



Research, Training and Management (RTM) International

RTM Complex, 581 Shewrapara (Level 2, 3, 4 & 5)

Begum Rokeya Sharani, Mirpur, Dhaka 1216

Telephone: +88 02 8034814, 8034469, 9015726, Fax: +88 02 8034638

E-mail: rtm@rtm-international.org, Web: www.rtm-international.org

Job Vacancies at RTM International

Job Circular No.: 20260910-016

Position: Medical Officer-In Charge

Research, Training and Management (RTM) International is an 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 needs to fill the vacancies listed below.

Report to: Head of Operations-Field

Job Responsibilities

RTMI is looking for a qualified and experienced medical doctor to serve as Clinic-in-Charge at the PHC in FDMN camps in Cox's Bazar. The position is responsible for the overall management and coordination of PHC services, ensuring smooth daily operations and the delivery of high-quality medical care. The role includes supervising PHC staff, providing clinical services and reporting directly to the Program Manager.

Key Responsibilities:

- Oversee the day-to-day operations of the PHC Center, ensuring all departments function smoothly.
- Monitor the clinical staff's attendance, performance, and adherence to the approved duty roster.
- Coordinate with relevant stakeholders, including UNICEF, GoB (CIC, MoH), and other agencies in the camp, to maintain uninterrupted services.
- Regularly assess infrastructure and utilities, including electricity and water, to ensure a conducive environment for health service delivery.
- Identify and escalate issues requiring additional support to the Medical Coordinator promptly.
- Oversee clinical decision-making regarding patient referrals, adhering to established referral guidelines.
- Coordinate with Ukhiya UHC or higher-level facilities to address technical challenges or emergency referrals.
- Act as a point of contact for consultation and troubleshooting of patient care processes in collaboration with the medical team.
- Submit daily monitoring checklist to the Medical Coordinator each morning before starting duty, ensuring all necessary preparations are in place for smooth operations.



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- Prepare and submit accurate staff performance reports on a weekly, monthly and quarterly basis to the Medical Coordinator for donor review.
- Maintain comprehensive records, including patient care statistics and inventory of medicines, equipment, and supplies.
- Ensure all data is updated according to national and donor-specific documentation standards.
- Conduct periodic audits of medical stocks, ensuring a sufficient buffer supply to avoid shortages.
- Implement and monitor compliance with national healthcare standards and guidelines.
- Supervise infection prevention and control (IPC) measures, including waste management and sterilization protocols.
- Conduct regular assessments of service quality and provide constructive feedback to healthcare providers.
- Facilitate capacity-building sessions for clinical staff to promote continuous improvement in service delivery.
- Work closely with the Medical Coordinator to align field operations with organizational goals.
- Ensure strict compliance with RTM International's policies, including HR, PSEA (Prevention of Sexual Exploitation and Abuse), Code of Conduct, and workplace guidelines.
- Perform additional tasks as assigned by the authority to support organizational objectives.

Employment Status:	Contractual
Job Location:	Ukhiya, Cox's Bazar
Salary:	As per organizational policy
Educational requirements:	▪ MBBS completed from any reputed medical institute. Must have valid registration from the Bangladesh Medical and Dental Council. ▪ Master's in Public Health, Health Management or any relevant medical subject would be desired.
Experience and Other Requirements:	▪ Minimum 2 years of relevant experience in clinic management, preferably with NGOs or INGOs in primary healthcare, emergency care, or public health programs in the Rohingya Context. ▪ Previous experience in managing or supervising a healthcare facility or multidisciplinary clinical team will be an advantage. ▪ Ability to effectively communicate, coordinate and work with RRRC/CIC and relevant government stakeholders. ▪ Good knowledge of national healthcare standards, clinical guidelines and Infection Prevention and Control (IPC).



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	▪ Excellent communication, leadership and interpersonal skills. ▪ Ability to work effectively in a multidisciplinary team and in challenging environments. ▪ Good reporting, documentation and coordination skills. ▪ Commitment to humanitarian principles and the well-being of Rohingya refugees. ▪ Female candidates are strongly encouraged to apply.
Compensation & other benefits:	As per the organization's policy
Last date of submission:	18 September 2026
Applying to:	Job03@rtm-international.org

Read Before Applying:

The incumbent will maintain and abide by the RTM International Code of Conduct in discharging duties in the refugee camps (while interacting with/treating/counseling the refugee population) and will commit to upholding the PSEA core principles and other related 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 on this issue. Candidates who are familiar with PSEA will be preferred. Female candidates are encouraged to apply.

Application Instructions

Job Circular No.: 20260910-016

(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 18 September 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 the interview. No TA/DA will be provided for attending the interview.

Director (Administration)

Bdjobs Published file: [Job Circular for Medical Officer-In-Charge](#)