



## Job Vacancies at RTM International

### **Position: ESS 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:**

- Ensure implementation of Environmental and Social Standards (ESS) in all project activities.
- Conduct ESS screening for new interventions and update the management team on compliance requirements.
- Support the development and implementation of Environmental and Social Risk Management (ESRM).
- Ensure all project activities comply with national regulations and donor ESS requirements.
- Monitor field-level activities to ensure adherence to ESS guidelines.
- Maintain proper documentation of ESS compliance.
- Identify potential environmental and social risks in project implementation.
- Develop and monitor mitigation measures to address these risks.
- Integrate risk management strategies into project planning.
- Conduct training and awareness sessions on ESS for project staff and vendors.
- Build the capacity of field teams to integrate ESS principles in daily operations.
- Ensure meaningful participation of Rohingya communities.
- Address community concerns related to environmental and social impacts.
- Establish and manage a functioning GRM for ESS-related complaints.
- Ensure timely resolution of complaints and maintain confidentiality.
- Prepare regular ESS Quarterly Performance Report, Compliance Report for internal and donor use.
- Document best practices, lessons learned, and case studies.
- Coordinate with Donor, Field Management and service providers to integrate ESS in all activities.
- Liaise with government authorities, stakeholders and donors on ESS issues.
- Maintain close communication with the Head of Operations – Field and In-charges.
- Any other task assigned by the RTMI authority.

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| <b>Employment Status:</b>                 | Contractual  |
| <b>Job Location:</b>                      | Ukhiya, Cox's Bazar  |
| <b>Salary:</b>                            | As per organizational policy   |
| <b>Educational requirements:</b>          | Bachelor's or Master's degree in Civil Engineering, Environmental Science, Social Science, Development Studies or related field. |
| <b>Experience and Other Requirements:</b> | <b>Minimum 3–5 years of experience in implementing ESS, Environmental and Social Safeguards or related fields.</b>               |



## Research, Training and Management International

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|   | <p><b>Experience with donor-funded projects (e.g., World Bank, UN agencies. Govt stakeholders) is an advantage.</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><li>▪ Strong coordination and communication skills, especially with Donors and Gov. stakeholders.</li><li>▪ Strong analytical and risk assessment skills.</li><li>▪ Excellent report writing and documentation skills.</li><li>▪ Effective communication and coordination ability.</li></ul> |
| <b>Compensation &amp; other benefits:</b> | As per the organization's policy  |
| <b>Last date of submission:</b>           | 14 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 14 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)**