



## Research, Training & Management (RTM) International

581, Shewrapara, Begum Rokeya Sharani, Mirpur, Dhaka 1216

E-mail: rtm@rtm-international.org

### Job Announcement for the Position of "Field Coordinator"

RTM International is going to appoint Field coordinators for the study titled "EPI Coverage Evaluation Survey (CES) 2025". The required qualification and experiences for the position is given below:

<b>Name of the Position:</b>	<b>Field Coordinator</b>
<b>Job Circular No.:</b>	<b>20251203-027</b>
<b>Vacancy:</b>	2
<b>Job Responsibilities:</b>	<ul style="list-style-type: none"><li>– <b>Field Team Management:</b> Lead, supervise, and train field teams (enumerators/data collectors) on the survey protocol, sampling methods, and data collection tools.</li><li>– <b>Logistics and Coordination:</b> Plan and manage the logistics for field activities, including movement, accommodation, and necessary equipment, to ensure timely data collection across the assigned locations in Bangladesh.</li><li>– <b>Quality Assurance:</b> Monitor the quality and completeness of data collected in the field, ensuring strict adherence to the EPI survey protocol and ethical guidelines.</li><li>– <b>Supervisory Visits:</b> Conduct regular field visits to observe data collection, provide on-the-spot troubleshooting, and ensure the safety and well-being of team members.</li><li>– <b>Reporting:</b> Prepare and submit daily/weekly progress reports, including challenges encountered and resolutions, to the central project management team.</li><li>– <b>Community Liaison:</b> Serve as the primary point of contact between the study team and local stakeholders (e.g., local government officials, health facility staff) to ensure the smooth operation of the survey.</li></ul>
<b>Employment Status:</b>	Contractual
<b>Job Location:</b>	Anywhere in Bangladesh
<b>Educational requirements:</b>	Minimum Bachelor's degree or higher
<b>Experience and other requirements:</b>	<p><b>The following capabilities are mandatory:</b></p> <ul style="list-style-type: none"><li>▪ Leading and supervising field teams for large-scale surveys.</li><li>▪ Any involvement with health-related surveys, particularly those concerning immunization, nutrition, or demographics.</li><li>▪ Experience coordinating work in various geographic or challenging environments within Bangladesh.</li></ul>
<b>Compensation &amp; other benefits:</b>	As organizational policy
<b>Last date of submission:</b>	<b>10 December 2025</b>



## Research, Training & Management (RTM) International

581, Shewrapara, Begum Rokeya Sharani, Mirpur, Dhaka 1216

E-mail: [rtm@rtm-international.org](mailto:rtm@rtm-international.org)

Applying to (E-mail Address):	<a href="mailto:job05@rtm-international.org">job05@rtm-international.org</a>
-------------------------------	--

### 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.: 20251203-027**

*(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 10 December 2025** to E-mail: [job05@rtm-international.org](mailto:job05@rtm-international.org) (indicating Circular No. & Position name in the Subject line).

**Submit your CV as per RTM International's CV format file.**

Only short-listed candidates will be called for an interview.

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

**Director (Administration)**