

Job Vacancies at RTM International

Job Circular No.: 20250703-012(12)

Position: Data Entry Operators

Location: Bhasanchar

Number of Vacancies: 02

Reports To: Senior Medical Officer/Hospital Coordinator/RMO

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 detail-oriented and dependable Data Entry Operators to support information management and reporting at our facilities in Bhasanchar and Noakhali. The ideal candidates will play a crucial role in ensuring timely and accurate entry, verification, and reporting of service data in line with programmatic requirements.

Key Responsibilities:

- Accurately collect, enter, and maintain data from patient registers, laboratory logs, referral records, and other sources.
- Generate daily, weekly, and monthly reports on patient visits, admissions, referrals, discharges, and other key indicators.
- Ensure accuracy and completeness of data in both manual (paper) and electronic formats, including Kobo, Excel, and Access-based systems.
- Proficiency in Microsoft Excel, Word, and PowerPoint.
- Perform data verification and cleaning to ensure consistency and quality across reports.
- Prepare statistical summaries to support hospital reviews.
- Assist hospital and clinic teams with performance monitoring through data visualization tools (e.g., graphs, charts).
- Maintain backup and archive of all records and ensure data protection and patient confidentiality.
- Coordinate with the hospital/clinic team, and project staff for timely submission of reports.
- Support facility-level knowledge management, including documentation of success stories and trends.
- Provide technical support in database entry and report consolidation during surveys or special assessments.
- Cover database responsibilities of other sites in emergency or high workload situations.
- Perform any additional duties assigned by the RTMI/Hospital management to support data systems and health service delivery.

Employment Status:	Contractual (05 months, may extend later)
Salary:	As per organization policy
Job Location:	Bhasanchar/Noakhali
Educational requirements:	<ul style="list-style-type: none"> ▪ Bachelor's degree in Statistics, Health Information, Public Health, or related fields will be preferred. ▪ Any professional certificate course in data entry, statistics, or health information management is an added advantage.
Experience and other Requirements:	<p>At least 1-2 year of experience in data entry or statistical reporting in a health facility, preferably in humanitarian settings.</p> <p>Additional competencies:</p> <ul style="list-style-type: none"> • Prior experience in hospital settings in emergency response or in resource-limited settings like Bhasanchar or FDMN camps is highly desirable. • Knowledge of health indicators, public health data standards, and report generation protocols. • Willingness to be stationed in a remote location and work in challenging conditions.
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.:

(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)