

Job Vacancies at RTM International

Job Circular No.: 20250703-012(12)

Position: Liaison and Coordination Officer

Location: Dhaka (with frequent travel to Noakhali, Bhasanchar, and Cox's Bazar as needed)

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 dynamic and proactive Liaison and Coordination Officer to strengthen coordination with government agencies, development partners, and other stakeholders at national and field levels. The officer will be based in Dhaka and will travel frequently to Noakhali, Bhasanchar, and Cox's Bazar to support field activities and maintain strong linkages between headquarters and field operations. The position will also coordinate closely with the ISO Director and provide support as required.

Key Responsibilities:

- Maintain effective communication and build strong relationships with relevant government ministries, directorates (such as DGHS, DGFP), Civil Surgeons, and local health authorities of the project sites.
- Support the preparation and submission of required government approvals, reports, and compliance documents in a timely manner.
- Coordinate closely with the ISO Director and provide support in all liaison, compliance, and strategic coordination matters as required.
- Facilitate field visits by donors, government officials, and partners, ensuring proper planning and coordination with field teams.
- Attend coordination meetings, workshops, and forums at national and regional levels, representing RTMI and sharing program updates as needed.
- Support field teams in addressing operational or administrative bottlenecks by liaising with relevant stakeholders and ensuring alignment with organizational standards.
- Gather and compile information from field offices to provide regular updates and reports to senior management, the ISO Director, and external partners.
- Assist in documenting best practices, success stories, and lessons learned to strengthen program visibility and advocacy efforts.
- Maintain records of all official correspondences and meeting minutes related to liaison and coordination activities.
- Ensure alignment of program activities with national policies, guidelines, and strategic plans.

- Provide technical and administrative support to field teams and the ISO Director during emergency responses or special initiatives.
- Uphold RTMI's values and maintain professionalism in all interactions with external and internal stakeholders.
- Perform any other tasks assigned by the RTMI authority to support program objectives.

Employment Status:	Contractual (05 months, may extend later)
Salary:	As per org policy
Job Location:	Dhaka (with frequent travel to Noakhali, Bhasanchar, and Cox's Bazar as needed)
Educational requirements:	Bachelor's or Master's degree in Public Health, Development Studies, Social Sciences, International Relations, or a related field.
Experience and other Requirements:	<ul style="list-style-type: none"> • Minimum 3–5 years of experience in liaison, coordination, or partnership roles, preferably in health or humanitarian programs. • Proven experience working with government agencies and development partners in Bangladesh. • Excellent interpersonal, communication, and networking skills. • Strong organizational and problem-solving abilities; ability to manage multiple priorities. • Willingness to travel frequently to remote and humanitarian settings as needed. • Proficiency in MS Office applications and strong report writing skills. • Fluency in Bangla and English (written and spoken).
Compensation & other benefits:	As per organization policy
Last date of submission:	12 July 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.

Application Instruction

Job Circular No.: 20250703-012(12)

(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 12 July 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)