

## **Job Vacancies at RTM International**

**Job Circular No.:** 20251215-031

**Position:** Lab Technician

**Reports To:** Project Officer/ Midwife Supervisor

**Number of Vacancies:** 01

Research, Training and Management (RTM) International NGO implement different projects supported by Government of Bangladesh, UNFPA, UNICEF and others development partners. To provide Sexual and Reproductive Health (SRH) services in Bhasanchar RTM requires to fill up some vacancies in Lab Technician positions.

### **Position Summary :**

The Lab Technician will be responsible for conducting routine laboratory tests and procedures to support accurate diagnosis and quality healthcare service delivery. The position involves proper sample collection, handling, testing, and documentation in accordance with standard operating procedures and safety guidelines. The Lab Technician will ensure equipment maintenance, quality control, and timely reporting of results, while maintaining confidentiality and coordinating closely with medical and program teams to support effective patient care.

### **Job Responsibilities:**

- Collecting and preparing specimens for analysis, such as blood, urine, and cervical swabs.
- Performing various laboratory tests to determine the presence or absence of sexually transmitted infections (STIs) or other reproductive health conditions.
- Maintaining accurate records of test results and communicating them to the appropriate healthcare providers.
- Operating and maintaining laboratory equipment and ensuring that it is functioning properly.
- Adhering to safety protocols and maintaining a clean and organized work environment.
- Assisting in the development and implementation of quality assurance and quality control measures to ensure accurate test results and proper laboratory procedures.
- Forecast any requirement of laboratory items at least one month prior to stock out.
- Support knowledge management functions including documentation of best practices.
- Support the program team in providing and documenting success stories and best practices by the facility.
- Ensure that a functional referral system is in place & contribute to team effort by accomplishing related results as needed.
- Work closely with the Doctors, Midwives of the camp facilities.
- Support midwives in managing maternal and newborn cases.
- The lab technician will perform any other duties assigned by the organization in line with program objectives, emergency response needs, and organizational priorities.

<b>Employment Status:</b>	Contractual
<b>Salary :</b>	=44,265/- BDT (Including Risk Allowance)
<b>Job Location:</b>	Bhasanchar Island
<b>Educational requirements:</b>	Diploma in Medical Technology (Laboratory) or BSc in Medical Laboratory Technology from an institution recognized by the State Medical Faculty of Bangladesh.
<b>Experience and other Requirements:</b>	<ul style="list-style-type: none"> <li>▪ Minimum 01 year experience as a Lab. Technician.</li> <li>▪ Good communication skills in both English and Bangla.</li> <li>▪ Working experience at Rohiynga refugee camp will be an asset.</li> </ul>
<b>Compensation &amp; other benefits:</b>	As per organization policy. In addition, staff will be entitled to <b>10 days of (R&amp;R) leave after every 2 months</b> of continuous service. Accommodation facilities will be available. Other benefits such as support for professional development may be offered in accordance with RTM International's HR policy.
<b>Last date of submission:</b>	<b>21 December 2025 (recruitment will be on rolling basis)</b>
<b>Applying to:</b>	<a href="mailto:job01@rtm-international.org">job01@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.: 20251215-031**

***(Applicant must mention job circular no. & Position in E-mail Subject Line)***

Interested candidates may apply through e-mail 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 21 December 2025** to E-mail address: [job01@rtm-international.org](mailto:job01@rtm-international.org) ***(indicating Circular No. & Position name in the Subject line)***.

Only short-listed candidates will be called for interview.

No TA/DA will be provided for attending the interview.

**Director (Administration)**