



**Job Vacancies at RTM International**

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

**Position: Registrar**

**Report to: Clinic in Charge**

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:**

- Register patients/clients arriving at the service delivery points/triage for healthcare services.
- Verify and document relevant personal and medical information during the registration process.
- Systematically arrange the flow of clients at the service center to ensure smooth service delivery.
- Direct patients/clients to the appropriate healthcare providers (e.g., Medical Officer, Nurse, Midwife, Medical Assistants, Counselors, etc.) based on their needs.
- Assist in referring patients/clients to specialized healthcare providers when necessary.
- Coordinate with other healthcare staff to ensure seamless referral processes.
- Maintain accurate and up-to-date records of patient registrations and referrals.
- Ensure confidentiality and security of patient information, adhering to data protection guidelines.
- Maintain close communication and work according to the guidance of the Clinic in charge.
- Any other task assigned by the RTMI authority.
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<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 HSC Pass or equivalent.
<b>Experience and Other Requirements:</b>	<b>Previous experience in health information management or patient registration in a healthcare setting is preferred.</b> The Following capabilities are mandatory: <ul style="list-style-type: none"><li>▪ A dynamic individual with a demonstrated ability to perform in a demanding, fast-paced environment.</li><li>▪ Ability to manage data entry and ensure the accuracy of health records.</li><li>▪ Ability to manage patient flow and provide excellent client service.</li><li>▪ Basic proficiency in using computers and health management software (preferred).</li></ul>



## RTM International

<b>Compensation &amp; other benefits:</b>	As per the organization's policy
<b>Last date of submission:</b>	<b>06 June 2026</b>
<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.: 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](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)**