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## RTM International Medical Coordinator

Application Deadline: **2 Jan 2024**

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### Summary

Vacancy: Not specific

Age: 30 to 45 years

Location: Cox's Bazar (Ukhia)

Salary: Negotiable

Published on: 27 Dec 2023

### Job Responsibilities & Context

Background: Research, Training, and Management International (RTMI) is a national NGO, head quarter is in Dhaka and a Field Office in Ukhia, Cox's Bazar. Apart from the research and training components, RTMI is also managing a number of projects in health, nutrition, protection and livelihoods. All these programs are supported by the Government of Bangladesh, donor agencies with UN and International organizations, e.g. UNFPA, UNHCR, UNICEF, IOM, UN Women, MDM Switzerland, MDM France, Women for Women International, etc. To support, coordinate and manage an Essential Service Package (ESP) modality project in Rohingya Camp and Host community, RTMI needs a dynamic, proactive and hard-working team player for its Cox's Bazar Field Office team being based in Ukhia.

Under the overall supervision and guidance of the Head of Operations (Field), the Medical Coordinator will perform the following responsibilities: Coordinate with the Clinic in Charges of at least 3 PHCs in the Rohingya Camps, 4 GOB Health facilities in Ukhia and Teknaf including other key project staff in Host Community and to develop weekly and monthly work plans with follow up planning and implementation in a regular basis. Monitor and track implementation of work plan of the Clinic in Charges in FDMN Camps, facility in charges at the host community, etc. ensuring timely reporting and activity completion. • Coordinate, organize and facilitation of training activities for Service Delivery Points (SDPs). Act as a focal point for improving service quality at the field level and supervising service providers related to quality, training, nutrition, GBV and logistics, etc. • Act as a focal point for PSEA network and implementation of the updated work plan for RTMI during the year 2024. Organize Training of Trainers (TOT) sessions for the supervisors and technical team. Monitor and mentor SDP service providers for compliance with National Standards. Supervise adherence to infection prevention protocols from decontamination to waste disposal. Develop continuing education program for Clinic in Charge, CHW Supervisors, and Program Coordinators/Managers. • Organize CME sessions for clinical staff, including doctors, medical assistants, midwives, and community paramedics. Supervise central warehouse, ensuring adequate logistics and equipment at SDPs. Review and assess availability of medicines, medical instruments, supplies, registers, and forms at SDPs. Regularly update medical records, manage patient admissions, and ensure SDPs have necessary supplies. Monitor SDP performance, including MIS tracking. Coordinate with stakeholders for support in providing ESP services. Attend health related meetings with government officials, UNICEF, and other stakeholders. Accompany visitors to facilities and provide explanations about health services. Ensure timely submission of GBV, nutrition, logistics, quality and training related reports to external stakeholders in consultation with the Head of Operations (Field). Spearhead development and enforcement of robust safeguarding policies. Lead safeguarding initiatives, addressing instances of harm or exploitation. Provide expert guidance and training on safeguarding principles, prioritizing wellbeing of individuals within the organization.

### Educational Requirements

- Medical Doctor (MBBS) with a specialization in Public Health or relevant field. Master's degree in Public Health or a related discipline will be an added advantage.

### Additional Requirements

- Age 30 to 45 years
- Good communication skills in Bangla and English. Chattagram local language will be given preference. Work experience at Rohingya refugee camp will be an asset. Candidates with multiple years of working knowledge in SRH and MNCH services, particularly in the Rohingya Camp context will be given preference. Candidates with relevant working experience in an emergency context will get preference. Strong understanding of quality assurance principles and methodologies Experience in developing and implementing quality assurance plans. Excellent written and verbal communication skills in English Proficiency in PSEA (prevention and protection from sexual exploitation and abuse) will be preferred Female candidates are encouraged to apply

### Compensation & Other Benefits

- As an organization policy

### Employment Status

Contractual

### Gender

Both males and females

### 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 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

### Apply Procedure

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: job5@rtm-international.org (indicating the name of the position in the subject line) on or before 02 January, 2024.

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### Company Information

[RTM International](#)

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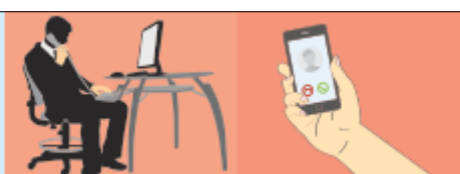
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