



RTM International

Job Vacancies at RTM International

Job Circular No.: 20251228-033

Position: Referral Assistant

Reports To: Program Manager/ Medical Coordinator/ Clinic in Charge

Number of Vacancies: 01

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. Assist in referring patients to healthcare facilities, including Ukhiya UHC and other hospitals.
2. Ensure timely transfer of critical patients to proper centres for better treatment.
3. Share the condition of critical patients with the Project Manager, Clinic Manager, and Medical Officer within the Ukhiya-based management team.
4. Facilitate communication to receive the necessary support from camps or referred centers.
5. Maintain close communication and follow the guidance of the Medical Officer-In-Charge, Medical Officer and Store Keeper.
6. Be ready at all times to perform any emergency referral of patients to and from the referral points and the RTMI Clinics in the Camps.
7. 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.
8. 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.

Employment Status:	Contractual (03 months initially)
Salary:	=35,736/- BDT
Job Location:	Ukhiya, Cox's Bazar
Educational requirements:	Minimum Degree Pass (BA, BSc, BBS, BSS) (Technical person will be preferred)
Experience and other Requirements:	Minimum 2 years' experience in the related field The Following capabilities are mandatory:



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	<ul style="list-style-type: none">▪ Working experience at the Rohingya refugee camp will be an asset.▪ Good communication skills.▪ Knowing the Chattogram/Rohingya dialect will be an asset for the candidates.
Compensation & other benefits:	As per organization policy.
Last date of submission:	03 January, 2026
Applying to:	job03@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.: 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 *(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)