



Job Vacancies at RTM International

Job Circular No.: 20251012-022

Position: Sr. Medical Officer

Reports To: Sr. Project Manager/ Medical Coordinator

Number of Vacancies: 01

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.

Research, Training and Management (RTM) International implement different projects supported by Government of Bangladesh, UNFPA, UNICEF and others development partners. To provide Sexual and Reproductive Health (SRH) services in Bhasanchar, RTM requires to fill up vacancies in Sr. Medical Officer positions.

Key Responsibilities:

In collaboration & under the direction of Sr. Project Manager/ Medical Coordinator, the Sr. Medical Officer will:

1. Conduct comprehensive medical assessments and examinations for obstetric and gynecological patients, diagnosing conditions and developing appropriate treatment plans.
2. Provide full obstetric and gynecological services, including prenatal, intrapartum, and postnatal care, and perform gynecological surgeries and emergency obstetric interventions (including cesarean sections).
3. Oversee the management of high-risk pregnancies, ensuring timely referrals and coordination with higher-level facilities when required.
4. Provide technical assistance to SRH services within the Govt. 20-bed hospital and ensure adherence to national and organizational clinical protocols.
5. Respond to medical emergencies, participate in on-call duties, and provide telephonic guidance to RTM International staff as needed.
6. Conduct and participate in medical audits and case reviews, particularly maternal mortality and complication audits.
7. Collaborate with other departments and specialists to ensure comprehensive management of patients with complex medical conditions.
8. Supervise, guide, and mentor medical staff, midwives, and nurses, fostering professional growth and adherence to quality standards.



9. Organize and facilitate Continuous Medical Education (CME) sessions, on-the-job training, and technical workshops for staff at the facility.
10. Support in identifying training needs and contribute to the planning and implementation of capacity-building activities.
11. Educate patients and communities on reproductive health, family planning, prenatal care, and preventive measures.
12. Collaborate with social workers and counsellors to provide emotional support and counselling to patients experiencing fertility issues, pregnancy loss, or related emotional challenges.
13. Submit monthly performance and special reports to the Sr. Project Manager ensuring timely and accurate documentation.
14. Maintain accurate patient records, ensuring confidentiality and compliance with data protection standards.
15. Collaborate with the management team to implement quality improvement initiatives and enhance patient satisfaction.
16. Stay updated with recent medical research and advancements in obstetrics and gynaecology, applying new knowledge in clinical practice.
17. Participate in medical conferences, seminars, and professional networks to enhance skills and contribute to best practices in maternal health.
18. Uphold medical ethics, hospital policies, and regulatory standards, ensuring compassionate, equitable, and high-quality care for all patients.
19. Perform any other duties assigned by the management or relevant authorities as part of the overall mission of RTM International and partner agencies.

Employment Status:	Contractual
Salary :	=245,813/- BDT
Job Location:	Bhasanchar 20 bed hospital, Bhasanchar, Hatia, Noakhali
Educational requirements:	<ul style="list-style-type: none">• MBBS with a Postgraduate Degree or Post Graduate Training completed at least 1 year in Obstetrics and Gynecology.
Experience and other Requirements:	<ul style="list-style-type: none">▪ Minimum 1–2 years of relevant professional experience, including performing cesarean sections and managing obstetric emergencies.▪ Working experience at Rohingya refugee camp will be an asset.▪ Excellent communication and interpersonal skills.▪ Ability to work effectively in a multicultural and resource-constrained environment.▪ Fluency in English and proficiency in the local language is desirable.▪ Commitment to humanitarian principles and the well-being of Rohingya refugees.



Compensation & other benefits:	As per organization policy. In addition, staff will be entitled to 10 days of (R&R) leave after every 2 months of continuous service. Accommodation facilities will be available. Other benefits such as support for professional development may be offered in accordance with RTM International's HR policy.
Last date of submission:	31 October, 2025 (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.

Application Instruction

Job Circular No.:

(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 31 October 2025** to E-mail address: job01@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)