



**Research, Training and Management (RTM) International**

## **Job Vacancies at RTM International**

**Job Circular No.: 20251103-024**

**Position: Medical Warehouse Officer**

**Reports To: Sr. Project Manager**

**Number of Vacancies: 01**

### **About RTMI:**

Research, Training and Management (RTM) International is a non-profit, women-led resource organization registered with the Government of Bangladesh. It provides high quality technical and information support to the institutions/concerns working in health, education and environment development sector for the design, implementation and development of local capacity. The organisation works across Bangladesh, including Dhaka, Cox's Bazar, Noakhali, and Sylhet. RTMI focuses on public health, education, gender equality, and women's empowerment, aiming to create sustainable and inclusive development across communities.

Research, Training and Management (RTM) International implement different projects supported by the Government of Bangladesh, UNFPA, UNICEF and other development partners. To maintain the UNFPA Warehouse in Ukhiya, Cox'sbazar, RTM requires filling up vacancies in Medical Warehouse Officer positions.

### **Position-related overview:**

Take leadership in the supply chain management for medicines and medical supplies, procurement, transport, warehousing, dispatch to partners/projects, loss management, and reporting. On a day-to-day basis, they carry out a variety of functions required to ensure the logistical needs of the program are met and that all logistical activities are delivered efficiently, accurately, and on time. All activities are carried out in line with RTMI-UNFPA policies and procedures and according to any applicable RTMI-UNFPA guidelines.

### **Key Responsibilities:**

**In collaboration & under the direction of Sr. Project Manager, the Medical Warehouse Officer will:**

#### **Warehousing:**

- Maintain and supervise the RTMI-UNFPA central Warehouse.
- Receive and dispatch UNFPA commodities to the SRH partner organisation as per UNFPA supply chain policy.
- Ensure all UNFPA commodities, including cold chain items, are properly stored.
- Supervise the daily entry and dispatch of medicines from the Stock.



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- Supervise and update inventory information in both manual and E-Stock software.
- Supervise and update the Stock Fulfilment Plan and support contingency requirements.
- Ensure consistency of warehouse documentation and reporting.
- Drive improvements in stock reporting accuracy for medicines and medical equipment inventories.
- Ensure physical inventories are conducted on a monthly basis and communicated to the Sr. Project Manager.
- Capacity-building staff in accurate reporting and stock management.
- Ensure loss/spillage reports are drafted and sent to the Sr. Project Manager within 24 hours.
- Check that the deadlines for medicine deliveries to the partners are respected. Perform Spot checks.
- Supervise that the Warehouse is properly set up, cleaning and security conditions are respected.
- Prepare daily & weekly progress report (warehouse activities) regularly & share the report with the Sr. Project Manager.
- Responsible for supervising and accounting for an inventory.
- Ensure that all movement of goods is timely recorded.
- Carry out all annual inventories & provide other reports in his/her area of responsibility.
- Ensure the update temperature and RH log sheet is updated daily & share with the authority in a monthly basis.
- Act with integrity and professionalism and in accordance with RTM-UNFPA's Code of Conduct at all times.

### **Planning:**

Ensure goods follow up with the program team & submit the medical procurement plan to the procurement unit & follow up with the program and RTMI-UNFPA to ensure the plan is implemented.

### **Procurement:**

- Prepare specification for procurement of medicines and medical supplies.

### **Documentation:**

- Enter every receipt and dispatch both in the stock ledger and E-Stock software.
- Supervise and update the Bin card and stock card after receiving and dispatching accordingly.
- Ensure that documentation is regularly sent to the final storage location and that necessary documentation is ready to move should an evacuation be needed.
- Maintain Waybills and Receipts of goods.



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- Stock discrepancies and any warehouse security-related reports should be reported within 24 hours.

### Communication:

- Maintain a transparent, honest, and supportive communication structure with colleagues to ensure they are kept informed of applicable logistical activities and requirements.
- Develop and maintain positive relationships with suppliers, local authorities, other NGOs, and any other stakeholders, representing RTMI and ensuring good co-operation and partnerships.

### Quality & Compliance:

- Ensure compliance with RTMI-UNFPA guidelines, policies, and procedures, and adhere to any applicable donor guidelines.
- Be aware of the potential for loss in logistical activities and procedures. Proactively work to prevent such occurrences by working with relevant line managers to improve transparency and ensure the best use of RTMI assets and resources.
- Ensure all relevant staff receive training, advice, and coaching regarding warehouse procedures, internal controls, and the warehousing requirements of donors.

*\*This job description covers the main tasks that are anticipated. Other tasks may be assigned as necessary.*

<b>Employment Status:</b>	Contractual
<b>Salary :</b>	=67,005/- BDT
<b>Job Location:</b>	Ukhiya, Cox'sbazar
<b>Educational requirements:</b>	<ul style="list-style-type: none"><li>▪ Candidates must have <b>B.Pharm and M.Pharm degrees</b> from a recognized university.</li></ul>
<b>Experience and other Requirements:</b>	<ul style="list-style-type: none"><li>▪ Minimum 2 years of relevant professional experience will be preferred.</li><li>▪ Strong knowledge of pharmaceutical operations, quality assurance, and regulatory compliance.</li><li>▪ Excellent communication and interpersonal skills.</li><li>▪ Ability to work effectively in a team and in challenging environments.</li><li>▪ Working experience at Rohingya response will be an asset.</li><li>▪ Commitment to humanitarian principles and the well-being of Rohingya refugees.</li><li>▪ Computer literacy in MS Office and related applications is required.</li><li>▪ High level of ability to organise and manage own time keeping to schedule and deadlines.</li></ul>



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	<ul style="list-style-type: none"><li>▪ Ability to work effectively in a multicultural and resource-limited environment.</li><li>▪ Fluency in English and proficiency in the local language is desirable.</li></ul>
<b>Compensation &amp; other benefits:</b>	As per organization policy
<b>Last date of submission:</b>	<b>22 November 2025 (Interview will be conducted rolling basis)</b>
<b>Applying to:</b>	<a href="mailto:job01@rtm-international.org">job01@rtm-international.org</a>

### **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.: 20251103-024**

*(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 22 November 2025** to E-mail address: [job01@rtm-international.org](mailto:job01@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 an interview.

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

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**Director (Administration)**