



## Job Vacancies at RTM International

**Job Circular No.:** 20251228-033

**Position:** Clinic Aid

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

**Number of Vacancies:** 03

Research, Training and Management (RTM) International NGO working in the Cox's Bazar to implement different projects supported by Government of Bangladesh, UNFPA, UNICEF and others development partners. To provide essential health services to the affected population in different location RTM requires to fill up vacancies in the mentioned position.

### **Job Responsibilities:**

1. Take and accurately record patients' information, including their medical history and symptoms.
2. Ensure all patient information is updated correctly in the clinic register.
3. Assist patients in filling out registration and record forms.
4. Arrange for laboratory tests as requested by healthcare professionals.
5. Collect and prepare specimens for laboratory tests.
6. Maintain proper documentation and records of test requests.
7. Provide counselling to patients and their families when needed, offering emotional support and guidance.
8. Report any equipment malfunctions or maintenance needs of the clinic to the appropriate authority.
9. Maintain documentation of equipment maintenance and servicing through the Medical Officer in Charge.
10. Maintain close communication and work as per the guidance of the Medical Officer in charge, the Medical Coordinator and the Program Manager.
11. A clear understanding and compliance with all the policies of RTM International, particularly the HR Policy, Child Protection Policy, ESS Policy, PSEA, CFM, AAP, Code of Conduct and Workplace Policy, etc.
12. Perform any additional tasks related to the assistance of the Clinic as assigned by the Clinic or Field Office authority to support the efficient functioning of the assigned healthcare facility/PHCC.

<b>Employment Status:</b>	Contractual (03 months initially)
<b>Salary:</b>	=39,399/- BDT
<b>Job Location:</b>	Ukhiya, Cox's Bazar
<b>Educational requirements:</b>	Community Paramedic/ Medical Assistant / Graduation in Social Science or any other related subjects.



## RTM International

<b>Experience and other Requirements:</b>	<b>Minimum 2 years' experience in the related field</b> The Following capabilities are mandatory: <ul style="list-style-type: none"><li>▪ Working experience at the Rohingya refugee camp will be an asset.</li><li>▪ Good communication skills.</li><li>▪ Knowing the Chattogram/Rohingya dialect will be an asset for the candidates.</li></ul>
<b>Compensation &amp; other benefits:</b>	As per organization policy.
<b>Last date of submission:</b>	<b>03 January, 2026</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.: 20251228-033**

*(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 03 January, 2026** to E-mail address: [job03@rtm-international.org](mailto:job03@rtm-international.org) (*indicating Circular No. & Position name in the Subject line*).

***Written Examination can be taken.***

Only short-listed candidates will be called for interview.  
No TA/DA will be provided for attending the interview.

**Director (Administration)**