



Job Vacancies at RTM International

Job Circular No.: 20250716-015(02)

Position: Drug Dispenser

Location: Ukhiya, Cox's Bazar

Number of Vacancies: 01

Reports To: Clinic in Charge

About RTMI:

Research, Training and Management International (RTMI) is a non-profit, women-led resource organization established in 1994 transforming development landscapes across Bangladesh including Cox's Bazar, Bhasanchar and Sylhet.

Job Responsibilities:

RTMI is looking for a qualified Drug Dispenser to manage pharmaceutical services at the PHC within FDMN camps in Cox's Bazar. The drug dispenser will ensure proper dispensing of medications, stock management, and compliance with organizational and national standards, contributing to safe and effective patient care.

Key Responsibilities:

- Assist in dispensing medicines as per prescriptions.
- Support proper storage, organization, and labeling of medicines and medical supplies.
- Maintain cleanliness and orderliness of the pharmacy area, following IPC standards.
- Help monitor stock levels, assist with inventory checks, and inform the Pharmacist or supervisor about supply needs or discrepancies.
- Support accurate record-keeping, including dispensing logs and stock registers.
- Provide basic counseling to patients on medication use as directed by the Pharmacist.
- Assist in preparing medicine kits or packs for inpatient and outpatient services.
- Monitor cold chain storage, ensuring vaccines or temperature-sensitive drugs are maintained at required conditions.
- Report any adverse drug events or medication errors to supervisors immediately.
- Collaborate with clinical staff to support safe and rational medicine use.
- Uphold patient confidentiality and ensure ethical practices at all times.
- Perform any other tasks assigned by the RTMI authority to support service delivery.

Employment Status:	Contractual (05 months, may extend later)
Salary:	BDT 35,736/-
Job Location:	Bhasanchar
Educational requirements:	C categorized pharmacy certificate course (approved by relevant regulatory authority), or Community paramedics course completed.



Experience and other Requirements:	Minimum 1 year of relevant experience, preferably in low resources or humanitarian settings. Additional competencies: <ul style="list-style-type: none">• Prior experience in emergency response or in resource-limited settings like Bhasanchar or FDMN camps is highly desirable.• Strong organizational and record-keeping skills.• Willingness to be stationed in a remote location and work in challenging conditions.• Fluency in Bangla; knowledge of local dialect is an advantage.
Compensation & other benefits:	As per organization policy
Last date of submission:	21 July 2025
Applying to:	job03@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.: 20250716-015(02)

(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 21 July 2025** to E-mail address: job03@rtm-international.org (**indicating Circular No. & Position name in the Subject line**).

Submit your CV as per RTM International's CV format file (CV download Link: <http://rtm-international.org/478/>).

Only short-listed candidates will be called for interview.
No TA/DA will be provided for attending the interview.

Director (Administration)