

Job Vacancies at RTM International

Job Circular No.: 20250703-012(12)

Position: Pharmacist

Location: Bhasanchar

Number of Vacancies: 01

Reports To: Clinic in Charge

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 a qualified Pharmacist to manage pharmaceutical services at the PHC in Bhasanchar, with the capacity to support the 20-bed hospital pharmacy when needed. The Pharmacist will ensure proper dispensing of medications, stock management, and compliance with organizational and national standards, contributing to safe and effective patient care.

Key Responsibilities:

- Dispense prescribed medications accurately and provide appropriate counseling to patients on dosage, administration, and potential side effects.
- Maintain and manage pharmaceutical inventory, including regular stock checks, requisition, and documentation to prevent stockouts or overstocking.
- Ensure proper storage, labeling, and handling of all medicines and medical supplies following standard guidelines.
- Review and verify prescriptions for accuracy, dosage, and potential drug interactions before dispensing.
- Support rational use of medicines and promote adherence to standard treatment guidelines among health staff.
- Maintain clear and up-to-date pharmacy records, registers, and daily dispensing logs.
- Coordinate with medical officers, nurses, and other team members to support patient treatment plans.
- Oversee infection prevention and control (IPC) measures within the pharmacy area.
- Support the 20-bed hospital pharmacy during staff absences or operational needs.
- Uphold patient confidentiality and adhere to ethical standards at all times.
- Perform any other tasks assigned by the RTMI authority to support program objectives.

| | |
|----------------------------------|---|
| 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 or Bachelor's degree in Pharmacy from a recognized institution. |

| | |
|---|--|
| | <ul style="list-style-type: none"> ▪ Valid registration with Bangladesh Pharmacy Council. |
| Experience and other Requirements: | <p>Minimum 2 years of relevant experience, preferably in low resources 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 organizational and record-keeping skills. • Willingness to be stationed in a remote location and work in challenging conditions. • Fluency in Bangla; 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)