

দ্রুত এবং সহজে চাকরি পেতে

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সাবস্ক্রাইব &gt;

## RTM International Sylhet

### Medical Coordinator

Application Deadline : 29 Nov 2025

#### Summary

Vacancy: 01

Salary: Tk. 114000 (Monthly)

Published: 25 Nov 2025

Location: Cox` s Bazar (Ukhia)

Experience: At least 3 years

#### Requirements

##### Education

- Bachelor of Medicine and Bachelor of Surgery(MBBS)
- Master of Public Health (MPH)

##### Experience

- At least 3 years
- The applicants should have experience in the following business area(s): NGO

##### Additional Requirements

- Minimum 3- year experience in the humanitarian settings or related field

##### The Following capabilities are mandatory:

- A dynamic individual with a demonstrated ability to perform in a demanding, fast paced environment.
- Substantive experience managing, supervising, and mentoring clinical staff.
- Ability to creatively solve complex and sudden clinical and medical logistics challenges with limited support.
- Verbal and written fluency in English.
- Strong communication and interpersonal skills.

## Responsibilities & Context

### Job Circular No: 20251124-025

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 provide essential health services to the affected population in different location RTM requires to fill up vacancies in the mentioned positions.

### Report to: Head of Operations (Field)

#### MAJOR RESPONSIBILITIES:

##### Implementation of Clinical Services:

- Supervise the daily execution and monitoring of medical services across all RTMI health facilities.
- Establish and implement quality control measures to consistently evaluate the standard of care provided to patients.
- Maintain an efficient referral system for complex cases requiring advanced medical care.
- Provide guidance to team members to ensure the consistent availability of medications and consumables, raising purchase requests when necessary.
- Ensure all clinics are equipped to handle disease prevention, detection, and response effectively.
- Promptly address any issues in service delivery, consulting with the Head of Operations (Field) for additional support when required.
- Oversee the accurate recording and management of health data by medical personnel.

##### Staff Management:

- Supervise and manage the clinic-in-charge personnel.
- Offer on-site technical support through routine field visits, mentorship, coaching and supervision of clinical staff.
- Strengthen the capacity of clinical staff, ensuring service quality aligns with RTMI and Health Sector standards.
- Conduct regular meetings and maintain clear communication with field-based medical staff.
- Oversee clinical staff schedules and manage leave arrangements effectively.

##### Program Management:

- Assist the Head of Operations (Field) in managing the project lifecycle, including

donor reporting and work planning.

- Monitor health program implementation to ensure alignment with project plans and grant requirements, addressing any challenges promptly.
- Explore opportunities to refine and innovate programming to better address field needs.
- Contribute to the design and planning of new initiatives.

**Coordination and Technical Representation:**

- Maintain regular communication and collaboration with technical counterparts from partner organizations, government officials, UN agencies, and the Cox's Bazar Health Sector.
- Represent RTMI in coordination and technical meetings at both field and Cox's Bazar levels.
- Any other task assigned by RTMI authority.

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**Compensation & Other Benefits**

- As per organization policy

**Workplace**

Work at office

**Employment Status**

Contractual

**Job Location**

Cox's Bazar (Ukhia)

**Read Before Apply**

**Job Circular No:** 20251103-024

(Applicant must mention job circular no. & Position in E-mail Subject Line)

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.

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 29 November 2025 to E-mail address (indicating Circular No. & Position name in the Subject line).

Submit your CV as per RTM International's CV format file (CV download Link: <http://rtm-international.org/478/> )

Only short-listed candidates will be called for an interview.

No TA/DA will be provided for attending the interview.

Director (Administration)

RTM International

## Apply Procedure

### Email Your CV

Send your CV to the given email [job03@rtm-international.org](mailto:job03@rtm-international.org) or Email your CV from **My Bdjobs** account

## Company Information

RTM International Sylhet

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### Address:

RTM International, Shahi Edgah , Tultikor , Near Heart foundation, Sylhet Sadar , Sylhet.

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