

RTM International is going to appoint some skilled professionals for UN Funded project in the following positions to provide emergency support for socio-economic recovery and capacity building, to promote gender, women's empowerment, to enhance advocacy and leadership capacities, GBV awareness, social cohesion among Rohingya population and neighboring host population. Those who consider themselves eligible and willing to be based in Teknaf, Ukhiya and Cox's Bazar Sadar Upazilla (sub-districts) of Cox's Bazar district may apply.

You are kindly requested to fill-up your details information by click on the link:

<https://forms.gle/aDVmqX4dzvqzk6gYA> .

**Job Circular No.: 20240801-019**

**Position: Project Officer (Production)**

### Requirements

#### Education

BSc/BSS in fashion design/textile or any relevant subject from any reputed university

#### Experience

- At least 2 to 3 years
- The applicants should have experience in the following business area(s):  
NGO, Development Agency

### Responsibilities & Context

This role is responsible for implementing venue-based training on tailoring, dressmaking, block print & design. She/he will also be responsible for procurement support for the related training in the respective field offices by maintaining standard procedures and organization guidelines.

- Responsible for overall management and field supervision of livelihoods & self-reliance skill training sessions for the assigned camps and host level.
- Responsible for preparing training reports daily, monthly, and quarterly as per the reporting procedure of donors and within deadlines and providing documents/reports to the organization as per need or instruction.
- Regular Training Follow-up and finding gaps in proper training implementation.
- Support the field supervisors as well as the mentors on methodology and assessment of the quality of sessions as well as provide training as per guidelines if needed.
- Support the Project Coordinator to overcome challenges and convey the desired outcome from training.
- Ensure proper and timely delivery of the training/session contents according to the training module.

- Responsible for providing all type of support during training/workshop/meeting period and communicate, coordinate & cooperate with all units and provide logistic support in time as their need.
- Follow up field activities at regular basis.
- Execute any other task assigned by the Project Coordinator/ senior management
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action

### **Additional Requirements**

- Understanding of sewing and design demonstration.
- Communication with CIC and NGO's stakeholders
- Basic understanding of financial procedures, bill & voucher validation, procurement etc.
- Knowledge of MS Office Applications
- Communication skills both in English and Bengali
- Work experience in Rohingya context would be prioritized.

### **Compensation & Other Benefits**

As per Organization's policy.

### **Workplace**

Work at office/field.

### **Employment Status**

Contractual in line with project life period.

### **Job Location**

Cox's Bazar (Teknaf, Ukhia).

Last date of Submission: **On or Before 16 August, 2024**

Application Submitted Link: <https://forms.gle/aDVmqX4dzvqzk6gYA>

### **# 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 Policy regarding Protection from Sexual Exploitation and Abuse (PSEA), Gender Policy, Child Protection Policy. Organization has Policy of Zero Tolerance regarding this issue. Candidates having knowledge on PSEA will be preferred. Female candidates are encouraging to apply.

### ### Instructions of Application ###

Interested candidates are requested to apply to the Director (Administration), RTM International, 581, Shewrapara, Mirpur, Dhaka-1216 by submitting your details in “Employment Application Form” form by click on this link: <https://forms.gle/aDVmqX4dzvqzk6gYA> .

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 **Project Officer (Production)** and certificates, etc.] **On or Before 16 August, 2024.**

Only short-listed candidates will be called for interview.

No TA/DA will be provided for attending the interview.

Director (Administration)