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

Job Vacancies at RTM International

Job Circular No.: 20261115-021

Position: Technical Officer (SRH & GBV) - Female
Reports To: Sr. Project Manager
Number of Vacancies: 01

Research, Training and Management (RTM) International NGO working in the Cox's Bazar to implement different projects supported by Government of Bangladesh, UNFPA, UNICEF and others development partners. To support the UNFPA funder project implementation, RTMI requires to fill up the vacancy for the position of Technical Officer (SRH & GBV). This position is responsible for the following tasks:

Position Summary
Under the supervision of the Senior Project Manager, the Technical Officer (SRH & GBV) will provide technical leadership and field oversight for Women Friendly Spaces (WFS), GBV response services, and SRH service delivery across project-supported facilities.
The position is responsible for ensuring quality implementation of SRH and GBV interventions through regular facility monitoring, technical supervision, gap analysis, supportive mentoring, coordination with government and partners, and timely reporting. The Technical Officer will work closely with facility managers, medical teams, WFS staff, and field supervisors to strengthen service quality, address operational challenges, and ensure compliance with organizational, donor, and government standards.

Key Responsibilities:

1. Technical Leadership and Facility Oversight

- Provide technical oversight to Women Friendly Spaces (WFS), SRH clinics, and other supported facilities.
- Ensure quality implementation of SRH and GBV services in accordance with UNFPA, national, and organizational guidelines.
- Monitor availability and quality of clinical and non-clinical services, including GBV case management referrals, clinical management of rape (CMR) referral pathways, maternal health, family planning, sexually transmitted infection/reproductive tract infection, and adolescent SRH services.
- Conduct regular facility assessments through a monitoring checklist, identify gaps, and recommend corrective actions to improve service quality.
- Support facility managers in maintaining minimum service standards and operational readiness.
- Ensure compliance with safeguarding, Prevention of Sexual Exploitation and Abuse (PSEA), child safeguarding, confidentiality, and informed consent principles and act as a PSEA focal of the project.

- Conduct health facility, UN Women Multipurpose Centers, and Women Friendly Spaces assessments and monitor to ensure safe, confidential, and survivor-centred quality SRH service delivery with awareness raising activities
- Provide technical guidance to WFS/MPC teams on psychosocial support, referral pathways, information dissemination, and community engagement.
- Identify operational challenges affecting WFS performance and develop practical mitigation measures.
- Ensure availability of IEC materials and Reproductive Health Commodities and supplies, including CMR kits, and examination forms.

2. Monitoring, Supervision and Gap Mitigation

- Conduct routine supportive supervision visits to project-supported facilities.
- Assess implementation against work plans, quality standards, and key performance indicators.
- Identify service delivery gaps, operational bottlenecks, staffing challenges, and resource constraints.
- Develop actionable recommendations and follow up on corrective actions until completion.
- Maintain a tracking system for identified issues and mitigation measures.
- Monitor compliance with clinical protocols, GBV minimum standards, infection prevention and control (IPC), and client confidentiality.
- Review facility records, referral documentation, and service delivery processes for quality improvement.
- Support implementation of quality improvement initiatives across supported facilities.
- Participate in joint monitoring visits with donors and government officials.

3. Coordination

- Coordinate with Civil Surgeon Offices, DDFP offices, Upazila Health & Family Planning Offices, District Hospitals, Upazila Health Complexes, and relevant government authorities.
- Maintain effective collaboration with UNFPA, implementing partners, SRHWG-CHWG partners, camp management, and humanitarian coordination mechanisms.
- Participate in technical working groups, coordination meetings, and review sessions.
- Prepare meeting minutes and ensure follow-up of agreed action points.
- Coordinate with logistics teams to ensure uninterrupted service delivery.
- Maintain internal coordination with M&E, Logistics, ASRH, CHW, and the quality assurance team.

4. Capacity Building

- Identify technical capacity gaps among WFS staff, health workers, and facility teams.
- Support planning and delivery of trainings, orientations, mentoring sessions, and on-the-job coaching.
- Monitor post-training performance and provide continuous technical support.
- Promote best practices in SRH, GBV, safeguarding, and respectful care.

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5. Data Management and Reporting

- Verify, compile, and analyze facility and WFS performance data.
- Ensure timely submission of accurate daily, weekly, monthly, and donor reports.
- Monitor data quality and resolve reporting discrepancies.
- Prepare technical monitoring reports highlighting achievements, challenges, risks, and recommended actions.
- Maintain organized documentation of field visits, supervision findings, and follow-up actions.
- Ensure and support compliance with Environmental and Social Standard (ESS requirements) identify and report ESS-related concerns and ensure safe, inclusive environment act as an ESS focal in implementation of project activities.

6. Logistics and Service Readines

- Monitor stock utilization and report shortages affecting programme implementation and ensure proper entries into the e-Stock.

7. Safeguarding and Compliance

The Technical Officer will overview:

- Uphold survivor-centered approaches in all GBV interventions.
- Ensure compliance with safeguarding, Prevention of Sexual Exploitation and Abuse (PSEA), child safeguarding, confidentiality, and informed consent principles.
- Promote gender equality, inclusion, and respectful communication.
- Ensure adherence to organizational policies, donor requirements, and government regulations.

8. Other Responsibilities

- Participate in emergency response activities as required.
- Support programme reviews, assessments, and donor visits.
- Perform additional responsibilities assigned by the supervisor in line with programme needs.

Employment Status:	Contractual
Salary :	=110,250/- BDT
Job Location:	Ukhiya, Cox's Bazar with frequent visits to other operational locations.
Educational requirements:	• Bachelor of Medicine and Bachelor of Surgery (MBBS) from a recognized institution. • Master of Public Health (MPH) from a recognized university is mandatory.

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Experience and other Requirements:	• Minimum 2-3 years of relevant professional experience, preferably in the Rohingya refugee response, humanitarian settings, or other low-resource environments. • Strong understanding of SRHR, maternal health, newborn health, family planning, adolescent health and GBV-related services. • Strong skills in quality assurance, monitoring, coordination, and technical support. • Ability to work with government officials, donors, facility managers and field teams. • Good training management, facilitation, coaching, and supportive supervision skills. • Strong report writing, documentation, data analysis, and presentation skills. • Proficiency in MS Word, Excel, PowerPoint and online reporting tools. • Ability to prepare technical reports, meeting minutes, monitoring reports and progress updates. • Ability to travel frequently to field locations, including remote areas. • Ability to work under pressure and meet deadlines. • Strong interpersonal, communication, problem-solving, and teamwork skills, with a professional attitude. • Commitment to confidentiality, safeguarding, PSEA principles and survivor-centred approaches. • Respectful, inclusive and gender-sensitive communication skills. • Ability to work effectively in a multicultural and resource-constrained environment.
Compensation & other benefits:	As per organization policy
Last date of submission:	**21 November 2026**
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

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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.: 20261115-021
(**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 21 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)