



# RTM International

RTM Complex, 581, Shewrapara, Mirpur, Dhaka 1216, Bangladesh  
Tel.: +880 2 8034814 (Hunting), E-mail: rtm@rtm-international.org

## Job Descriptions of HIS Officer

**Title of the Project:** “Inclusive of Comprehensive Primary Healthcare Support and a Community Health Response for Rohingya’s in the Cox’s Bazar Camps.”

**Job Circular No.** : **20250424-005**  
**Position** : **Health Information System (HIS) Officer**  
**Place of Posting** : Based in Ukhiya, Cox’s Bazar  
**Work engagement** : Full-time position (Contractual)  
**Report to** : Medical Officer-In Charge

### A. Job Summary

The Health Information System (HIS) Officer will be responsible for maintaining the Health Information System (HIS), ensuring accurate data entry, managing patient records, managing patient registration and overseeing the smooth client flow within the clinic or health service delivery points (SDP) in the Rohingya Camp. This role involves generating reports, facilitating referrals, and ensuring the confidentiality and security of patient data. The individual will need to collaborate with healthcare teams to ensure effective utilization of health data in providing high-quality care.

### B. Job Duties and Responsibilities:

#### Objective 1: Health Information Management & Data Entry

- Maintain and update patient records in the HIS, ensuring accurate and timely data entry for both paper-based and electronic health records.
- Safeguard the confidentiality and security of patient data by legal and organizational guidelines.
- Monitor and ensure the accuracy of health data and compliance with data quality standards.
- Provide support for the operation and management of the HIS, troubleshooting any system-related issues.
- Assist healthcare providers in using the system effectively for patient care and reporting.

60%

#### Objective 2: Reporting, Data Analysis, and Record-Keeping

- Generate regular reports on patient data, immunization statistics, and other health-related metrics.
- Assist in data analysis to identify trends and gaps in service delivery, supporting program evaluation and decision-making.
- Maintain accurate and up-to-date records of patient registrations, referrals, and health data, ensuring confidentiality and data protection.
- Compile and submit monthly reports summarizing activities and health data for internal and external stakeholders.

15%

B. Job Duties and Responsibilities:	% of time
<p><b>Objective 3: Patient Registration &amp; Client Flow Management</b></p> <ul style="list-style-type: none"> <li>• Register patients/clients upon their arrival at the service delivery points (SDPs) for healthcare services.</li> <li>• Verify and document relevant personal and medical information during the registration process.</li> <li>• Ensure the systematic arrangement of client flow to healthcare providers, ensuring smooth service delivery.</li> <li>• Direct patients/clients to the appropriate healthcare providers, such as counsellors, midwives, medical assistants, or medical officers, based on their needs.</li> <li>• Assist in managing patient referrals to specialized healthcare providers when necessary, ensuring seamless referral processes.</li> </ul>	15%
<p><b>Objective 4: Coordination, Communication, and Referrals</b></p> <ul style="list-style-type: none"> <li>• Collaborate with healthcare providers, clinic managers, and other stakeholders to ensure the accurate tracking and flow of health data.</li> <li>• Share relevant information on critical patient conditions with the Medical Coordinator, Medical Officer In Charge and Medical officer as needed.</li> <li>• Coordinate and assist with patient referrals to the appropriate healthcare facilities for specialized services.</li> <li>• Ensure proper communication with external healthcare facilities regarding patient conditions and requirements.</li> </ul>	5%
<p><b>Objective 5: General tasks</b></p> <ul style="list-style-type: none"> <li>• Maintain close communication with the Clinic-in-Charge, Medical Officer, and Head of Operations - Field.</li> <li>• Know, understand, and comply with all RTM International policies, including HR Policy, PSEA, Code of Conduct, and Workplace Policy.</li> <li>• Perform any other duties as assigned by the authority.</li> </ul>	5%

C. Job Condition
<ul style="list-style-type: none"> <li>• The position is funded by UNICEF and implemented by RTM International. Contract renewal depends on funding availability and performance.</li> <li>• The service benefits and duration are mentioned in the employment contract.</li> <li>• The Supervisor will be expected to adhere to project objectives, donor guidelines, and reporting requirements. This emphasizes the need for compliance and adherence to established policies and standards.</li> </ul>

Application submission deadline: **30 April 2025.**

**Applying to:**

[job3@rtm-international.org](mailto:job3@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.: 20250424-005**

*(Applicant must mention job circular no. & Position in E-mail Subject Line).*

Interested candidates are requested to apply to **the Director (Administration), RTM International, 581, Shewrapara, Mirpur, Dhaka-1216** by submit your CV details with inserted color photo and two references, other necessary documents such as NID copy, Education last Certificate, Experience Certificate, NOC/Clearance certificate from the last organization by E-mail: [job3@rtm-international.org](mailto:job3@rtm-international.org) on or before 30 April 2025 in the official time.

Only short-listed candidates will be called for interview.  
No TA/DA will be provided for attending the interview.

**Director (Administration)**