

Job Vacancies at RTM International

Job Circular No.: 20250703-012(12)

Position: Clinic-in-Charge cum Medical Officer

Location: Bhasanchar

Number of Vacancies: 01

Reports To: Program Manager

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 looking for a qualified and experienced medical doctor to serve as Clinic-in-Charge cum Medical Officer at the PHC in Bhasanchar. The position will be responsible for the overall management and coordination of PHC services, ensuring smooth daily operations and delivery of high-quality medical care. The role includes supervising PHC staff, providing clinical services, and reporting directly to the Program Manager.

Key Responsibilities:

- Oversee and manage all day-to-day operations of the PHC in Bhasanchar, ensuring efficient, safe, and patient-centred services.
- Provide direct clinical care to patients, including diagnosis, treatment, and follow-up, in line with national and WHO guidelines.
- Supervise and provide technical guidance to all PHC staff, including nurses, midwives, paramedics, and pharmacy personnel.
- Ensure implementation of clinical protocols, standard operating procedures (SOPs), and organizational policies in all service areas.
- Coordinate, monitor and provide consultations maternal, neonatal, and child health services, including antenatal care, postnatal care, deliveries, family planning, and immunization activities.
- Oversee community health outreach and health promotion activities, working closely with community health workers to improve health-seeking behaviours.
- Monitor patient flow, triage, referrals, and emergency management within the PHC, ensuring timely referral to the 20-bed hospital or higher-level facilities as needed.
- Ensure rational use and proper management of medicines, medical supplies, and equipment, and oversee inventory control.
- Maintain accurate and timely medical records, service registers, and reports (daily, weekly, and monthly) for submission to the Program Manager and relevant authorities.

- Uphold strict infection prevention and control (IPC) measures and ensure staff adherence to patient safety and ethical standards.
- Identify capacity-building needs and facilitate on-the-job training and mentorship for PHC staff to improve service quality.
- Coordinate and liaise with the Program Manager and, when required, with local government health authorities and partners.
- Promote a respectful, supportive, and team-oriented work environment and address any operational or staff-related issues promptly.
- Perform any other tasks assigned by the Program Manager or RTMI authority to support organizational objectives and service delivery.

Employment Status:	Contractual (5.5 months, may extend later)
Salary:	As per organization Policy
Job Location:	Bhasanchar
Educational requirements:	<ul style="list-style-type: none"> ▪ MBBS completed from any reputed medical institute. Must have valid registration from Bangladesh Medical and Dental Council. ▪ Masters in Public Health, Health Management or any relevant medical subject would be desired.
Experience and other Requirements:	<p>Minimum 1-2 years of relevant experience in clinic management, preferably with NGOs or INGOs.</p> <p>Additional competencies:</p> <ul style="list-style-type: none"> • Prior experience in emergency response or in resource-limited settings like Bhasanchar or FDMN camps is highly desirable. • Strong understanding of clinical quality assurance, public health systems, and programmatic monitoring. • Excellent communication, organizational and problem-solving skills, with attention to detail. • Willingness to be stationed in a remote and challenging environment. • Fluency in Bangla; basic English proficiency required; local dialect skills are an advantage. • Female candidates are strongly encouraged to apply.
Compensation & other benefits:	As per organization policy
Last date of submission:	12 July 2025
Applying to:	Job04@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/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.: 20250703-012(12)

(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 photographs, copy of NID, copy of all academic certificates and contact details **on or before 12 July 2025** to E-mail address: 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)