

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: Monitoring and Reporting Officer.

Job Purpose: To design and implement a comprehensive monitoring and reporting system for the project in alignment with RTMI and UN Women standards for Performance, Accountability, and Learning.

Requirements

Education

- Minimum Master's degree in a relevant field, such as International Development, Public Policy, Economics, Social Sciences, Statistics, or a related discipline.

Experience

- At least 3 to 4 years work experience in Monitoring and Reporting in National or international development projects
- The applicants should have experience in NGO, Development Agency
- Strong understanding of the humanitarian and development sectors
- Work experience in Rohingya context would be prioritized.

Additional Requirements

- Required Key skills includes program implementation, strong analytical and data management abilities, moderation, facilitation, and training skills, as well as proficiency in both Bengali and English.

Responsibilities & Context

Main Duties and Responsibilities:

- Work upon project monitoring framework and performance indicators in consultation with the Project Coordinator.
- Lead the project's monitoring Work Plan, including key assessments.
- Support the Project Coordinator in project monitoring to align with project objectives.

- Design monitoring tools, establish baseline measures, and oversee performance activities. Implement tools, collect and analyze data, and advise on data collection methods.
- Manage the M&E database, conduct evaluations, and identify lessons learned.
- Prepare narrative and findings reports, create presentations, and communicate findings.
- Participate and provide input in end line survey
- Any other responsibility assigned by the management.

Employment Status: Contractual in line with project life period.

Job Location: Coxsbazar (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 **Monitoring and Reporting Officer** 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)