

Job Vacancies at RTM International

Job Circular No.: 20250703-012(12)

Position: Community Paramedics

Location: Bhasanchar

Number of Vacancies: 02

Reports To: Clinic In-Charge cum Medical Officer (MO)

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 skilled and service-minded Community Paramedics to support facility- and community-level healthcare services in Bhasanchar. The Community Paramedics will play a key role in supporting patients, ensuring service flow, maintaining health records and supplies, and assisting midwives and health workers in delivering quality Primary Health Care (PHC) services.

Key Responsibilities:

Help the patient by providing information, services and assistance-

- Ensure smooth patient flow and guide patients to appropriate health services within the facility.
- Prepare patients for examinations and ensure all required laboratory and physical tests are completed and recorded.
- Safeguard patient confidentiality by accurately maintaining and securing medical records.
- Assist midwives/nurse/MA and CHWs in conducting health education and promotion sessions.
- Support the proper management of commodities, including stock inventory, storage, and timely ordering.
- Assist in pre-packing, labelling, and dispensing of medicines, ensuring accurate recording in registers.
- Promote community awareness on hygiene, sanitation, communicable diseases, and nutrition.
- Work in collaboration with community health workers and facility staff to coordinate referrals, transportation, and follow-up for vulnerable patients.
- Maintain detailed and up-to-date registers on commodity use, including timely data entry into electronic systems (e.g., e-MIS, Kobo Collect).

- Contribute to documentation of success stories, lessons learned, and best practices from the facility.
- Assist in preparing weekly reports and submitting program data to online platforms.
- Ensure that all relevant logbooks and service registers are duly filled and up to date.
- Support the facility's knowledge management, reporting, and referral coordination efforts.
- Uphold ethical standards, confidentiality, and infection prevention and control (IPC) protocols.
- Collaborate with clinical and outreach staff to support patient-centered care and a functional referral system.
- Perform any other relevant duties as assigned by RTMI authority or supervisor.

Employment Status:	Contractual (05 months, may extend later)
Salary:	As per organization policy
Job Location:	Bhasanchar
Educational requirements:	<ul style="list-style-type: none"> ▪ Community Paramedic Course with Certificate from Bangladesh Nursing Council.
Experience and other Requirements:	<p>Minimum 1–2 years of relevant experience, preferably in low-resource or humanitarian settings.</p> <p>Additional competencies:</p> <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 patient care, teamwork, and communication skills. • Willingness to be stationed in a remote location and work in challenging conditions. • Fluency in Bangla; basic English is preferred; knowledge of local dialect is an advantage.
Compensation & other benefits:	As per organization policy
Last date of submission:	12 July 2025
Applying to:	Job04@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.: 20250703-012(12)

(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 12 July 2025** to E-mail address: job04@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)