



**Research, Training and Management International**

## **Job Vacancies at RTM International**

**Job Circular No.: 20250721-018**

**Position: Lab Assistant**

**Location: Ukhiya, Cox's Bazar**

**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 seeking a skilled and dedicated Lab Assistant to support laboratory services at its facilities in Noakhali District and Bhasanchar. The position will play a critical role in conducting diagnostic tests, ensuring quality control, and supporting clinical teams in the diagnosis and treatment of patients.

### **Key Responsibilities:**

- Support in routine and specialized laboratory tests (e.g., hematology, biochemistry, serology, microbiology) as requested by clinicians.
- Collect and properly handle specimens (blood, urine, sputum, stool, etc.), ensuring accurate labeling and timely processing.
- Operate and maintain laboratory equipment, ensuring proper calibration, cleaning, and safe functioning.
- Implement and follow strict quality control and quality assurance procedures in all laboratory activities.
- Maintain accurate laboratory records, including test results, equipment maintenance logs, and daily workload summaries.
- Prepare and manage laboratory reagents and consumables, monitoring stock levels and supporting timely requisition to prevent shortages.
- Support infection prevention and control (IPC) measures within the laboratory, including safe waste disposal and proper PPE usage.
- Collaborate with medical officers, nurses, and other healthcare providers to support clinical decision-making through timely and accurate reporting of results.
- Participate in trainings, capacity-building sessions, and regular laboratory meetings to strengthen technical skills and service quality.
- Educate patients (when necessary) on sample collection procedures and provide clear instructions.



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- Ensure patient confidentiality and uphold ethical standards at all times.
- Support other laboratory or clinical services in case of need, such as during staff leave or emergencies.
- Perform any other duties assigned by the RTMI authority to support program goals.

<b>Employment Status:</b>	Contractual (05 months, may extend later)
<b>Salary:</b>	BDT 35,736/-
<b>Job Location:</b>	Ukhiya, Cox's Bazar
<b>Educational requirements:</b>	Diploma/ BSc in Medical Lab Technology
<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 technical knowledge of laboratory tests and equipment.</li><li>• Good organizational skills, with strong attention to detail and accuracy.</li><li>• Ability to work both independently and as part of a multidisciplinary team.</li><li>• Willingness to work in remote, humanitarian, or challenging environments.</li></ul>
<b>Compensation &amp; other benefits:</b>	As per organization policy
<b>Last date of submission:</b>	<b>26 July 2025</b>
<b>Applying to:</b>	<a href="mailto:job03@rtm-international.org">job03@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.



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**### Application Instruction ###**

**Job Circular No.: 20250528-009**

**(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 26 July 2025** to E-mail address: [job01@rtm-international.org](mailto:job01@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)**