Research, Training and Management International
RTM Complex, 581, Shewrapara, Mirpur, Dhaka-1216, Bangladesh
E-mail: rtm@rtm-international.org; Web.: www.rtm-international.org

Job Vacancies at RTM International

Job Circular No.: **20261103-020**

Position: **CHNW Supervisor** (Male/ Female)
Reports To: Outreach Coordinator- Field
Number of Vacancies: 01 (Male/ Female)

Research, Training and Management (RTM) International NGO implement different projects supported by Government of Bangladesh, UNFPA, UNICEF and others development partners. To supervise community outreach activities in different location RTM requires to fill up vacancies in CHNW Supervisor positions.

Position Summary:

The CHNW Supervisor will be responsible for supervising and supporting Community Health and Nutrition Workers (CHNWs) to ensure effective community-based SRHR service delivery. The role includes coordinating outreach activities, strengthening community engagement, supervising field teams and volunteers, and supporting awareness-raising initiatives on maternal health, family planning, and newborn care. The CHNW Supervisor will work closely with outreach, medical, and coordination teams to enhance service quality, community participation, and referral linkages.

Job Responsibilities:

1. Working as part of a team to design and deliver a range of innovative community outreach and engagement activities around the communities.
2. Developing and sustaining positive relationships with a range of people, including residents, community leaders, local groups, organizations and local authorities.
3. Working as part of a team to support and sustain community-led action around issues related to health and wellbeing, as identified by them.
4. Working as part of a team to organize and hold events that draw in and involve local residents and partners.
5. Prepare monthly target and activities plan for thyself and outreach staffs/ volunteers.
6. Ensure IEC/ BCC component of the Programme is in place.
7. Work in close collaboration and coordination with field staffs.
8. Supervising the activities of the CHNWs for SRHR activities.
9. Organize Monthly group meetings, continuous one-to-one meetings, on job training/coaching to build the capacity of CHNWs.
10. Monitor and validate the information collected by CHNWs and provide feedback to the birthing unit.
11. Monitoring the proper distribution of commodities to the users.
12. Daily reporting of the field activities, Community distribution (FP methods) & others activities to Outreach Coordinator- Field and pregnancy and newborn-related

information to the Medical Officer/ Relevant person.

13. Attending the monthly coordination meeting with CIC/CMC/BMC/Majhi/Govt, religious leaders, adolescents, and their parents to prevent early marriage and to minimize the gaps in the SRHR services.
14. Organize and attend regular awareness-raising sessions and meeting to increase awareness on SRHR especially on maternal health, Community distribution, FP methods, and newborn care in the community.
15. To work on community based event and regular community-based surveillance in the community and reporting.
16. Organize Monthly coordination meetings with the field level volunteers to improve the field level service delivery by the Community volunteers.
17. Periodic follow up(F/U) of the method users and intensive F/U during any side effect.
18. To assist regular updating of the listing of pregnant mothers, Eligible Child Vaccination, PW vaccination etc.
19. Take advice and support from the Outreach Coordinator- Field for any administrative issues and Medical Coordinator for any technical issues.
20. Organize Blood Donation camp and collect blood donors to manage critical patients.
21. Work in coordination with the donor agencies (UNFPA, UNHCR, WHO, and others and GoB officials).
22. Provide support in volunteer recruitment activities.
23. The CHNW Supervisor will perform any other duties assigned by the organization in line with program objectives, emergency response needs, and organizational priorities.

Employment Status:	Contractual
Salary :	=41,370/- BDT
Job Location:	Cox'sbazar District.
Educational requirements:	▪ Bachelor's degree from a recognized university in Social Science, Public Health, Social Work, Development Studies, or a related discipline. A Master's degree will be considered an added advantage.
Experience and other Requirements:	• Around 1-year progressive experience in implementation of Community outreach programs. • Candidates with proficiency in Chattagram language will be given preference. • Good communication skills in both English and Bangla & excellent communication and interpersonal skills. • Ability to work effectively in a team and in challenging environments. • Commitment to humanitarian principles and the well-being of Rohingya refugees.

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	• Working knowledge of Microsoft Word, Excel, PowerPoint and Outlook. • High level of ability to organise and manage own time keeping to schedule and deadlines. • Prior experience supervising field staff, CHNWs, community volunteers is highly desirable. • Experience in community engagement, awareness-raising activities, and coordination with local leaders and stakeholders. • Candidates with experience supervising community outreach program at camps will be given preference.
Compensation & other benefits:	As per organization policy.
Last date of submission:	**09 November 2026 (recruitment will be on rolling basis)**
Applying to:	**job01@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/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. RTMI is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, political opinion, nationality, social status, or disability.

Application Instruction

Job Circular No.: 20261103-020
(***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 09 November 2026** to E-mail address: **job01@rtm-international.org** (***indicating Circular No. & Position name in the Subject line***).

Only shortlisted candidates will be contacted for further examinations and final interview.
No TA/DA will be provided for attending the interview.

Director (Administration)