



Inspiring Excellence

SEARCH FOR MEDICAL OFFICER

BRAC University follows a liberal arts approach to education, which nurtures innovative ideas and gives new impetus to the field of tertiary education. It ensures a high quality of education and aims to meet the demands of contemporary times. BRACU is accredited by the University Grants Commission (UGC) and approved by the Ministry of Education, Government of Bangladesh, which has established itself as one of the leading private universities in Bangladesh. The university plays an integral role in developing skilled graduates for a knowledge-based economy. We are searching for a competent candidate to add value to this role.

Key Responsibilities

- ▶ Inspect and prescribe medicines (non-specialist) to all students, faculty, staff
- ▶ Attend to all emergency 'First Aid' and Medical needs of the students, faculty and staff
- ▶ Manage patients with disability and respond to their special needs
- ▶ Suggest preventive/protective measures against all infectious and communicable diseases
- ▶ Check and verify all medical documents
- ▶ Monitor and maintain an acceptable standard of Public Health and Sanitation situation all over BRAC University
- ▶ Refer the patient who will need specialist to the hospital for better treatment
- ▶ Ensure that the equipment and instruments are sterilized based on medical instructions and policies
- ▶ Inspect the dining, kitchen as required and ensure perfect hygienic condition and good quality of food items served
- ▶ Maintain accurate and confidential medical records in compliance with legal and ethical standards. Ensure confidentiality and security of patient information
- ▶ Ensure compliance with regulatory requirements and best practices
- ▶ Manage medical center resources, including staff, budget, equipment and supplies. Optimize resource allocation to support quality patient care and operational efficiency
- ▶ Facilitate medical documentation and reporting processes as guided by Supervisor

Requirements

- ▶ MBBS Degree from one of the Bangladesh Government recognized Medical college with excellent academic credentials
- ▶ At least 5 years of relevant experience (after internship)
- ▶ Hands on experience in dealing people with disability or special need
- ▶ Strong interpersonal skills and are adept at building relationships with different stakeholders
- ▶ Experience of using initiative and creativity to resolve problems, identifying suitable solutions and opportunities for improvement
- ▶ Flexible approach to work and positive response to changing requirements

Job Location

BRAC University

Application Procedure

Interested candidates meeting the above requirements are invited to apply online through career.bracu.ac.bd by **25 May 2026**. Any attempt to unethically influence the selection process will disqualify the candidate's application.

Only shortlisted candidates will be contacted.

BRAC University is an equal opportunity employer and maintains "zero tolerance" regarding sexual harassment.

Apply Online