, Training and Management (RTM) International is a non-governmental organization implementing development initiatives across Bangladesh, including Cox's Bazar, with support from the Government of Bangladesh, UNFPA, UNICEF, and other development partners. To support the implementation of UNFPA-funded project activities, RTMI is seeking a qualified, dynamic professional for the position of **Project Coordinator**.

Key Responsibilities

- **Leadership & Planning:** Lead the overall planning, implementation, monitoring, and evaluation of project activities. Prepare annual work plans, budgets, implementation strategies, risk registers, and progress reports.
- **Technical Guidance:** Provide expert direction on maternal, newborn, child, and adolescent health (RMNCAH); sexual and reproductive health and rights (SRHR); family planning; nutrition; gender; and health-system strengthening.
- **Program Strategy & Inclusive Design:** Ensure all project interventions are evidence-based, rights-based, inclusive, and responsive to the needs of marginalized and vulnerable populations.
- **Stakeholder & Donor Coordination:** Coordinate closely with relevant government ministries/departments, city corporations, municipalities, UN agencies, donors, NGOs, civil society organizations (CSOs), and key stakeholders. Maintain regular donor communication and ensure timely submission of high-quality narrative and technical reports.
- **Team Management & Capacity Building:** Lead and mentor project staff, consultants, and implementing partners. Support recruitment, orientation, performance management, and ongoing capacity development.
- **Financial & Quality Assurance:** Monitor project expenditures to ensure efficient resource utilization in compliance with approved budgets and donor guidelines. Enhance health service quality through supportive supervision, clinical standards, and quality-improvement initiatives.



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- **Technical Documentation & Events:** Guide the development and review of proposals, concept notes, SOPs, technical guidelines, training manuals, and policy briefs. Facilitate training workshops, stakeholder consultations, dissemination events, and review meetings.
- **Monitoring & Data Use:** Utilize routine health information and project data to identify gaps, track progress, and drive evidence-based decision-making.
- **Inclusion & Governance:** Promote gender equality, disability inclusion, safeguarding, and ethical practices across all project activities. Represent the organization in national/international meetings and technical working groups.
- **General:** Perform any other relevant responsibilities assigned by management.

Qualifications & Requirements

Educational Requirements

- **Mandatory:** Bachelor of Medicine and Bachelor of Surgery (MBBS) with a Master's degree in Public Health (MPH).
- **Preferred:** Master's degree in Health Economics, Population Sciences, Reproductive Health, or a related discipline is a plus.
- **Additional:** Professional training in project management, monitoring and evaluation (M&E), health-system strengthening, quality improvement, or gender studies will be considered an advantage.

Experience & Competencies

- **Experience:**
 - Minimum **7 years** of progressively responsible professional experience in public health or development programs.
 - At least **3 years** in a senior project coordination, program management, technical leadership, or country-level leadership role.
 - Demonstrated experience managing donor-funded health projects (preferably supported by UNFPA, UNICEF, USAID, FCDO, WHO, the Gates Foundation, or other international partners).
 - Substantial technical expertise in one or more areas: RMNCAH, SRHR, family planning, nutrition, gender-based violence (GBV), urban health, or health-system strengthening.
 - Proven track record of collaborating with the Ministry of Health and Family Welfare (MOHFW), local government institutions, development partners, and CSOs.
 - Experience managing multidisciplinary teams, consortium partners, budgets, work plans, M&E systems, donor reporting, and developing strategic policy documents.
 - International or multi-country technical experience is a strong advantage.
- **Skills:**
 - Strong strategic leadership, project management, negotiation, advocacy, and stakeholder management skills.



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- Exceptional report writing, presentation, and communication skills in both English and Bangla.
- Proven ability to manage multiple priorities and deliver high-quality results under tight deadlines.
- Firm commitment to equity, inclusion, gender equality, and rights-based healthcare.

Organizational Policies & Commitments

PSEA & Safeguarding Notice:

The selected incumbent must abide by the RTMI Code of Conduct in discharging all duties (including interactions with refugee populations) and strictly adhere to Protection against Sexual Exploitation and Abuse (PSEA) core principles. RTMI enforces a **Zero Tolerance Policy** regarding PSEA, Child Protection, and Gender Policy violations. Candidates with demonstrated knowledge of PSEA are preferred.

Female candidates are strongly encouraged to apply.

Application Instructions

1. **Documents:** Prepare your application addressed to the **Director (Administration)**, along with a detailed CV, cover letter, recent passport-size photograph, copy of National ID (NID), copies of all academic certificates, and contact details.
2. **Submission:** Email your complete application package to job01@rtm-international.org on or before **18 August 2026**.

Important: The email subject line **MUST** be written as:

Job Circular No. **20260806-013** – Application for Project Coordinator

- *Only shortlisted candidates will be called for an interview.*
- *No TA/DA will be provided for attending the interview.*

Director (Administration)