



Job Vacancies at RTM International

Position: PSEA & Safeguarding Focal Person

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

Report to: Head of Operations-Field

Major Responsibilities:

- Conduct awareness sessions for beneficiaries and community members on PSEA, safeguarding, and their rights.
- Ensure communities are informed about acceptable staff behavior and available complaint/reporting mechanisms.
- Support integration of PSEA messages into ongoing project activities and community engagement.
- Ensure all staff sign and understand the Code of Conduct and safeguarding policies.
- Organize regular training/orientation for staff on PSEA, safeguarding, and reporting obligations.
- Support management in integrating PSEA and safeguarding measures into project planning and implementation.
- Act as a designated focal point to receive PSEA/safeguarding-related complaints.
- Ensure complaints are handled confidentially and shared only on a need-to-know basis.
- Facilitate safe, accessible, and context-appropriate reporting mechanisms within the project.
- Refer complaints to appropriate internal channels following organizational procedures.
- Ensure survivors are treated with dignity, respect, and confidentiality.
- Facilitate referral to appropriate services (medical and psychosocial) through established pathways.
- Ensure support is provided without discrimination and in line with "do no harm" principles.
- Work closely with management and program teams to mainstream PSEA and safeguarding across all activities.
- Coordinate with relevant actors (e.g., GBV, protection, AAP) for effective referral and response.
- Support strengthening of Complaint Feedback Mechanisms (CFM) within the project.
- Maintain secure and confidential records of PSEA/safeguarding activities and cases (as per policy).
- Prepare regular updates/reports on PSEA and safeguarding activities for management.
- Identify risks, trends, and gaps, and recommend improvements.
- Ensure project compliance with organizational safeguarding policies and donor requirements.
- Support audits, assessments, and donor visits related to PSEA and safeguarding.
- Promote a culture of accountability, transparency, and zero tolerance for SEA.
- Any other task assigned by the RTMI authority.

Employment Status:	Contractual
Job Location:	Ukhiya, Cox's Bazar



Research, Training and Management International

Salary:	As per organizational policy
Educational requirements:	Minimum Bachelor's degree in Social Science/ Development Studies/ Gender Studies or related field.
Experience and Other Requirements:	Minimum 2–3 years of experience in PSEA, safeguarding, protection, or GBV-related work. Experience in NGO/INGO or humanitarian settings (especially camp/PHC context) preferred. The Following capabilities are mandatory: <ul style="list-style-type: none">▪ A dynamic individual with a demonstrated ability to perform in a demanding, fast-paced environment.▪ Strong understanding of PSEA and safeguarding principles.▪ Ability to handle sensitive information with confidentiality.▪ Good communication and facilitation skills.▪ Strong interpersonal and community engagement skills.▪ Sensitivity to gender, cultural, and protection issues
Compensation & other benefits:	As per the organization's policy
Last date of submission:	14 April 2026
Applying to:	job03@rtm-international.org

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 with/treating/counseling the refugee population) and will commit to abiding 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 Zero Tolerance Policy regarding this issue. Candidates who know PSEA will be preferred. Female candidates are encouraged to apply.

Application Instruction

Job Circular No.: 20260408-004

(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 14 April, 2026** to E-mail address: job03@rtm-international.org (*indicating Circular No. & Position name in the Subject line*).

Only short-listed candidates will be called for interview.

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

Director (Administration)