



Job Vacancies at RTM International

Research, Training and Management (RTM) International NGO working in Cox's Bazar to implement different projects supported by the Government of Bangladesh, UNFPA, UNICEF and other development partners. To provide Sexual and Reproductive Health (SRH) services in different locations, RTM requires filling up vacancies in Medical Officer positions.

Job Circular No.: [20250520-008\(02\)](#)

Position: Health Information System (HIS) Officer- Male

Number of Vacancies: One (01)

Job Responsibilities:

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- Maintain and update patient records in the HIS, ensuring accurate and timely data entry for both paper-based and electronic health records.
- Safeguard the confidentiality and security of patient data by legal and organizational guidelines.
- Monitor and ensure the accuracy of health data and compliance with data quality standards.
- Provide support for the operation and management of the HIS, troubleshooting any system-related issues.
- Assist healthcare providers in using the system effectively for patient care and reporting.
- Generate regular reports on patient data, immunization statistics, and other health-related metrics.
- Assist in data analysis to identify trends and gaps in service delivery, supporting program evaluation and decision-making.
- Maintain accurate and up-to-date records of patient registrations, referrals, and health data, ensuring confidentiality and data protection.
- Compile and submit monthly reports summarizing activities and health data for internal and external stakeholders.
- Register patients/clients upon their arrival at the service delivery points (SDPs) for healthcare services.
- Verify and document relevant personal and medical information during the registration process.
- Ensure the systematic arrangement of client flow to healthcare providers, ensuring smooth service delivery.
- Direct patients/clients to the appropriate healthcare providers, such as counsellors, midwives, medical assistants, or medical officers, based on their needs.
- Assist in managing patient referrals to specialised healthcare providers when necessary, ensuring seamless referral processes.
- Collaborate with healthcare providers, clinic managers, and other stakeholders to ensure the accurate tracking and flow of health data.
- Share relevant information on critical patient conditions with the Medical Coordinator, Medical Officer-In-Charge and Medical Officer as needed.
- Coordinate and assist with patient referrals to the appropriate healthcare facilities for specialized services.
- Ensure proper communication with external healthcare facilities regarding patient conditions and requirements.
- Maintain close communication with the Clinic-in-Charge, Medical Officer, and Head of Operations - Field.



Research, Training and Management (RTM) International

- Know, understand, and comply with all RTM International policies, including HR Policy, PSEA, Code of Conduct, and Workplace Policy.
- Perform any other duties as assigned by the authority.

Employment Status:	Contractual
Job Location:	Ukhiya, RTMI PHC (Cox's Bazar)
Educational requirements:	Minimum qualification: Degree Pass or equivalent from a recognized institution.
Experience and other Requirements:	Minimum 1-year experience in the related field- <ul style="list-style-type: none">▪ At least 1 year of experience in data-related work (data entry, data management, etc.).▪ Preference will be given to candidates from the local area.▪ Basic computer skills and attention to detail are essential.
Compensation & other benefits:	As per the organization's policy
Last date of submission:	28th May 2025
Applying to:	job03@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/counselling the refugee population) and commit to abiding 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.: **20250520-008(02)**

(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 photograph, copy of NID, copy of all academic certificates and contact details **on or before 28 May 2025** to E-mail address: job03@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://www.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)

RTM International