

Job Vacancies at RTM International

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 some vacancies in Dispenser positions.

Position: Dispenser - Female

Number of Vacancies: 01

Job Responsibilities:

a. Pharmaceutical Management:

- Receive, store, and distribute pharmaceuticals and medical supplies according to standard operating procedures.
- Maintain accurate inventory records (e.g. Bin card, Inventory ledger) of all pharmaceuticals and medical supplies.
- Monitor expiration dates of medications and coordinate their timely disposal as per protocols.
- Ensure proper storage conditions to maintain the integrity of pharmaceuticals.

b. Dispensing Medications:

- Dispense medications accurately and provide appropriate instructions to patients regarding their usage.
- Maintain patient medication records and ensure confidentiality.

c. Medication Counseling:

- Provide counseling to patients on the proper use of medications, potential side effects, and necessary precautions.
- Offer guidance on adherence to medication regimens and lifestyle modifications.

d. Collaboration and Coordination:

- Collaborate with other healthcare professionals to optimize patient care.
- Coordinate with medical staff regarding medication orders, prescriptions, and patient needs.
- Participate in multidisciplinary meetings and contribute to patient care planning.

e. Health Education:

- Conduct health education sessions for patients and community members on topics related to medication safety, disease prevention, and health promotion.

f. Quality Assurance:

- Adhere to relevant pharmaceutical regulations and guidelines.
- Implement quality assurance measures to ensure the safety and efficacy of pharmaceutical services.
- Participate in audits and quality improvement initiatives as required.

Any other responsibilities assigned by the authority.

Employment Status:	Contractual
Job Location:	Cox's bazar
Educational requirements:	<ul style="list-style-type: none"> ▪ Diploma in Pharmacy from a recognized institution. Pharmacy Council registration to practice as a pharmacist.
Experience and other Requirements:	<p>Minimum 1- year experience in the related field The Following capabilities are mandatory:</p> <ul style="list-style-type: none"> ▪ Working experience at Rohingya refugee camp will be an asset. ▪ Good communication skills in both English and Bangla. ▪ Knowing the Chattagram language will be an asset for the candidates. ▪ Strong communication and interpersonal skills. ▪ Ability to work effectively in a multicultural and resource-limited environment.
Compensation & other benefits:	As per organization policy
Last date of submission:	17 December 2024
Applying to:	https://forms.gle/n6xFWB4ZraBHYvJV8

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.: **20241210-035** (*Applicant must mention job circular no. & Position in E-mail Subject Line*).

Interested candidates are requested to apply to **the Director (Administration), RTM International, 581, Shewrapara, Mirpur, Dhaka-1216** by submit your details in "Employment Application Form" by click on this link or copy this link in to the browser address bar, login by your Gmail account and submit your information: <https://forms.gle/n6xFWB4ZraBHYvJV8>.

Upload your CV along with a cover letter, academic and experience certificates, training and certifications, NID and other relevant documents in one file by PDF or Doc file (The file size must be under 10 MB). File name should be as [**Position name - your name - date ...** such as "**Medical Officer-karim-cv and certificates-10-Dec-2024**", etc.] **on or before 17 December 2024**.

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

Director (Administration)