



## Research, Training and Management (RTM) International

### 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\(01\)](#)

**Position:** Medical Officer - Male/Female

**Number of Vacancies:** One (01)

#### **Job Responsibilities:**

- Provide quality reproductive health services, including ANC/PNC, delivery, family planning, RTI/STI management, general patient care, and post-abortion care.
- Ensure all services comply with national and international health guidelines and protocols.
- Monitor and ensure timely attendance of clinical staff according to the approved roster.
- Supervise the handover process for midwives, ensuring complete and accurate patient information transfer.
- Make decisions regarding patient referrals following established guidelines.
- Address referral-related technical issues by liaising with the Consultant at Ukhiya UHC or relevant stakeholders.
- In the absence of the Clinic in charge, submit a daily monitoring checklist each morning to ensure readiness for the day's operations and compliance with service standards.
- Ensure timely preparation and delivery of performance reports to the 'Head of Operations-Field' for onward submission to donor agencies and the RTM head office.
- Maintain accurate and up-to-date documentation of patient records and medical reports.
- Organise and facilitate weekly Continuous Medical Education (CME) meetings for staff to enhance their knowledge and skills.
- Monitor and maintain inventory of medicines, medical supplies, and equipment to avoid shortages.
- Ensure proper documentation and handling of medical stock.
- Collaborate with UNICEF, GoB (CIC, MoH&FW), and other organizations to ensure smooth implementation of health activities.
- Facilitate partnerships with other healthcare providers to optimize services.
- Supervise the infection prevention process, from decontamination to waste disposal, to ensure adherence to safety protocols.
- Provide mentoring and support to midwives and community health workers (CHWs) in their healthcare activities.
- Work under the guidance of the Head of Operations, the Medical Officer in charge, and the Medical Coordinator.
- Ensure compliance with RTM International's policies and workplace policies, including HR & PSEA.
- Perform any additional tasks assigned by the organization's leadership.



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<b>Employment Status:</b>	Contractual
<b>Job Location:</b>	Ukhiya, RTMI PHC (Cox's Bazar)
<b>Educational requirements:</b>	MBBS completed from any reputed medical institute. Must have registration from the Bangladesh Medical and Dental Council.
<b>Experience and other Requirements:</b>	<b>Minimum 1-year experience in the related field-</b> <ul style="list-style-type: none"><li>▪ Experience in newborn care (with certification) will be given priority.</li><li>▪ CMU/DMU will be an asset.</li><li>▪ Good communication skills in both English and Bangla.</li></ul>
<b>Compensation &amp; other benefits:</b>	As per the organization's policy
<b>Last date of submission:</b>	<b>28<sup>th</sup> May 2025</b>
<b>Applying to:</b>	<a href="mailto:job03@rtm-international.org">job03@rtm-international.org</a>

### **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(01)**

***(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](mailto: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