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## RTM International

### Clinic In-Charge cum Medical Officer

Application Deadline: 24 Sep 2024

★ Shortlist

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All Requirements Responsibilities Salary & Benefits Company Inform

#### Summary

Vacancy: --

Location: Cox's Bazar

Published: 19 Sep 2024

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

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#### Requirements

##### Education

- MBBS Completed any reputed medical institute.
- Must have registration from Bangladesh Medical and Dental Council.

##### Additional Requirements

- Chattagram local language will be given preference.
- Work experience at Host community / Rohingya refugee camp will be an asset.
- Candidates with experience in Cox's Bazar context will be given preference.

#### Responsibilities & Context

Report To: Head of Operations – Field

**Job Summary:** Over all responsibilities of PHC center management, Ensure timely attendance of clinical staffs as per the approved roster, Assurance of quality of services, Ensure timely preparation and delivering the performance reports, Ensure medicine, medical instruments, supplies, registers, forms etc.

##### Duties and Responsibilities:

- Under the direction of Head of Operations-Field /Medical Coordinator the Clinic In-Charge Cum Medical Officer 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 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
- 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

#### Read Before Apply

##### 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.

#### Apply Procedure

##### Hard Copy

##### Job Circular No.: 20240919-027

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/wxWNWEuAJXhecMT16> .

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. ]

Only short-listed candidates will be called for interview.

No TA/DA will be provided for attending the interview.

Director (Administration)

RTM International, 581 Shewrapara, Begum Rokeya Sharani,

Mirpur, Dhaka-1216

##### Apply URL:

<https://forms.gle/wxWNWEuAJXhecMT16>

#### Company Information

RTM International

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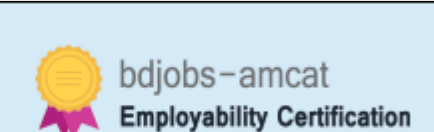
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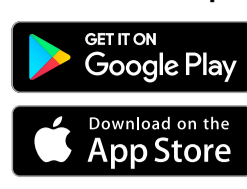
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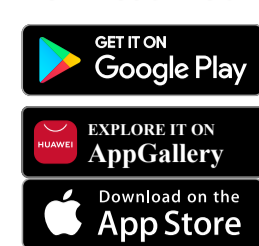


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Our Contact Centre is available from 9 am to 8 pm (Saturday to Thursday).