

Job Vacancies at RTM International

Job Circular No.: 20261006-017.4

Position: Procurement & Logistics Officer

Reports To: Sr. Project Manager

Number of Vacancies: 01

Research, Training and Management (RTM) International NGO working in the Cox's Bazar to implement different projects supported by Government of Bangladesh, UNFPA, UNICEF and others development partners. To provide Sexual and Reproductive Health (SRH) services in different location RTM requires to fill up vacancies in Procurement & Logistics Officer positions.

Job Responsibilities:

- Prepare quarterly procurement including printing plan based on actual need of the project and assessing the health facilities (Camp and govt), WFS, MPCs etc as per the approved workplan and budget
- Review and update procurement and logistics plans monthly basis and flag the critical gap and initiate the process in consultation with UNFPA to address the gap immediately.
- Coordinate with pharmacists to prepare the procurement plan of medical supplies, medicines, equipment, office materials, printing items and other project requirements in collaboration with the RTMI Headquarters Procurement Team.
- Follow the standard process of procurement by quotations, prepare comparative statements, facilitate supplier selection and follow up on purchase orders, deliveries and payment documentation.
- Coordinate with the pharmacist, store keeper, internal program team, UNFPA and Government and OGSB to ensure required logistics supplies to the training, meeting, workshop and events for the smooth executions.
- Regularly monitor main stock, sub-stock, expiry dates and shelf life of medicines, medical supplies and other inventory items and coordinate with facilities for timely re-distribution or donations as applicable
- Ensure competitive, transparent and properly documented procurement in compliance with RTMI and UNFPA requirements.
- Liaise with suppliers, government authorities and relevant stakeholders regarding supplies, clearances and donated medicines or medical materials.
- Manage inventory, including receipt, storage, issuance, stock monitoring and timely replenishment.
- Maintain accurate stock records and asset registers, and conduct periodic physical verification of assets and inventory at offices, facilities and field offices
- Coordinate transportation, ambulance operations, equipment maintenance and other logistics support required for project activities.

- Coordinate with programme, medical, finance, administration and field teams to ensure the timely availability of supplies and logistics services to ensure uninterrupted services.
- Regularly visit facilities (camp, govt) and prepare monthly status update reports of medicine and supplies stock, facility supplies, potential gap and mitigation plan and share with Sr. Project Manager, Medical Coordinator and Technical team for solutions.
- Maintain complete procurement and logistics records for audits, monitoring, donor reporting and compliance purposes.
- Closely coordinate with RTMI Warehouse pharmacist, and identify supply chain and operational risks, report issues promptly to the supervisor and recommend corrective actions.
- Perform other relevant duties assigned by the supervisor.

Core Competencies:

- Integrity, accountability and ethical conduct.
- Procurement compliance and attention to detail.
- Planning, organization and time management.
- Communication, coordination and teamwork.
- Problem-solving and adaptability.
- Commitment to humanitarian principles, safeguarding and confidentiality.

Employment Status:	Contractual
Salary :	As per the organization's policy.
Job Location:	Ukhiya,Cox'sbazar.
Educational requirements:	• Master's degree in Business Administration or Supply Chain Management, Procurement or Logistics, Management or a relevant discipline from a recognized university.
Experience and other Requirements:	• 3-5 years of relevant experience in procurement and logistics, preferably with an NGO, INGO or development programme. • Experience in procuring medical supplies, medicines and healthcare equipment is an advantage. • Experience in Cox's Bazar or humanitarian/refugee response settings is desirable. • Good knowledge of procurement procedures, supplier management, inventory control and logistics operations.

	• Proficiency in MS Office, particularly Excel and Word, and familiarity with inventory or logistics software. • Strong documentation, communication, coordination, negotiation and problem-solving skills. • Ability to work independently, manage multiple priorities and meet deadlines in a field-based environment.
Compensation & other benefits:	As per the organization's policy.
Last date of submission:	13 October 2026
Applying to:	job01@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.: 20261006-017.4

(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 13 October 2026** to E-mail address: job01@rtm-international.org *(indicating Circular No. & Position name in the Subject line)*.

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

Director (Administration)