

Job Vacancies at RTM International

Job Circular No.: 20250707-013(4)

Position: Field Supervisor (Female)

Location: Bhasanchar

Number of Vacancies: 01

Reports To: Clinic in Charge

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 dedicated and experienced Field Supervisor (Female) to oversee and support Community Health Volunteers (CHVs) working in Bhasanchar. The Field Supervisor will play a critical role in ensuring effective community outreach, health promotion, and service delivery through close supervision, mentoring, and capacity building of CHVs.

Key Responsibilities:

- Supervise and provide daily guidance to Community Health Volunteers (CHVs) in their assigned areas to ensure effective community outreach and health education activities.
- Support CHVs in planning and organizing household visits, group sessions, and community meetings.
- Monitor CHVs' performance, review their reports, and provide constructive feedback to improve the quality of community-based services.
- Conduct regular field visits to observe activities, assess challenges, and ensure adherence to work plans and guidelines.
- Facilitate capacity building and refresher training sessions for CHVs on topics such as maternal and child health, nutrition, hygiene, communicable diseases, and other key health messages.
- Coordinate with the clinic and facility teams to ensure proper referrals and follow-up of cases identified by CHVs in the community.
- Collect, compile, and submit accurate reports and activity data from CHVs to the Clinic-in-Charge and Program Manager.
- Act as a liaison between the community and health facilities to strengthen trust and service uptake.
- Promote community engagement and participation in health programs and campaigns.
- Identify gaps and challenges in CHV activities and work with management to develop solutions.
- Uphold RTMI's values and maintain professionalism and cultural sensitivity in all interactions with the community and team members.
- Perform any other tasks assigned by the Clinic-in-Charge, Program Manager, or RTMI authority to support program objectives.

Employment Status:	Contractual (05 months, may extend later)
Salary:	As per org policy
Job Location:	Bhasanchar
Educational requirements:	Bachelor's degree in Social Sciences, Public Health, Community Development or a related field.
Experience and other Requirements:	<ul style="list-style-type: none"> • Minimum 2 years of experience supervising community health workers or volunteers, preferably in rural or humanitarian settings. • Strong knowledge of community health concepts, outreach strategies, and participatory approaches. • Excellent interpersonal and communication skills, with the ability to motivate and mentor community workers. • Strong organizational and problem-solving abilities; capable of working independently and as part of a team. • Must be willing to be based full-time in Bhasanchar and conduct frequent field visits. • Fluency in Bangla; basic English proficiency required; local dialect skills are an advantage. • This position is for Female only.
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

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(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)