



Research, Training and Management International

Job Vacancies at RTM International

Position: Senior Pharmacist

Research, Training and Management (RTM) International NGO working in Cox's Bazar to implement different projects supported by the Government of Bangladesh, UNFPA, UNICEF and other development partners. To provide essential health services to the affected population across different locations, RTM requires filling the vacancies for the mentioned positions.

Report to: Head of Operations-Field

Major Responsibilities:

- Lead quantification and forecasting of medicines and medical supplies based on service data and consumption trends.
- Develop and regularly update procurement and supply plans in coordination with program and procurement teams.
- Ensure timely submission and follow-up of procurement plans to avoid stock-outs or overstocking.
- Support contingency planning for emergency and outbreak situations
- Prepare technical specifications for medicines and medical supplies.
- Coordinate with procurement and suppliers to ensure quality, timely delivery, and compliance with standards.
- Monitor order status and ensure alignment with program needs and timelines.
- Oversee central and field-level warehouses, ensuring proper storage of all medicines, including cold chain items.
- Ensure accurate stock management through stock register, bin cards, and other relevant documents.
- Supervise receipt, storage, and dispatch of medicines following standard procedures.
- Ensure FEFO (First Expiry First Out) principles are followed at all levels.
- Conduct regular physical inventory checks (monthly/quarterly) and reconcile discrepancies.
- Ensure proper warehouse conditions (temperature, humidity, cleanliness, and security).
- Ensure timely distribution of medicines to health facilities and partners as per approved plans.
- Monitor stock levels across facilities to prevent stock-outs and expiries.
- Conduct supportive supervision and spot checks at the facility level to ensure proper stock management.
- Track and report stock movements, consumption, and pipeline status.
- Ensure all stock movements are properly documented (GRN, stock cards, etc.).
- Prepare and submit regular reports (daily, weekly, monthly) on stock status, consumption, and pipeline.
- Ensure accuracy and consistency in all supply chain documentation and reporting.
- Report any loss, damage, or discrepancy within 24 hours.
- Ensure all medicines meet quality standards and comply with national and donor guidelines.
- Monitor storage conditions, cold chain management, and handling practices.
- Ensure adherence to RTM International policies, donor requirements, and standard operating procedures.
- Identify risks in supply chain operations and take proactive mitigation measures.



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- Provide training and mentorship to pharmacists, drug dispensers, storekeepers, and relevant staff on stock management and reporting.
- Maintain effective communication with program, warehouse, and facility teams.
- Build and maintain coordination with partners, suppliers, and stakeholders.
- Maintain close communication with the Head of Operations – Field and Clinic in charge.
- Any other task assigned by the RTMI authority.

Employment Status:	Contractual
Job Location:	Ukhiya, Cox's Bazar
Salary:	As per organizational policy
Educational requirements:	Bachelor of Pharmacy (B.Pharm) required; Master's in Pharmacy/Logistics or relevant field will be an advantage.
Experience and Other Requirements:	Minimum 3–5 years of experience in pharmaceutical supply chain management, preferably in humanitarian or PHC settings. The Following capabilities are mandatory: <ul style="list-style-type: none">▪ A dynamic individual with a demonstrated ability to perform in a demanding, fast-paced environment.▪ Strong knowledge of medicine supply chain systems and inventory management.▪ Experience with stock management tools (manual & electronic systems).▪ Good analytical and reporting skills.▪ Proficiency in MS Excel and reporting tools.▪ Understanding of cold chain management.▪ Strong coordination and communication skills.
Compensation & other benefits:	As per the organization's policy
Last date of submission:	14 April 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 with/treating/counseling the refugee population) and will commit to abiding 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 Zero Tolerance Policy regarding this issue. Candidates who know PSEA will be preferred. Female candidates are encouraged to apply.



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Application Instruction

Job Circular No.: 20260408-004

(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 14 April, 2026** to E-mail address: job03@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)