

## RTM INTERNATIONAL Medical Coordinator

Application Deadline: 18 Jan 2025

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All Requirements Responsibilities Salary & Benefits Company Inform

### Summary

Vacancy: -- Age: at least 28 years Location: Cox's Bazar, Cox's Bazar (Ukhia)  
Minimum Salary: Negotiable Experience: At least 3 years Published: 13 Jan 2025

Applicants are encouraged to submit **Video CV**.

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### Requirements

#### Education

- Bachelor of Medicine and Bachelor of Surgery(MBBS)
- MBBS with BMDC registration
- MPH

#### Experience

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

#### Additional Requirements

- Age at least 28 years

#### 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.
- Strong communication and interpersonal skills.

### Responsibilities & Context

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.

### Compensation & Other Benefits

- Asper Organization Policy

### Employment Status

Contractual

### Job Location

Cox's Bazar, Cox's Bazar (Ukhia)

### 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.: 20250113-003(Applicant must mention job circular no. & Position in E-mail Subject Line). Interested candidates are requested to apply to the Director (Administration), RTM International, 581, Shewrapara, Mirpur, Dhaka-1216 by submit your details in "Employment Application Form" by click on this link or copy this link in to the browser address bar, login by your Gmail account and submit your information: <https://forms.gle/sjqgg7bCP3MZiCoZ9> (Carefully submit your details in "Employment Application Form" by click on the upper link or copy this link in to the browser address bar, login by your G-mail account and submit your information.) Upload your CV along with a cover letter, academic and experience certificates, training and certifications, NID and other relevant documents in one file by PDF or Doc file (The file size must be under 10 MB). File name should be as [ Position name-your name-date ... such as "Medical Coordinator - karim-cv and certificates", etc. ] on or before 18 January, 2025Only short-listed candidates will be called for interview.No TA/DA will be provided for attending the interview. \_\_\_\_\_Director (Administration)

### Company Information

RTM INTERNATIONAL

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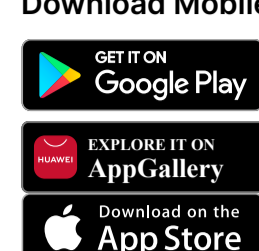
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Our Contact Centre is available from 9 am to 8 pm (Saturday to Thursday).