

Job Vacancies at RTM International

Job Circular No.: 20250703-012(12)

Position: HMIS 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 seeking a proactive HMIS Officer to strengthen health data management, monitoring, and reporting systems in Bhasanchar. The HMIS Officer will play a key role in ensuring data quality and supporting evidence-based decision-making to improve service delivery across the 20-bed hospital and PHC and also in Noakhali.

Key Responsibilities:

- Collect, compile, and verify health data from the 20-bed hospital and PHC and also from 250 bed general hospital in Noakhali on a daily, weekly, and monthly basis.
- Enter, update, and maintain accurate data in the Health Management Information System (HMIS) and other reporting platforms as required.
- Analyze service delivery data and prepare regular summary reports, dashboards, and presentations for internal and external stakeholders.
- Conduct routine data quality assessments and verification visits to ensure accuracy, completeness, and timeliness of reported data.
- Support facility staff in proper use of registers, data collection tools, and reporting formats through on-the-job coaching and training sessions.
- Coordinate with clinical and program teams to identify gaps and develop data-driven solutions to improve performance.
- Maintain secure filing and data storage systems, ensuring confidentiality and compliance with data protection standards.
- Prepare and submit periodic reports to RTMI headquarters, government health authorities, and partners as per organizational and donor requirements.
- Assist in indicator tracking related to maternal and child health, communicable and non-communicable diseases, referrals, and other priority areas.
- Support monitoring and evaluation activities, including surveys, assessments, and external audits.
- Participate in program review meetings, capacity-building workshops, and data validation exercises as required.
- Uphold RTMI's values and maintain professionalism and integrity in all data-related activities.
- Perform any other tasks assigned by RTMI authority to support program objectives.

Employment Status:	Contractual (5.5 months, may extend later)
Salary:	As per organization policy
Job Location:	Bhasanchar
Educational requirements:	Bachelor's or Master's degree in Statistics, Public Health, Health Informatics, IT, or a related field.
Experience and other Requirements:	<ul style="list-style-type: none"> • Minimum 1-2 years of experience in HMIS, M&E, or health data management roles; experience in hospital or PHC settings preferred. • Strong understanding of HMIS tools, reporting standards, and health data flow in Bangladesh. • Proficiency in MS Office (especially Excel), database management, and data visualization tools; experience with DHIS2 or similar platforms is an advantage. • Strong analytical and problem-solving skills; attention to detail and accuracy. • Good communication skills and ability to train and support facility-level staff. • Ability to work independently and collaboratively in remote and challenging environments. • Must be willing to be based full-time in Bhasanchar and work in a remote, challenging environment. • Fluency in Bangla; basic English proficiency required.
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

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(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)