



Research, Training and Management International

581, Shewrapara, Begum Rokeya Sharani, Mirpur, Dhaka-1216, Bangladesh

E-mail: rtm@rtm-international.org

Job Vacancies at RTM International

Job Circular No.: 20260727-010

Position: Medical Coordinator

Reports To: Sr. Project Manager/ Project Coordinator

Number of Vacancies: 01

Research, Training and Management (RTM) International NGO working in the Cox's Bazar to implement different projects supported by Government of Bangladesh, UNFPA, UNICEF and others development partners. To support the UNFPA funder project implementation, RTMI requires to fill up the vacancy for the position of Medical Coordinator. This position is responsible for the following tasks:

Key Responsibilities:

1. Technical Leadership and Quality Assurance

- Serve as the technical focal point for health-facility response plans, clinical operations and service-related inquiries.
- Provide technical support and guidance to frontline health-facility staff to ensure the delivery of high-quality SRH and SRHR services.
- Ensure that clinical services comply with applicable Ministry of Health, WHO, regulatory and project standards.
- Conduct regular clinical reviews and quality audits, identify service gaps and support facility teams in implementing corrective actions.
- Promote evidence-based practices and ensure the accountability, predictability and effectiveness of humanitarian health interventions.
- Provide technical guidance and supportive supervision to midwives and other clinical staff to ensure adherence to professional and regulatory standards.

2. Programme Implementation and Field Monitoring

- Support the timely, effective and coordinated implementation of SRHR activities using participatory and community-based approaches.
- Maintain regular communication with health-facility teams through frequent monitoring and supervisory visits.
- Prepare field-monitoring plans to assess program progress and identify service gaps, operational challenges and areas requiring improvement.
- Develop practical, innovative, and cost-effective recommendations to address identified challenges.
- Work closely with medical officers, midwives, paramedics, laboratory technicians and other health-sector personnel in designing and implementing SRHR interventions.



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- Ensure the timely implementation of agreed action plans and follow up on recommendations arising from monitoring visits.

3. Clinical Supervision and Capacity Development

- Supervise clinical practices and provide technical support to doctors, midwives, paramedics, and other service providers.
- Organize Continuing Medical Education (CME), clinical orientations, mentoring sessions, and other capacity-development activities.
- Identify the training and professional-development needs of health-facility personnel and arrange appropriate support.
- Support the preparation and implementation of staff duty rosters and annual leave plans within available resources.
- Periodically review medical records, patient-admission procedures, clinical documentation, and other relevant service-delivery processes.

4. Medicines, Commodities and Supply Management

- Ensure the appropriate distribution, availability, and rational use of medicines, medical commodities, equipment, and supplies provided by RTMI, UNFPA or other partners.
- Coordinate with the Project Logistician to monitor medicine consumption, supply orders, stock levels and inventory records.
- Ensure that sufficient stocks are maintained to support uninterrupted service delivery.
- Train and guide relevant staff on proper inventory management and the rational use of medical supplies and other project resources.
- Promptly identify and report stock shortages, unusual consumption patterns, and supply-chain concerns.

5. Data Management, Reporting and Documentation

- Supervise administrative and clinical documentation to ensure that project information remains complete, accurate, and up to date.
- Analyse routine service data to monitor programme performance and support evidence-based decision-making.
- Prepare regular updates and reports on SRHR services, health-facility operations, identified challenges, and corrective measures.
- Communicate relevant instructions and updates received from government authorities, donors, and other stakeholders to the concerned teams.
- Ensure that medical records, monitoring findings, audit results, and programme documents are properly maintained.

6. Coordination and Stakeholder Engagement

- Coordinate closely with government authorities, donors, health-sector partners, community representatives, and other relevant stakeholders.
- Attend health-sector, emergency-response, and other relevant coordination meetings.



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- Represent the project in meetings with the Government of Bangladesh, donors, UN agencies, and national and international stakeholders, as assigned.
- Facilitate visits by donors, government representatives, and national or international delegates and provide appropriate briefings on project health services and achievements.
- Promote effective coordination among health facilities and other health-sector actors to prevent duplication and address service gaps.

7. Emergency Preparedness and Community Health

- Support the planning and implementation of emergency health-response activities.
- Incorporate early recovery, preparedness, prevention and risk-reduction considerations into emergency interventions.
- Provide technical guidance on community-awareness and risk-communication messages during public-health emergencies.
- Ensure that emergency health interventions remain coordinated, evidence-based, and responsive to community needs.

8. Other Responsibilities

- Perform any other duties assigned by the Project Coordinator, Project Manager, or appropriate authority.
- Responsibilities may be revised or adapted according to RTMI's operational requirements and the specific needs of the project.

Employment Status:	Contractual
Salary :	=134,010/- BDT
Job Location:	Ukhiya, Cox's Bazar with frequent visits to other operational locations
Educational requirements:	▪ Bachelor of Medicine and Bachelor of Surgery (MBBS) with a Master's degree in Public Health (MPH) or another relevant discipline from a recognized institution. ▪ Postgraduate Training (PGT) in Gynae & Obstetric will be an advantage.
Experience and other Requirements:	• Minimum 2-5 years of relevant experiences in Rohingya refugee context or low resource settings. • Strong understanding of SRHR, maternal health, newborn health, family planning, adolescent health and GBV-related services. • Strong coordination and communication skills. • Ability to work with government officials, donors, facility managers and field teams. • Good training management and facilitation skills. • Good report-writing and documentation skills. • Proficiency in MS Word, Excel, PowerPoint and online reporting tools.



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	• Ability to prepare technical reports, meeting minutes, monitoring reports and progress updates. • Ability to travel frequently to field locations, including remote areas. • Ability to work under pressure and meet deadlines. • Strong interpersonal skills and professional attitude. • Commitment to confidentiality, safeguarding, PSEA principles and survivor-centred approaches. • Respectful, inclusive and gender-sensitive communication skills. • Ability to work effectively in a multicultural and resource-constrained environment.
Compensation & other benefits:	As per organization policy
Last date of submission:	15 August 2026
Applying to:	job01@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.: 20260727-010

(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 15 August 2026** to E-mail address: job01@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)