



Job Vacancies at RTM International

Job Circular No.: **20260524-006**

Position: **Health Information System (HIS) Officer**

Report to: **Clinic in Charge, HMIS Officer**

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.

Major Responsibilities:

- Record and update all patient service data (OPD, ANC, PNC, EPI, delivery, FP, etc.) in registers and/or electronic systems.
- Ensure completeness, accuracy, and consistency of all service data recorded at the PHC.
- Maintain proper filing and storage of registers and reporting formats for easy retrieval.
- Ensure strict confidentiality and security of all patient information.
- Operate and maintain the Health Information System (HIS) at the PHC level.
- Cross-check data from different service points (OPD, IPD, EPI, ANC, PNC, delivery room, etc.) to ensure accuracy and consistency.
- Identify data gaps, errors, or inconsistencies and coordinate with relevant staff for correction.
- Support healthcare providers in the proper use of registers, tally sheets, and reporting tools.
- Monitor and ensure the accuracy of health data and compliance with data quality standards.
- Compile daily, weekly, and monthly reports from all service units within the PHC.
- Prepare and submit reports to the Medical Officer In-Charge and field management team promptly.
- Support data analysis by summarizing key indicators and trends.
- Coordinate with service providers to ensure timely data flow.
- Assist supervisors during monitoring visits, audits, and data verification processes.
- Liaise with field-level and central teams to ensure timely submission of reports and address any data-related queries or discrepancies.
- Maintain close communication with the Clinic-in-Charge and HMIS Officer.
- Any other task assigned by the RTMI authority.

Employment Status:	Contractual
Job Location:	Ukhiya, Cox's Bazar
Salary:	As per organizational policy
Educational requirements:	Bachelor's degree (Honours) or Master's degree in Statistics/Social Science or any relevant discipline from a recognized institution.
Experience and Other Requirements:	Minimum 2 years' experience in the humanitarian settings or related field



RTM International

	<p>The Following capabilities are mandatory:</p> <ul style="list-style-type: none">▪ A dynamic individual with a demonstrated ability to perform in a demanding, fast-paced environment.▪ Previous experience in health information management, data entry, or reporting in healthcare settings (preferably PHC or humanitarian context) will be an advantage.▪ Proficiency in MS Excel and basic reporting tools.▪ Knowledge of data confidentiality and protection standards.▪ Strong communication and interpersonal skills.
Compensation & other benefits:	As per the organization's policy
Last date of submission:	06 June 2026
Applying to:	job03@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 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.: 20260524-006

(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 06 June, 2026** to E-mail address: 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)