



Research, Training and Management International

581, Shewrapara, Begum Rokeya Sharani, Mirpur, Dhaka-1216, Bangladesh

E-mail: rtm@rtm-international.org

Job Vacancies at RTM International

Job Circular No.: 20260818-014

Position: Quality Assurance Officer (Female)

Reports To: Sr. Project Manager/ Medical Coordinator

Number of Vacancies: 01

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 support the UNFPA funder project implementation, RTMI requires to fill up the vacancy for the position of Quality Assurance Officer. This position is responsible for the following tasks:

Key Responsibilities:

Under the direct supervision of the Sr. Project Manager, the QAO will undertake the following tasks:

- Develop quality standards, service delivery protocols aligned with the ethics of emergency medical services.
- Plan, coordinate, and implement the quality management, preventive maintenance of equipment and quality improvement process and modernization of healthcare facilities.
- Provide consultations and directions to clinical service providers to ensure health care programme and services are implemented at the highest standards and patients receive the highest level of care.
- Visit the health care facilities round-the-clock, observe, inspect the readiness of service centres, discuss quality standards with service providers, and analyse various service processes through quality measurement tools and appropriate feedback for improvement.
- Check the various healthcare services such as services are provided in line health demands of the disease, client satisfaction by drawing samples from the patients, finding out areas of improvement and arrange on-the-job or institutional training for the service providers.
- Ensuring clean surroundings, IPD/OPD Areas, Wards, Labor Room, OT, and Patient amenities and outsourced services.



Research, Training and Management International

581, Shewrapara, Begum Rokeya Sharani, Mirpur, Dhaka-1216, Bangladesh

E-mail: rtm@rtm-international.org

- Ensure policies and procedures are monitored and updated to include regulatory changes of the stakeholders; most importantly these are aligned with the regulatory protocols of the Government of Bangladesh.
- Continuous Mentoring, Monitoring and providing assistance with quality assurance and compliance functions, troubleshooting clinical trials and activities.
- Monitor Infection Prevention & Control procedure and knowledge.
- Monitor partograph and also patient referral related documents.
- Ensure Periodical assessment of health facility on the quality checklist and arrive at a score for the facility.
- Identification of gaps, develop action plan under the guidance of In-charge of the health facility and monitor compliance.
- Review patient records, applying utilization review criteria, to determine the need for admission and continued to stay in hospital.
- Manage and maintain databases for the quality system and prepare reports on quality of services.
- Establish strong referral linkage with other health agencies.
- Conduct client Exit interview on the quality aspect as per format.
- Ensuring good quality non-clinical services like infection prevention, security, diet, etc.
- Organize QAT meeting and take necessary steps as per decision.
- Leading the development of standards Services.
- Perform any other duties assigned by the Project Coordinator, Project Manager, or appropriate authority.
- Responsibilities may be revised or adapted according to RTMI's operational requirements and the specific needs of the project.

Employment Status:	Contractual
Salary :	=110,250/- BDT
Job Location:	Ukhiya, Cox's Bazar with frequent visits to other operational locations
Educational requirements:	• Bachelor of Medicine and Bachelor of Surgery (MBBS) with a valid BMDC registration is mandatory. • Master's degree in Public Health (MPH) or another relevant discipline from a recognized institution would be bonus.



Research, Training and Management International

581, Shewrapara, Begum Rokeya Sharani, Mirpur, Dhaka-1216, Bangladesh

E-mail: rtm@rtm-international.org

	• Postgraduate Training (PGT) in Gynae & Obstetric will be an advantage.
Experience and other Requirements:	• Minimum 2-3 years of relevant professional experience, preferably in the Rohingya refugee response, humanitarian settings, or other low-resource environments. • Strong understanding of SRHR, maternal health, newborn health, family planning, adolescent health and GBV-related services. • Strong skills in quality assurance, monitoring, coordination, and technical support. • Ability to work with government officials, donors, facility managers and field teams. • Good training management, facilitation, coaching, and supportive supervision skills. • Strong report writing, documentation, data analysis, and presentation skills. • Proficiency in MS Word, Excel, PowerPoint and online reporting tools. • Ability to prepare technical reports, meeting minutes, monitoring reports and progress updates. • Ability to travel frequently to field locations, including remote areas. • Ability to work under pressure and meet deadlines. • Strong interpersonal, communication, problem-solving, and teamwork skills, with a professional attitude. • Commitment to confidentiality, safeguarding, PSEA principles and survivor-centred approaches. • Respectful, inclusive and gender-sensitive communication skills. • Ability to work effectively in a multicultural and resource-constrained environment.
Compensation & other benefits:	As per organization policy
Last date of submission:	24 August 2026
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.



Research, Training and Management International

581, Shewrapara, Begum Rokeya Sharani, Mirpur, Dhaka-1216, Bangladesh
E-mail: rtm@rtm-international.org

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.: 20260818-014

(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 24 August 2026** to E-mail address: job01@rtm-international.org (indicating Circular No. & Position name in the Subject line).

Only short-listed candidates will be called for interview.
No TA/DA will be provided for attending the interview.

Director (Administration)

BD Jobs Circular Link and Document:

Circular Link: <https://bdjobs.com/h/details/1523409?ln=1>

Circular Document: https://rtm-international.org/ftp/Bdjobs_circular_20260818_qao_1p_unfpa-srh.pdf