

RTM International
Medical Officer

Application Deadline: **24 Sep 2024**

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Summary

Vacancy: -- Location: **Cox's Bazar** Experience: **At least 1 year**
Published: **19 Sep 2024**

Applicants are encouraged to submit **Video CV**.

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Requirements

Education

- MBBS Completed any reputed medical institute.
- Must have registration from Bangladesh Medical and Dental Council.
- Post-graduation training in gynecology & obstetric at least 6 months will be an asset.

Experience

- At least 1 year
- The applicants should have experience in the following business area(s):
NGO

Additional Requirements

- Minimum 1-year experience in the related field-
- CMU/DMU will be an asset.
- Good communication skills in both English and Bangla.

Responsibilities & Context

Job Location: Cox's Bazar

Report to: Head of Operations – Field/ Medical Coordinator/ Clinic In-Charge

Job Summary: Ensure timely attendance of clinical staffs, attend all patients for reproductive health care services, ensure quality of care, ensure Continuous medical Education (CME) meeting of the staffs, enquire about medicine and logistic stock, supervise the infection prevention process.

Duties and Responsibilities:

- Under the direction of Program Manager / Medical Coordinator/ Clinic Manager the Medical Officer will perform:
- Attend/know about all patients/clients/admitted/attended for reproductive health care services (ANC/PNC, Delivery, Post-abortion Care and Family Planning, RTI/STI, Clinical Services for rape survivors etc.
- Ensure timely attendance of clinical staffs as per the approved roster and report to the Program/ Clinic Manager if there is any support needed.
- Ensure quality of care.
- Taking decisions regarding referral of individual patient as per referral guideline and inform the Consultant at Ukhiya UHC to solve any technical issues.
- Ensure Midwife's handover/taking over of their duties with complete information on patients and pending issues and the same in recorded
- Monitor cases admitted at night and attend as required.
- Ensure timely preparation and delivering (weekly, monthly and as desired by the donors) the performance reports to Project Manager for onward submission of compiled report to donor agencies and the RTM head office.
- Ensure Continuous medical Education (CME) meeting of the staff once a week.
- Enquire about medicine and logistic stock in RH unit along with maintaining a buffer stock in his/her own custody.
- Maintain liaison with GoB (CIC, MoH and others), donors and other agencies working in the camp to run activities smoothly.
- Supervise the infection prevention process (from decontamination to waste disposal).
- Work in coordination with other Medical Officers, Obs. & Gynae. Consultant (UNFPA) at UHC Ukhiya.
- Know, understand, and comply with all the policies of RTM International including HR Policy, PSEA, Code of conduct and Workplace policy
- Any other responsibility assigned by the authority

Compensation & Other Benefits

- As per organization policy

Workplace

Work at office

Employment Status

Full Time

Job Location

Cox's Bazar

Read Before Apply

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.

Apply Procedure

Hard Copy

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Job Circular No.: 20240919-027

Interested candidates are requested to apply to **The Director (Administration), RTM International, 581, Shewrapara, Mirpur, Dhaka-1216** by submit your details in "Employment Application Form" by click on this link or copy this link in to the browser address bar, login by your Gmail account and submit your information: <https://forms.gle/wxWNWEuAJXhecMT16> .

Upload your CV along with a cover letter, academic and experience certificates, training and certifications, NID and other relevant documents in one file by PDF or Doc file (The file size must be under 10 MB). File name should be as [Position name-your name-date ... such as "Project Coordinator-karim-cv and certificates", etc.]

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)

RTM International, 581 Shewrapara, Begum Rokeya Sharani,

Mirpur, Dhaka-1216

Apply URL:

<https://forms.gle/wxWNWEuAJXhecMT16>

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RTM International

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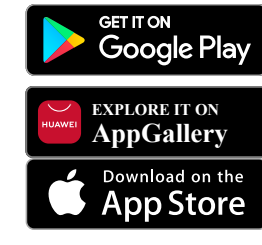
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Our Contact Centre is available from 9 am to 8 pm (Saturday to Thursday).