

## **Job Vacancies at RTM International**

**Job Circular No.: 20251214-030**

**Position: Medical Officer (Standby Pool)**

### **About:**

Research, Training and Management (RTM) International is a Bangladeshi based national NGO which is working throughout the country including Cox's Bazar to implement different projects supported by Government of Bangladesh, UNFPA, UNICEF and others development partners.

RTMI is creating a **Standby Pool of Medical Officers** to ensure uninterrupted health services across our humanitarian and development projects. Selected candidates will be contacted as needed when temporary vacancies, emergencies, or service gaps arise.

**\*\* The Standby Pool refers to a pool of pre-screened and interviewed candidates. Once shortlisted, candidates may be contacted and recruited whenever RTMI has a vacancy, temporary service gap or urgent staffing need. This is not an immediate full-time posting; recruitment will occur as needs arise.**

### **Job Responsibilities:**

- Provide outpatient and inpatient consultations, diagnose illnesses and prescribe appropriate treatment according to national and sector guidelines.
- Maintain clear communication with patients and their families, explaining the illness, treatment plan and follow-up needs in a way they can understand.
- Monitor the condition of admitted patients through daily rounds, examinations and reviews. Decide on discharge or referral in coordination with senior clinicians or facility leadership.
- Ensure proper use of medicines and medical supplies, avoiding unnecessary consumption.
- Maintain high standards of hygiene, infection prevention, disinfection and sterilization within the clinical area.
- Protect patient confidentiality and uphold ethical and professional standards at all times.
- Support the collection and review of medical and epidemiological data. Report unusual trends, complications or concerns to supervisors promptly.
- Contribute to accurate documentation, registers and medical records.
- Provide guidance and on-the-job learning to nurses, paramedics and other staff to strengthen the quality of care.
- Participate in duty rosters, on-call schedules and emergency responses as assigned.
- Assist in supervising team members under your responsibility, ensuring shifts, tasks and clinical activities run smoothly.
- Follow all national clinical standards, Health Sector guidelines and organizational policies.
- Promote safe work practices and universal precautions to minimize health and safety risks.
- Any other responsibility assigned by RTMI authority.

<b>Employment Status:</b>	Contractual
<b>Salary:</b>	As per organizational policy
<b>Job Location:</b>	Ukhiya, Teknaf, Bhasan Char and other RTMI-supported locations
<b>Educational requirements:</b>	<ul style="list-style-type: none"> <li>▪ MBBS with valid BMDC registration.</li> <li>▪ PGT or CMU/DMU would be desirable.</li> <li>▪ Any other medical or public health related degree would be a bonus point.</li> </ul>
<b>Experience and other Requirements:</b>	<ul style="list-style-type: none"> <li>▪ Minimum 1-year experience in the related field. Clinical experience in primary care, emergency care, or public health programs (preferred).</li> <li>▪ Fluency in English and proficiency in the local language is desirable.</li> <li>▪ Working experience at Rohingya refugee camp will be an asset.</li> <li>▪ Excellent communication and interpersonal skills.</li> <li>▪ Ability to work effectively in a team and in challenging environments.</li> <li>▪ Commitment to humanitarian principles and the well-being of Rohingya refugees.</li> </ul>
<b>Compensation &amp; other benefits:</b>	As per organization policy.
<b>Last date of submission:</b>	<b>January 31, 2026 (the advertisement will remain open on the website of RTMI and candidates will be interviewed need based)</b>
<b>Applying to:</b>	<a href="mailto:jobrtmi@rtm-international.org">jobrtmi@rtm-international.org</a>

**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 31 January, 2026** to E-mail address: [jobrtmi@rtm-international.org](mailto:jobrtmi@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)**