

Job Vacancies at RTM International

Job Circular No.: 20250703-012(12)

Position: Laboratory Assistant

Location: Bhasanchar

Number of Vacancies: 01

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 seeking a skilled and detail-oriented Laboratory Assistant to support the diagnostic services at the PHC in Bhasanchar. The Laboratory Assistant will ensure safe, timely, and accurate collection, processing, and reporting of laboratory samples in accordance with standard protocols, while maintaining strict infection prevention and control (IPC) practices.

Key Responsibilities:

- Collect, label, and process clinical specimens (e.g., blood, urine, sputum, stool) following aseptic techniques.
- Prepare and perform basic laboratory tests, including rapid diagnostic tests (RDTs), microscopy, and other point-of-care diagnostics under supervision.
- Ensure proper operation and routine maintenance of basic lab equipment such as microscopes, centrifuges, and analyzers.
- Maintain accurate documentation of test results, registers, and lab reports, and ensure timely submission to clinicians.
- Follow laboratory safety and infection prevention protocols, including proper disposal of biohazardous materials.
- Assist in stock management of lab reagents and supplies, and notify supervisors of shortages or equipment malfunctions.
- Collaborate with medical officers, nurses, and other health personnel to support timely diagnosis and treatment.
- Participate in sample transportation coordination for advanced diagnostics (e.g., TB samples) when needed.
- Ensure cleanliness and organization of the laboratory area at all times.
- Perform any other relevant duties assigned by the Clinic In-Charge or RTMI authority to support service delivery.

Employment Status:	Contractual (05 months, may extend later)
Salary:	As per organization policy
Job Location:	Bhasanchar

Educational requirements:	<ul style="list-style-type: none"> ▪ Diploma/BSc in Medical Technology (Laboratory) from a recognized institution. ▪ Valid registration/Accreditation from the Bangladesh Accreditation Board (BAB).
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 primary healthcare or field-based laboratories 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)