

ToR of Programme Officer

TITLE OF THE PROJECT: To enhance advocacy and leadership capacities to promote gender, women's empowerment, GBV and social cohesion for Rohingya women and women-led organizations

Position : Programme Officer
No. of Position : One (01)
Place of Posting : Court Bazar, Ukhiya, Cox's Bazar
Working area : Cox's Bazar and Bhasan Char
Work engagement : Full time position (Contractual)
Report to : Team Leader

MAJOR RESPONSIBILITIES:

- Assist in conduction of 2-day training of trainers with participants from WLOs and WROs on disaster risk preparedness tailored to local contexts.
- Participate in the assessment to identify the necessary emergency relief items for the Rohingya and host community volunteers
- Project Reporting: Prepare and submit timely, accurate, and comprehensive reports on project activities to the Team Leader and donors. Ensure reports meet donor standards for quality and clarity.
- Document Best Practices: Identify, document, and share success stories, lessons learned, and innovative practices throughout the project lifecycle. Use these insights to inform stakeholders and improve future programming.
- Monitoring and Tracking: monitoring of project activities to ensure they align with the work plan, donor guidelines, and organizational standards. Track progress against indicators and identify areas for improvement.
- Logistical Coordination: Manage the logistical requirements of the project, ensuring the timely delivery of resources, materials, and supplies needed for project activities.
- Ensure Quality Standards: Ensure that all project activities adhere to donor and organizational quality standards.
- Communication and Coordination: Maintain regular communication with project staff, stakeholders, and partners to ensure alignment and seamless coordination across all project components.
- Administrative Support: Assist in organizing training sessions, community outreach activities, and staff meetings.
- Any other task assigned by the management.

EDUCATION, EXPERIENCE & ABILITY:

- A bachelor or master's degree in Social Science, Communications, Development Studies, Public Health or a related field.
- At least 3-5 years of experience in reporting, documentation, and knowledge management, preferably in humanitarian or development contexts.
- Training in report writing, data visualization, or knowledge management is an asset.
- Proven ability to produce high-quality written content for diverse audiences.
- Experience in conducting field visits and gathering qualitative and quantitative data.
- Excellent writing and editing skills in English and Bengali; proficiency in local dialects is an advantage.
- Strong organizational and time-management skills with the ability to meet tight deadlines.
- Cultural sensitivity and understanding of the humanitarian context in Cox's Bazar and Bhasan Char.
- Familiarity with gender-sensitive reporting practices and principles.

Compensation & other benefits:	As per organization policy
Last date of submission:	18 January, 2025
Applying to:	https://forms.gle/aDVmqX4dzvqzk6gYA Carefully submit your details in “ Employment Application Form ” by click on the upper link or copy this link in to the browser address bar, login by your G-mail account and submit your information.

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.: 20250106-001

(Applicant must mention job circular no. & Position in 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/aDVmqX4dzvqzk6gYA>

(Carefully submit your details in “**Employment Application Form**” by **click on the upper link or copy this link** in to the browser address bar, **login by your G-mail account and submit your information.**)

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 " DRR Expert - (Name)-cv and certificates"**, etc.] **on or before 18 January, 2025.**

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

Director (Administration)