



# Research, Training and Management International

## Job Vacancies at RTM International

### **Position: Admin & Logistics Officer**

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:**

- Provide day-to-day administrative support to the office and management team.
- Support the Finance team in documentation, petty cash management, invoice processing, and budget tracking.
- Maintain organized filing systems, records, and administrative reports.
- Assist staff in onboarding, office orientation, and access to administrative resources.
- Manage procurement of office supplies, equipment, and services according to organizational policies.
- Maintain inventory of office assets, materials, and equipment, ensuring timely availability.
- Coordinate deliveries, storage, and distribution of supplies to different teams as needed.
- Liaise with vendors, negotiate terms, and ensure cost-effective procurement.
- Keep track of office expenses and maintain records for reporting and audit purposes.
- Support in arranging meetings, travel, and other administrative needs of staff and management.
- Provide administrative support to finance and logistics-related matters, ensuring proper coordination and documentation within the office.
- Coordinate with Finance, Program and Management teams to ensure seamless operational support.
- Assist management in preparing reports and official documents.
- Maintain proper documentation of procurement, administrative transactions, and finance-related processes.
- Support internal and external audits with accurate records and reports.
- Ensure adherence to organizational policies, donor requirements, and legal regulations.
- Maintain close communication with the Sr. Finance Officer and Head of Operations – Field.
- Any other task assigned by the RTMI authority.

<b>Employment Status:</b>	Contractual
<b>Job Location:</b>	Ukhiya, Cox's Bazar
<b>Salary:</b>	As per organizational policy
<b>Educational requirements:</b>	Minimum Bachelor's degree in Business Administration / Management / Accounting, or related field.
<b>Experience and Other Requirements:</b>	<p><b>Minimum 3 years of experience in office administration, logistics, and finance support.</b></p> <p>The Following capabilities are mandatory:</p> <ul style="list-style-type: none"> <li>▪ A dynamic individual with a demonstrated ability to perform in a demanding, fast-paced environment.</li> </ul>



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	<ul style="list-style-type: none"><li>▪ Knowledge of procurement, inventory management, and basic finance operations.</li><li>▪ Strong organizational and multitasking skills.</li><li>▪ Good communication and interpersonal skills.</li><li>▪ Excellent report writing and documentation skills.</li></ul>
<b>Compensation &amp; other benefits:</b>	As per the organization's policy
<b>Last date of submission:</b>	8 April 2026
<b>Applying to:</b>	<a href="mailto:job03@rtm-international.org">job03@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 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 08 April, 2026** to E-mail address: [job03@rtm-international.org](mailto: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)**