

Category: Medical/Pharma

Medical Coordinator

RTM International Sylhet

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Vacancy

Not specific

Job Context

- RTM International is a non-governmental organization (NGO) that was established in 1994 in Bangladesh. The organization works to improve the health, education, and economic well-being of people in need. RTM International has a variety of programs and activities, including research, training, management, team building, program design and implementation, private sector networking, event management, monitoring and evaluation, and MIS.
- RTM International is implementing an Emergency Service Provision project for the Rohingya refugees (FDMN) and the host community in Cox's Bazar. We are seeking a qualified and experienced Medical Coordinator to oversee and enhance the quality of healthcare services provided in this challenging context. The successful candidate will play a crucial role in ensuring the delivery of high-quality medical services to the vulnerable populations in the FDMN camp and host community.

Job Responsibilities

- Objective 1: Work Plan Development and Monitoring
- Collaborate with the Head of Field Support Program/Program Manager to develop weekly and monthly work plans.
- Monitor and track the implementation of work plans, ensuring timely reporting and completion of activities.
- Objective 2: Quality and Training Coordination
- Coordinate all quality and training-related activities for Service Delivery Points (SDPs) serving the FDMN and host population.
- Act as the focal point for improving service quality and supervise quality, training, nutrition, logistics, and GBV staff.
- Organize Training of Trainers (TOT) sessions for supervisors and technical team members.
- Objective 3: Healthcare Services Monitoring
- Monitor and mentor service providers at SDPs to ensure compliance with National Standards and Guidelines.
- Supervise and ensure adherence to infection prevention protocols from decontamination to waste disposal.
- Objective 4: Capacity Building and Continued Medical Education (CME)
- Develop a continuing education program for Clinic in Charge, CHW Supervisors, and other Program Coordinators/Managers.
- Organize CME sessions for clinical staff, including doctors, medical assistants, midwives, and community paramedics.
- Objective 5: Logistics and Equipment Supervision
- Supervise the central warehouse and ensure adequate logistics and equipment at SDPs in coordination with other Program Coordinators/Managers.
- Review and assess the availability of medicines, medical instruments, supplies, registers, and forms at SDPs.
- Objective 6: Performance Monitoring and Reporting
- Regularly check and update medical records, manage patient admissions, and ensure the availability of supplies at SDPs.
- Monitor the performance of SDPs, including MIS (Management Information System) tracking.
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- Objective 7: Coordination and Stakeholder Engagement
- Coordinate with RTMI Dhaka and Field Office, UNICEF, Government of Bangladesh officials (CS, DDFP, UH&FPO, UFPO, CIC), and other stakeholders for support in providing ESP services.
- Attend health-related meetings with the government, donors, and other stakeholders.
- Accompany visitors, including donors and delegates, to facilities and provide explanations about health services.
- Objective 8: Reporting and Communication
- Regularly report to and interact with the Head of Field Support Program (with CC to Project Coordinator/Project Director).
- Ensure timely submission of GBV, MHPSS, logistics, quality, and training-related reports.
- Implement innovative tools and technologies to enhance the visual representation of data in reports, ensuring accessibility and clarity for diverse audiences.
- Objective 9: Safeguarding
- Spearhead the development and enforcement of robust safeguarding policies, ensuring a secure environment for all stakeholders.
- Lead safeguarding initiatives, instilling a culture of ethical conduct, and promptly addressing any instances of harm or exploitation.
- Provide expert guidance and training on safeguarding principles, fostering a proactive approach to risk mitigation, and prioritizing the well-being of individuals within the organization.

Employment Status

Full-time, Contractual

Workplace

- Work at office

Educational Requirements

- Bachelor of Medicine and Bachelor of Surgery(MBBS) in Public Health, Master of Science (MSc) in Public Health

Experience Requirements

- At least 3 year(s)

Additional Requirements

- Age 24 to 40 years
- Both males and females are allowed to apply
- Master's degree in Public Health or a related discipline will be an added advantage.
- Strong understanding of quality assurance principles and methodologies
- Experience in developing and implementing quality assurance plans.
- Experience in conducting audits and reviews.
- Excellent written and verbal communication skills in English
- Proficiency in PSEA (Prevention of Sexual Exploitation and Abuse), staff grievance management, and a thorough understanding of clinical compliance are essential.
- Experience and ability to implement full project management cycle (Proposal and logical framework, work plans, reporting)
- Female candidates will be given preference.
- Required Competencies:
- Strong organizational and coordination skills.
- Excellent communication and interpersonal abilities.
- Proficient in monitoring and reporting systems.
- Sound knowledge of medical quality assurance standards.
- Ability to lead and coordinate training programs.
- Familiarity with logistics and equipment supervision.
- Stakeholder engagement and networking skills.

Job Location

Cox's Bazar (Ukhia)

Salary

- Negotiable
- As per organization policy.

Job Source

Bdjobs.com Online Job Posting.

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 Policy regarding Protection from Sexual Exploitation and Abuse (PSEA), Gender Policy, Child Protection Policy. Organization has Policy of Zero Tolerance regarding this issue. Candidates having knowledge on PSEA will be preferred. Female candidates are encourage to apply.

Interested candidates are requested to apply to the Director (Administration), RTM International, 581, Shewrapara, Mirpur, Dhaka-1216. An electronic copy of the application, detailed curriculum vitae along with a recent passport-size photograph, contact number, e-mail address, copy of the NID, academic all certificates, and the email address of two referees are to be sent to email: job3@rtm-international.org (indicating the name of the position in the subject line) on or before 03 December, 2023.

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 an interview. No TA or DA will be provided for attending the interview.

Director (Administration)

***Photograph must be enclosed with the resume.**

Apply Procedures

Apply Now

Email

Send your CV to job3@rtm-international.org or to Email your CV from **MY BDJOBS** account.

Application Deadline : **3 Dec 2023**

Job Summary

Published on: 26 Nov 2023

Vacancy: Not specific

Employment Status: Full-time, Contractual

Experience: At least 3 year(s)

Gender: Both males and females are allowed to apply

Age: Age 24 to 40 years

Job Location: Cox's Bazar (Ukhia)

Salary: Negotiable

Application Deadline: 3 Dec 2023

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26 Nov 2023


Company Information

RTM International Sylhet
Address : RTM International, Shahi Edgah , Tultikor , Near Heart foundation, Sylhet Sadar , Sylhet.

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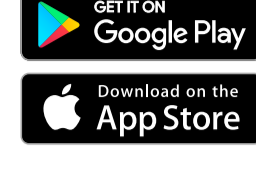
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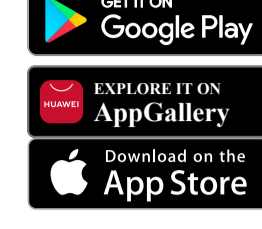
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