



## Job Vacancies at RTM International

### **Position: Referral Facilitator**

Research, Training and Management (RTM) International NGO working in Cox's Bazar to implement different projects supported by the Government of Bangladesh, UNFPA, UNICEF and other development partners. To provide essential health services to the affected population across different locations, RTM requires filling the vacancies for the mentioned positions.

**Report to: Clinic in charge / Sr. Finance Officer**

### **Major Responsibilities:**

- Facilitate timely referral of patients to appropriate healthcare facilities, including Ukhiya UHC and other designated or higher hospitals.
- Coordinate the entire referral process, including documentation, transport arrangements, and handover to receiving facilities.
- Ensure all critical patients are referred without delay and in accordance with clinical guidance.
- Support clinicians in identifying referral cases and prioritizing emergency referrals.
- Maintain updated information on referral pathways, available services, and contact points of referral facilities.
- Establish and maintain regular communication with referral centers to ensure preparedness and smooth patient transfer.
- Share detailed patient condition updates, especially for critical cases, with the Clinic in charge or on-duty Medical Officer.
- Liaise with camp authorities, ambulance services, and partner organizations to facilitate timely referrals.
- Ensure continuous communication between sending and receiving facilities for better patient management.
- Track referred patients to ensure they receive appropriate care at referral facilities.
- Collect feedback and outcomes of referred cases and report to the Clinic in charge.
- Support return/referral-back processes when required and ensure continuity of care at the PHC level.
- Maintain accurate and up-to-date referral records, registers, and reports.
- Ensure proper documentation of each referral case, including reason, facility, and outcome.
- Prepare and submit regular reports on referral trends, challenges, and gaps.
- Maintain close communication and work under the guidance of the Clinic in charge.
- Any other task assigned by the RTMI authority.

<b>Employment Status:</b>	Contractual
<b>Job Location:</b>	Ukhiya, Cox's Bazar
<b>Salary:</b>	As per organizational policy
<b>Educational requirements:</b>	Minimum Bachelor's degree in any discipline (preferably in Social Science or a related field) from a recognized institution.
<b>Experience and Other Requirements:</b>	<b>Minimum 1–2 years of experience in healthcare, referral services, community health, or any relevant field. Experience in</b>



## Research, Training and Management International

	<p><b>humanitarian or Rohingya camp settings will be an added advantage.</b></p> <p>The Following capabilities are mandatory:</p> <ul style="list-style-type: none"><li>▪ A dynamic individual with a demonstrated ability to perform in a demanding, fast-paced environment.</li><li>▪ Strong coordination and communication skills, especially with healthcare providers and external referral facilities.</li><li>▪ Fluent in local language.</li><li>▪ Ability to manage emergencies and make quick, informed decisions.</li><li>▪ Good documentation and reporting skills.</li><li>▪ Basic computer literacy (MS Word, Excel, and reporting tools).</li><li>▪ Ability to maintain confidentiality and handle sensitive patient information.</li></ul>
<b>Compensation &amp; other benefits:</b>	As per the organization's policy
<b>Last date of submission:</b>	14 April 2026
<b>Applying to:</b>	<a href="mailto:job03@rtm-international.org">job03@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 with/treating/counseling the refugee population) and will commit to abiding 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 Zero Tolerance Policy regarding this issue. Candidates who know PSEA will be preferred. Female candidates are encouraged to apply.

## **### Application Instruction ###**

### **Job Circular No.: 20260408-004**

*(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 14 April, 2026** to E-mail address: [job03@rtm-international.org](mailto:job03@rtm-international.org) (*indicating Circular No. & Position name in the Subject line*).

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

**Director (Administration)**