



## Job Vacancies

**Job Circular No.: 20250619-011**

**Position: Senior Medical Coordinator (25%)**

**Location: Dhaka**

**Number of Vacancies: 01**

**Reports To: Project Director**

### **About RTMI:**

Research, Training and Management International (RTMI) is a non-profit, women-led resource organization established in 1994 transforming development landscapes across Bangladesh including Cox's Bazar, Bhasanchar and Sylhet.

### **Job Responsibilities:**

RTMI is seeking a qualified and motivated Senior Medical Coordinator to oversee and ensure the quality of health services in its project operations in Bhasanchar and Noakhali. This is a Dhaka-based position with frequent travel to field sites. The incumbent will work under the supervision of the Project Director (RTMI) and in close collaboration with the Programme Manager at the field level.

### Key Responsibilities:

- Provide strategic and technical leadership for the medical component of the project in Bhasanchar and Noakhali.
- Ensure quality assurance and compliance with clinical protocols, national guidelines, and donor requirements.
- Regularly monitor health service delivery at field level and provide feedback and support for continuous improvement.
- Coordinate training and capacity-building activities for field medical teams.
- Support procurement planning and ensure timely availability of medical supplies and equipment.
- Facilitate coordination between RTMI, local authorities, and other stakeholders to ensure efficient project implementation.
- Prepare regular reports on medical activities, quality indicators, and service coverage.
- Assist in recruitment, supervision, and performance evaluation of health staff in collaboration with HR.
- Provide technical input for proposal writing, program design, and evaluation.
- Carry out any additional tasks assigned by RTMI authorities as required for organization.

*\*Note: Internal staff will be given preference for this position.*



## Research, Training and Management International

<b>Employment Status:</b>	Contractual (06 months, may extend later)
<b>Salary:</b>	As per org policy
<b>Job Location:</b>	Dhaka
<b>Educational requirements:</b>	<ul style="list-style-type: none"><li>▪ MBBS Completed any reputed medical institute. Must have registration from Bangladesh Medical and Dental Council.</li><li>▪ Masters in Public Health, Health Management or any relevant medical subject</li></ul>
<b>Experience and other Requirements:</b>	<p>Minimum 3-5 years of relevant experience in health project coordination or management, preferably with NGOs or INGOs.</p> <p>Additional competencies:</p> <ul style="list-style-type: none"><li>• Prior experience in emergency response or in resource-limited settings like Bhasanchar or FDMN camps is highly desirable.</li><li>• Strong understanding of clinical quality assurance, public health systems, and programmatic monitoring.</li><li>• Excellent interpersonal, communication, and team management skills.</li><li>• Willingness to travel regularly to project sites in Bhasanchar and Noakhali.</li><li>• Strong proficiency in both written and spoken English is essential.</li></ul>
<b>Compensation &amp; other benefits:</b>	As per organization policy
<b>Last date of submission:</b>	<b>25 June 2025</b>
<b>Applying to:</b>	

### **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.: 20250619-011**

**(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



## Research, Training and Management International

passport size photographs, copy of NID, copy of all academic certificates and contact details **on or before 25 June 2025** to E-mail address: [job04@rtm-international.org](mailto:job04@rtm-international.org) (*indicating Circular No. & Position name in the Subject line*).

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

---

**Director (Administration)**