

Job Vacancies at RTM International

Job Circular No.: 20250703-012(12)

Position: IPC Focal

Location: Bhasanchar

Number of Vacancies: 01

Reports To: Senior Medical Officer cum Hospital Coordinator/ Clinic in Charge

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 motivated and detail-oriented IPC Focal (can be a Nurse or Medical Assistant) to lead infection prevention and control (IPC) activities at the 20-bed hospital and PHC in Bhasanchar. This position will ensure strict adherence to IPC protocols to protect patients, staff, and the community and will support capacity building among healthcare teams.

Key Responsibilities:

- Lead and coordinate the implementation of infection prevention and control (IPC) measures across the 20-bed hospital and PHC.
- Regularly monitor IPC compliance in all service areas, including outpatient, inpatient, operating theater, maternity, laboratory, pharmacy, and support services.
- Train and mentor all health facility staff (clinical and non-clinical) on IPC practices, including proper hand hygiene, use of PPE, safe waste disposal, and environmental cleaning.
- Conduct regular assessments and audits to identify IPC gaps and recommend corrective actions.
- Ensure proper setup and maintenance of handwashing stations, sterilization areas, isolation spaces, and waste management systems.
- Oversee correct and rational use of PPE, ensuring adequate stock and timely requisition of supplies.
- Support by providing medical services in case of need, such as when other clinical staff are on leave or during emergencies.
- Develop and update IPC protocols and guidelines as per national and WHO standards, and ensure staff adherence.
- Compile and analyze IPC-related data and report to the supervisor.
- Support outbreak preparedness and response activities, including screening, isolation, and case management protocols.
- Maintain accurate records of IPC trainings, audits, stock status, and incident reports.
- Promote a strong culture of safety and hygiene among staff, patients, and visitors.
- Collaborate closely with the Senior Medical Officer, Clinic-in-Charge, and program management for continuous quality improvement.

- Uphold patient confidentiality and ethical standards at all times.
- Perform any other tasks assigned by RTMI authority to support overall program goals.

Employment Status:	Contractual (05 months, may extend later)
Salary:	As per organization policy
Job Location:	Bhasanchar
Educational requirements:	<ul style="list-style-type: none"> ▪ Diploma in Nursing or Medical Faculty (DMF) program from a recognized institution. ▪ Valid registration from BMDC or BNMC.
Experience and other Requirements:	<p>Minimum 1-2 years of relevant experience, preferably in low resources or humanitarian settings.</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. • Prior experience in IPC is an asset. • Strong communication and interpersonal skills. • Good training, mentoring, and facilitation skills. • Willingness to be stationed in a remote location and work in challenging conditions. • Fluency in Bangla; basic English is preferred; knowledge of local dialect is an advantage. • Female candidates are 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)