

**RTM INTERNATIONAL**  
**Medical Officer- in Charge**

Application Deadline: **18 Jan 2025**

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**Summary**

Vacancy: **1** Age: **at least 28 years** Location: **Cox's Bazar (Ukhia)**  
Minimum Salary: **Negotiable** Experience: **At least 2 years** Published: **13 Jan 2025**

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**Requirements**

**Education**

- Bachelor of Medicine and Bachelor of Surgery(MBBS)
- MBBS with BMDC registration.
- MPH would be preferable.

**Experience**

- At least 2 years
- The applicants should have experience in the following business area(s):  
NGO

**Additional Requirements**

- Age at least 28 years
- Strong communication and interpersonal skills.
- Chattagram local language will be given preference.
- Work experience in Rohingya refugee camp will be an asset.

**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)/ Medical Coordinator**

**MAJOR RESPONSIBILITIES:**

Under the direction of Head of Operations (Field) /Medical Coordinator the Medical Officer- In Charge will perform:

- Overall responsibilities of PHC center management.- Ensure timely attendance of clinical staff as per the approved roster and report to the Project Manager if there is any support needed.
- Taking decisions regarding referral of individual patient as per referral guideline and inform the Consultant at Ukhiya UHC to solve any technical issues.
- Ensure timely preparation and delivering (weekly, monthly and as desired by the donors) the performance reports to Project Manager for onward submission of compiled report to donor agencies and the RTM head office.
- Maintain liaison with UNICEF, UNHCR, UNFPA, GoB (CIC, MoH and others), donors and other agencies working in the camp to run activities smoothly.
- Enquire about medicine and logistic stock in RH unit along with maintaining a buffer stock in his/her own custody.- Supervise the infection prevention process (from decontamination to waste disposal).
- Work in coordination with Facility Staff's, Field office & Head office associated teams and Other Stakeholder.
- Assurance of quality of services provided under the project.
- Ensure medicine, medical instruments, supplies, registers, forms etc.
- Ensure utility services at the PHC.-
- Know, understand, and comply with all the policies of RTM International including HR Policy, PSEA, Code of conduct and Workplace policy-
- 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.
- Any other responsibility assigned by the authority.

**Compensation & Other Benefits**

- As per organization policy.

**Workplace**

Work at office

**Employment Status**

Contractual

**Job Location**

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: (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 "Project Coordinator-karim-cv and certificates", etc. ] on or before 18 January, 2025

- Only 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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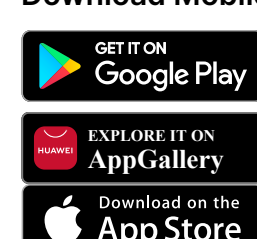
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