



## **Job Vacancies at RTM International**

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

**Position:** Vaccinator

**Reports To:** 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 doctors, nurses/midwives, medical assistants and EPI Supervisors in conducting EPI activities to improve the quality of outbreak response and surveillance.
2. Ensure the delivery of EPI services to all eligible community members, maintaining the quality of vaccines.
3. Increase awareness among the community during EPI sessions and share feedback with Supervisors for continuous improvement.
4. Sensitize community members about the importance of EPI and the benefits of vaccination.
5. Maintain the EPI register and its data, ensuring confidentiality and consent.
6. Keep records and registers in vaccination centers up-to-date and accurate.
7. Submit requisitions for vaccine demand when stock/balance is approaching depletion.
8. Ensure the safety and proper maintenance of instruments and equipment used in the vaccination process.
9. Coordinate with UHC supply chain leads to ensure sufficient vaccines are available for EPI activities.
10. Provide support to ensure accurate reporting of immunization performance.
11. Participate in coordination meetings led by the UHC and contribute to report preparation as requested.
12. Participate in outbreak response reviews and evaluations as requested, contributing to efforts to combat outbreaks effectively.
13. Maintain close communication and work as per the guidance of the Head of Operations – Field and EPI Supervisor and the Medical Coordinator.
14. Know, understand, and comply with all the policies of RTM International, including HR Policy, PSEA, Code of Conduct and Workplace policy.
15. Perform any additional tasks as assigned by the authority to support the efficient functioning of the healthcare facility.



## RTM International

<b>Employment Status:</b>	Contractual (03 months initially)
<b>Salary:</b>	=39,339/- BDT
<b>Job Location:</b>	Ukhiya, Cox's Bazar (Rohingya Camp Based).
<b>Educational requirements:</b>	Diploma Medical Faculty (DMF)/ Community Paramedic course or related course
<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.**



**RTM International**

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

**Director (Administration)**