**Job Description: Registrar**

**Job Title: Registrar**

Location: Primary Health Care Center (PHCC) at camp 21, Teknaf, Cox’s Bazar

Reportable to: MIS Officer

Employment Type: Contractual

Number of Vacancies: 1

Salary: Negotiable

Last date of Application: 26 May 2025

***Key Responsibilities***

* Maintain Daily Patient Registration in the health facility
* Controlling the patient crowd according to the system and need.
* Assist in various reporting such as DHIS2, CIC, Health Focal, EWARS, 4W, sectoral, case, events, and ad-hoc
* Assist the facility team in emergency referral within the camp
* Engaged in other emergency activities as and when required
* Ensure data validation by cross-checking with registrar books, tally sheets, and other documents
* Ensure adequate stock of daily tally sheet, patient form, and registration.

***Additional Requirements:***

* Flexibility to work under pressure and meet deadlines in demanding environments.

***Read Before Apply:***

**Special Note:** PHD maintain ZERO TOLERANCE towards discrimination, Sexual Exploitation and Abuse (PSEA) and any harm to Child. All employees are expected to abide by the code of conducts and Protection from Sexual Exploitation/GBV and Child Safeguarding Policy of PHD. Women are encouraged to apply and Smokers are discouraged from applying. As such, our selection process includes rigorous background checks.

**Apply Procedure:**

Only online application will be acceptable and interested candidates can apply online to [hr@phd-bd.com](mailto:hr@phd-bd.com) on or before 26 May 2025 with their CVs, a cover letter and a passport size photograph addressing to the Managing Director, Partners in Health and Development (PHD), House # SWD 12A, Road # 8, Gulshan-1, Dhaka 1212. Mention clearly the name of position in the mail. Only short-listed candidates will be called for interview.

This recruitment possesses equality of opportunity and non-discrimination for all job applicants. We seek to ensure diversity in our workforce regardless of gender, race, religious beliefs, nationality, ethnic/national origin, sexual orientation, age, marital status, and disability.