

Job Vacancies at RTM International

Research, Training and Management (RTM) International NGO working in the Cox's Bazar to implement different projects supported by Government of Bangladesh, UNFPA, UNICEF and others development partners. To provide essential health services to the affected population in different location RTM requires to fill up vacancies in the mentioned positions.

Position:

Program and Field Monitoring Officer

Number of Vacancies:

One (01).

Job Responsibilities:

Program Management:

- Assist in planning and implementing program activities in line with project goals and objectives.
- Ensure that program activities meet quality standards and adhere to timelines.
- Support coordination between project teams and stakeholders for effective program execution.

Monitoring and Evaluation (M&E):

- Develop and implement monitoring tools to track progress and performance.
- Collect, analyze, and interpret data to assess the impact and outcomes of program activities.
- Conduct field visits to monitor activities and provide recommendations for improvement.
- Prepare periodic progress reports and presentations for internal and external stakeholders.

Documentation and Reporting:

- Maintain detailed records of program activities, outputs, and outcomes.
- Prepare comprehensive reports for donors, management, and other stakeholders as required.
- Document best practices and lessons learned to inform future programming.

Stakeholder Coordination:

- Liaise with partner organizations, government agencies, and community stakeholders.
- Participate in coordination meetings and represent the organization at relevant forums.

Compliance and Accountability:

- Ensure program activities comply with organizational policies and donor requirements.
- Promote accountability by establishing feedback mechanisms with stakeholders and beneficiaries.

Any other responsibilities assigned by the authority.

Employment Status:	Contractual
Job Location:	Cox's bazar
Educational requirements:	Bachelor's and Master's degree in Public Health, Statistics, Monitoring and Evaluation, Social Sciences, Development Studies, or a related discipline.
Experience and other Requirements:	Minimum 1- year experience in the related field The Following capabilities are mandatory: <ul style="list-style-type: none">▪ Working experience at Rohingya refugee context will be an asset.▪ Good communication skills in both English and Bangla.▪ Strong communication and interpersonal skills.▪ Ability to work effectively in a multicultural and resource-limited environment.

Compensation & other benefits:	As per organization policy
Last date of submission:	21 December 2024
Applying to:	https://forms.gle/sjqgg7bCP3MZiCoZ9

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.: 20241211-036

(*Applicant must mention job circular number & Position in the E-mail Subject Line*).

Interested candidates are requested to apply to **the Director (Administration), RTM International, 581, Shewrapara, Mirpur, Dhaka-1216** by submit your details in "Employment Application Form" by **click on this link or copy this link in to the browser address bar, login by your Gmail account** and submit your information: <https://forms.gle/sjqgg7bCP3MZiCoZ9>.

Upload your CV along with a cover letter, academic and experience certificates, training and certifications, NID and other relevant documents in one file by PDF or Doc file (The file size must be under 10 MB). File name should be as [**Position name - your name - date ...** such as " **Program and Field Monitoring Officer-karim-cv and certificates-11-Dec-2024**", etc.] **on or before 21 December 2024**.

Only short-listed candidates will be called for interview.
No TA/DA will be provided for attending the interview.

Director (Administration)