

## **Job Vacancies at RTM International**

**Job Circular No.: 20250703-012(12)**

**Position: Referral and Liaison Officer**

**Location: Noakhali District (based)**

**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 dedicated and proactive **Referral and Liaison Officer** to support patient referral processes and coordination in Noakhali. This position will be responsible for managing referred patients from Bhasanchar, ensuring seamless communication and patient care during transfers. The officer will act as a focal point for referrals to Noakhali 250-bed General Hospital and, when necessary, further to Chattogram Medical College Hospital (CMCH).

### **Key Responsibilities:**

- Coordinate and manage all patient referrals from Bhasanchar to Noakhali 250-bed General Hospital as the first referral point.
- Facilitate further referrals to higher-level hospitals (e.g., CMCH) when necessary, ensuring proper documentation and patient safety.
- Liaise closely with hospital authorities, receiving facility staff, and RTMI field teams to ensure smooth and timely patient handovers.
- Assist referred patients and their caregivers throughout the referral process, including providing guidance on transport, admission procedures, and follow-up requirements.
- Maintain accurate and updated records of all referred cases, including referral notes, treatment updates, outcomes, and cost-related documentation.
- Serve as the main communication link between Bhasanchar medical teams and receiving hospitals, updating referring teams on patient status and progress.
- Support logistical arrangements for patient referrals, including ambulance coordination and necessary medical escorts if needed.
- Assist in resolving any challenges or delays encountered during referrals and escalate issues to senior management when required.
- Build and maintain strong relationships with government health authorities, local hospitals, and other partner organizations to strengthen referral networks.
- Uphold patient confidentiality and ensure adherence to organizational and ethical standards throughout the referral process.
- Provide periodic reports and data analyses on referral trends, outcomes, and gaps to inform program planning and quality improvement.
- Perform any other tasks assigned by the Program Manager or RTMI authority to support overall program objectives.

<b>Employment Status:</b>	Contractual (05 months, may extend later)
<b>Salary:</b>	As per org policy
<b>Job Location:</b>	Noakhali District
<b>Educational requirements:</b>	Bachelor's or Master's degree in Social Sciences or a related field.
<b>Experience and other Requirements:</b>	<ul style="list-style-type: none"> <li>• Minimum 2-3 years of experience in patient coordination, referral systems, or healthcare liaison roles.</li> <li>• Excellent interpersonal, communication, and networking skills.</li> <li>• Strong organizational and problem-solving abilities; ability to manage multiple priorities.</li> <li>• Familiarity with hospital referral networks and healthcare systems in Bangladesh, especially in Noakhali and Chattogram.</li> <li>• Willingness to work in a dynamic environment and travel to hospitals in Chattogram or Dhaka if required.</li> <li>• Proficiency in MS Office applications.</li> <li>• Fluency in Bangla; local language fluency would be an asset.</li> </ul>
<b>Compensation &amp; other benefits:</b>	As per organization policy
<b>Last date of submission:</b>	<b>12 July 2025</b>
<b>Applying to:</b>	<a href="mailto:Job04@rtm-international.org">Job04@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/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](mailto: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.

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**Director (Administration)**