

RTM International
Assistant Medical Warehouse OfficerApplication Deadline: **19 May 2025**

★ Shortlist

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< All Requirements Responsibilities Skills & Expertise Salary & Benefit >

Summary

Vacancy: 1 Location: **Cox's Bazar (Ukhia)** Minimum Salary: **Tk. 45000 (Monthly)**

Published: **13 May 2025**

Applicants are encouraged to submit **Video CV**. To access Application Insights [Get Bdjobs Pro](#)**Requirements****Education**

- Diploma
- Educational requirements: Diploma in Pharmacy from a recognized institution. Pharmacy Council registration to practice as a pharmacist.

Additional Requirements

- Experience and other Requirements: Following capabilities are mandatory:
 - Excellent communication and interpersonal skills.
 - Ability to work effectively in a team and in challenging environments.
 - Working experience at Rohingya refugee camp will be an asset.
 - Commitment to humanitarian principles and the well-being of Rohingya refugees.
 - Working knowledge of Microsoft Word, Excel, PowerPoint and Outlook.
 - High level of ability to organise and manage own time keeping to schedule and deadlines.
 - Ability to work effectively in a multicultural and resource-limited environment.
 - Good communication skills in both English and Bangla.
 - Knowing the Chattagram language will be an asset for the candidates.

Responsibilities & Context

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 Assistant Medical Warehouse Officer positions.

Job Responsibilities:

- Responsible for properly receiving the RH kits, medicines, equipment and supplies in the store sent from RTM International and other sources (UNFPA, others)
- Responsible for maintaining stock and dispensing medicines, equipment, and supplies in the camps and GoB facilities where RTM-UNFPA project working.
- Regularly check the date of expiry and take necessary action for short dated items in consultation with Medical Warehouse Officer.
- Responsible for maintaining documents relating to medicines & supplies.
- Carry out assigned warehousing transactions in line to organizational internal guidelines and in close coordination with Medical Warehouse Officer.
- Coordinate with Medical Warehouse Officer for receiving, storing, packing, kitting, labeling and dispatch of goods from/to the warehouse.
- Assists to make sure all movement of goods are timely recorded.
- Coordinate with casual staffs and make sure daily timesheet are updated.
- Organize efficient and safe storing of goods at the warehouse, according available space and requirements.
- Ensures that all goods are properly stored and assists to timely register into the warehouse inventory data base.
- Assists to maintain records of all transactions, ensuring that an efficient filing system for stock records of all documents are kept.
- Carry out any other tasks assigned by the Supervisor/organization.

Skills & Expertise

Communication Leadership and interpersonal skills

Compensation & Other Benefits

- As per organization policy

Workplace

Work at office

Employment Status

Contractual

Job Location

Cox's Bazar (Ukhia)

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.: 20250513-006

(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 19 May 2025 to E-mail address: 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 interview.

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

Director (Administration)**Apply Procedure****Email your CV**

Send your CV to the given email job01@rtm-international.org

Company Information

RTM International

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Our Contact Centre is available from 9 am to 8 pm (Saturday to Thursday).