

Job Vacancies at RTM International

Job Circular No.: 20250716-015(02)

Position: Medical Officer

Location: Ukhiya, Cox's Bazar

Number of Vacancies: 04

Reports To: Medical Coordinator/ Clinic in Charge

About RTMI:

Research, Training and Management International (RTMI) is a non-profit, women-led resource organization established in 1994 transforming development landscapes across Bangladesh including Cox's Bazar, Bhasanchar and Sylhet.

Job Responsibilities:

RTMI is seeking qualified and dedicated Medical Officers to deliver essential health services in humanitarian and underserved settings. The Medical Officers will provide clinical services at the designated Primary Healthcare Centres (PHC) within the FDMN camps of Cox's Bazar. Under the direction of the Medical Coordinator and the direct supervision of the Clinic-in-Charge, the Medical Officers will play a crucial role in ensuring high-quality medical care for the target population.

Key Responsibilities:

- Provide high-quality outpatient and inpatient consultations at the designated working station, diagnosing and managing a wide range of medical conditions following national and WHO guidelines.
- Conduct daily clinical rounds, monitor patient progress, and adjust treatment plans as needed.
- Manage medical emergencies and refer critical cases promptly, maintaining preparedness for outbreaks and mass casualty situations.
- Offer maternal, neonatal, and child health services, NCD, including antenatal, postnatal, family planning, child growth monitoring, and treatment of common childhood illnesses.
- Maintain accurate and up-to-date medical records, registers, and prescriptions, and prepare and submit daily, weekly, and monthly reports as required.
- Work collaboratively with nurses, midwives, paramedics, and other team members to ensure coordinated and comprehensive patient care, and actively participate in case discussions and referral processes.
- Conduct or support health education and awareness sessions to promote preventive health practices, and engage with community health workers and community members to encourage health-seeking behaviours.
- Provide mentorship and support to junior medical and paramedical staff, and participate in trainings and refresher courses.

- Ensure strict adherence to infection prevention and control measures, and uphold ethical standards, patient confidentiality, and humanitarian principles at all times.
- Monitor and ensure the rational use of medicines and medical supplies at the designated station, and report shortages or needs to the appropriate authority.
- Perform any other tasks assigned by the RTMI authority to support operational needs at the working station.

Employment Status:	Contractual (05 months, may extend later)
Salary:	BDT 90,000/-
Job Location:	FDMN camps in Ukhiya, Cox's Bazar
Educational requirements:	<ul style="list-style-type: none"> ▪ MBBS completed from any reputed medical institute. Must have registration from Bangladesh Medical and Dental Council.
Experience and other Requirements:	<p>Minimum 1-2 Years of clinical experience in outpatient and inpatient care. Experience in humanitarian or NGOs/INGOs health programs is an advantage.</p> <p>Additional competencies:</p> <ul style="list-style-type: none"> • Prior experience in emergency response or in resource-limited settings like Bhasanchar or FDMN camps is highly desirable. • Strong understanding of clinical quality assurance, public health systems, and programmatic monitoring. • Excellent interpersonal, communication, and team management skills. • Willingness to stay at remote or hard to reach areas. • Strong proficiency in both written and spoken English is essential.
Compensation & other benefits:	As per organization policy
Last date of submission:	21 July 2025
Applying to:	job03@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.

Application Instruction

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(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 July 2025** to E-mail address: job03@rtm-international.org (**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 interview.
No TA/DA will be provided for attending the interview.

Director (Administration)