



## Job Vacancies at RTM International

**Job Circular No.: 20250820-019**

**Position: Medical Assistant**

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

**Number of Vacancies: 01**

**Reports To: Medical Coordinator/ 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 dedicated and skilled Medical Assistant to support non-communicable disease (NCD) services and general outpatient department (OPD) care in Bhasanchar. The Medical Assistant will work at the RTMI Primary Healthcare Centre (PHC) in FDMN camps, supporting doctors and nurses in delivering comprehensive and high-quality services to the community.

### Key Responsibilities:

- Support OPD consultations by taking patient histories, checking vital signs, preparing patients for examination, and assisting doctors during clinical assessments and minor procedures.
- Assist with NCD services, including screening for hypertension, diabetes, and other chronic diseases; monitor patients' conditions and provide counseling on lifestyle modifications and medication adherence.
- Maintain accurate and up-to-date patient records, registers and screening logs for NCD services, as well as general OPD.
- Dispense medications as directed by doctors and assist in providing proper patient education on medication use and disease prevention.
- Support referral processes for complicated cases to higher-level facilities, ensuring proper documentation and coordination.
- Collaborate closely with doctors, nurses and other healthcare staff to ensure integrated and patient-centered care.
- Promote health education and awareness among patients and community members, including counseling on TB prevention, chronic disease management, and general health practices.
- Demonstrate Cultural sensitivity and non-discriminatory behavior while serving the patients.
- Follow strict infection prevention and control (IPC) measures and maintain a safe and clean work environment.
- Participate in trainings and capacity-building activities as assigned to strengthen skills and service quality.
- Uphold patient confidentiality and ethical standards at all times.
- Perform any other tasks assigned by RTMI authority to support service delivery and program objectives.

<b>Employment Status:</b>	Contractual (04 months, may extend later)
<b>Salary:</b>	As per organization policy
<b>Job Location:</b>	Ukhiya, Cox's Bazar
<b>Educational requirements:</b>	<ul style="list-style-type: none"><li>▪ Diploma in Medical Faculty (DMF) program from a recognized institution.</li><li>▪ Valid registration from BMDC.</li></ul>
<b>Experience and other Requirements:</b>	Minimum 1-2 years 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 communications and interpersonal skills.</li><li>• Willingness to be stationed in a remote location and work in challenging conditions.</li><li>• Fluency in Bangla; basic English is preferred; 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>24 August 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.

**### Application Instruction ###****Job Circular No.: 20250820-019**

*(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 24 August 2025** to E-mail address: [job03@rtm-international.org](mailto:job03@rtm-international.org) (*indicating Circular No. & Position name in the Subject line*).



## Research, Training and Management (RTM) International

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)**