

## **Job Vacancies at RTM International**

**Job Circular No.: 20250703-012(12)**

**Position: Pharmacy Assistant**

**Location: Bhasanchar**

**Number of Vacancies: 01**

**Reports To: Clinic in Charge/Hospital Coordinator**

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

### **Key Responsibilities:**

- Assist in dispensing medicines as per prescriptions under the supervision of the Pharmacist.
- Support proper storage, organization, and labeling of medicines and medical supplies.
- Maintain cleanliness and orderliness of the pharmacy area, following IPC standards.
- Help monitor stock levels, assist with inventory checks, and inform the Pharmacist or supervisor about supply needs or discrepancies.
- Support accurate record-keeping, including dispensing logs and stock registers.
- Provide basic counseling to patients on medication use as directed by the Pharmacist.
- Assist in preparing medicine kits or packs for inpatient and outpatient services.
- Monitor cold chain storage, ensuring vaccines or temperature-sensitive drugs are maintained at required conditions.
- Report any adverse drug events or medication errors to supervisors immediately.
- Collaborate with clinical staff to support safe and rational medicine use.
- Support PHC pharmacy operations during pharmacist absences or high workload periods.
- Uphold patient confidentiality and ensure ethical practices at all times.
- Perform any other tasks assigned by the RTMI authority to support service delivery.

<b>Employment Status:</b>	Contractual (05 months, may extend later)
<b>Salary:</b>	As Per Organization Policy
<b>Job Location:</b>	Bhasanchar
<b>Educational requirements:</b>	<ul style="list-style-type: none"><li>▪ Diploma degree in Pharmacy from a recognized institution.</li><li>▪ Valid registration with Bangladesh Pharmacy Council.</li></ul>

<b>Experience and other Requirements:</b>	Minimum 1 year of relevant experience, preferably in low resources or humanitarian settings.  Additional competencies: <ul style="list-style-type: none"> <li>• Prior experience in emergency response or in resource-limited settings like Bhasanchar or FDMN camps is highly desirable.</li> <li>• Strong organizational and record-keeping skills.</li> <li>• Willingness to be stationed in a remote location and work in challenging conditions.</li> <li>• Fluency in Bangla; knowledge of local dialect is an advantage.</li> </ul>
<b>Compensation &amp; other benefits:</b>	As per organization policy
<b>Last date of submission:</b>	<b>12 July 2025</b>
<b>Applying to:</b>	<a href="mailto:Job04@rtm-international.org">Job04@rtm-international.org</a>

**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](mailto: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.

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**Director (Administration)**