



Job Circular

Job Circular No.: 20260108-001

Position Title: Quality Control Officer (QCO)

Number of Positions: 08

Duty Station: Dhaka (Office-based with field visits as required)

Duration: 03 months

Remuneration: Daily-based remuneration

Background

Research Training and Management (RTM) International is implementing a large-scale vaccine coverage evaluation survey and is seeking competent **Quality Control Officers (QCOs)** to ensure high-quality data collection and management. The QCOs will play a critical role in real-time data monitoring, error identification, documentation, and reporting to maintain data integrity throughout the survey period.

Key Responsibilities

- Monitor incoming survey data and check for errors daily using digital platforms (Power BI/Tableau)
- Identify data inconsistencies, logical errors, missing values, and outliers
- Document all detected errors systematically and prepare regular error reports
- Communicate identified issues to field teams and supervisors for correction
- Track corrections and ensure proper resolution of data quality issues
- Prepare daily/weekly data quality monitoring reports
- Support basic data cleaning and validation using Excel and SPSS
- Maintain error logs and version-controlled datasets
- Coordinate with the field team, supervisors, and project management team
- Conduct field visits when required to verify data and support quality assurance
- Follow data confidentiality and ethical guidelines at all times

Required Qualifications

- Bachelor's degree in Statistics, Population Sciences, Social Sciences, Public Health, or a related discipline
- At least **1–2 years of experience** in survey data monitoring, data quality assurance, or research projects



Research, Training and Management (RTM) International

- Strong working knowledge of **Microsoft Excel** (data checking, filtering, formulas)
- Basic to intermediate proficiency in **SPSS** (data validation, frequencies, cross-tabulation)
- Experience working with digital data collection platforms (e.g., Kobo, SurveyCTO, ODK) will be an advantage
- Experience managing large-scale data and monitoring through dashboards like Power BI, Tableau, etc.
- Familiarity with household or health surveys is preferred

Required Competencies

- Strong attention to detail and analytical skills
- Ability to identify patterns, inconsistencies, and data quality issues
- Good documentation and report-writing skills
- Ability to work under pressure and meet tight deadlines
- Good communication and coordination skills
- Willingness to travel to the field when necessary

Employment Type

- **Daily-based contractual engagement**
- No entitlement to long-term employment benefits

How to Apply

Interested candidates are requested to:

- Apply through this link <https://forms.gle/s6bxj7nHZkediZJP6>
- Submit an updated CV with a reference in the application form

Application Deadline: 22 January, 2026

Both males and females are encouraged to apply.
Only shortlisted candidates will be contacted.