



Job Vacancies at RTM International

Job Circular No.: 20260524-006

Position: Drug Dispenser

Location: FDMN Camps in Cox's Bazar

Number of Vacancies: 03

Reports To: Clinic in Charge

About RTMI:

Research, Training and Management International (RTMI) is a non-profit, women-led resource organization established in 1994 transforming development landscapes across Bangladesh including Cox's Bazar, Bhasanchar and Sylhet.

Job Responsibilities:

RTMI is looking for a qualified Drug Dispenser to manage pharmaceutical services at the PHC in FDMN camps. The Pharmacy Assistant will ensure proper dispensing of medications, stock management, and compliance with organizational and national standards, contributing to safe and effective patient care.

Key Responsibilities:

- Assist in dispensing medicines as per prescriptions under the supervision of the Pharmacist.
- Support proper storage, organization, and labeling of medicines and medical supplies.
- Maintain cleanliness and orderliness of the pharmacy area, following IPC standards.
- Help monitor stock levels, assist with inventory checks, and inform the Pharmacist or supervisor about supply needs or discrepancies.
- Support accurate record-keeping, including dispensing logs and stock registers.
- Provide basic counseling to patients on medication use as directed by the Pharmacist.
- Assist in preparing medicine kits or packs for inpatient and outpatient services.
- Monitor cold chain storage, ensuring vaccines or temperature-sensitive drugs are maintained at required conditions.
- Report any adverse drug events or medication errors to supervisors immediately.
- Collaborate with clinical staff to support safe and rational medicine use.
- Support PHC pharmacy operations during pharmacist absences or high workload periods.
- Uphold patient confidentiality and ensure ethical practices at all times.
- Perform any other tasks assigned by the RTMI authority to support service delivery.

Employment Status:	Contractual (06 months, may extend later)
Salary:	As per org policy
Job Location:	FDMN camps in Cox's Bazar
Educational requirements:	<ul style="list-style-type: none">▪ Diploma degree in Pharmacy from a recognized institution.▪ Valid registration with Bangladesh Pharmacy Council.



RTM International

Experience and other Requirements:	Minimum 1 year of relevant experience, preferably in low resources or humanitarian settings. Additional competencies: <ul style="list-style-type: none">• Prior experience in emergency response or in resource-limited settings like Bhasanchar or FDMN camps is highly desirable.• Strong organizational and record-keeping skills.• Willingness to be stationed in a remote location and work in challenging conditions.• Fluency in Bangla; knowledge of local dialect is an advantage.
Compensation & other benefits:	As per organization policy
Last date of submission:	02 June 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.: 20260524-006

(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 02 June 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)