



## RTM International

### Job Vacancies at RTM International

**Job Circular No.:** 20260524-006

**Position:** EPI Supervisor

**Location:** FDMN Camps in Cox's Bazar

**Reports To:** Medical Coordinator/ 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 and experienced EPI Supervisor to support, supervise and ensure the quality implementation of Expanded Programme on Immunization activities at the health facility and community level in FDMN camps. The EPI Supervisor will be responsible for monitoring vaccination activities, maintaining cold chain standards, supporting vaccinators and community health workers, ensuring proper documentation and reporting, and strengthening routine immunization service delivery.

#### **Key Responsibilities:**

---

- Supervise and monitor routine EPI activities at facility and outreach sites in the assigned camp area.
- Ensure quality implementation of immunization services following national EPI guidelines and organizational protocols.
- Support vaccinators and field-level staff in proper vaccine administration, session planning and beneficiary mobilization.
- Monitor vaccine storage, cold chain maintenance and temperature recording as per standard procedures.
- Ensure proper use and maintenance of vaccine carriers, cold boxes, refrigerators and other EPI logistics.
- Prepare and update monthly EPI micro-plans in coordination with facility and community teams.
- Monitor vaccine stock, injection materials and other EPI supplies, and inform the supervisor regarding requirements or gaps.
- Ensure accurate record-keeping of immunization registers, tally sheets, stock registers, temperature logs and reporting formats.
- Compile, verify and submit timely EPI reports to the supervisor and relevant coordination platforms as required.
- Conduct supportive supervision and on-the-job coaching for vaccinators, CHWs and other relevant staff.
- Support defaulter tracing and follow-up activities to improve immunization coverage.



## RTM International

- Assist in organizing special vaccination campaigns, outreach sessions and catch-up immunization activities.
- Ensure proper infection prevention and control, safe injection practices and waste disposal at vaccination sites.
- Coordinate with government EPI authorities, health sector partners and camp-level stakeholders as required.
- Promote community awareness on the importance of routine immunization and vaccine-preventable diseases.
- Maintain confidentiality, ethical conduct and respectful communication with beneficiaries.
- Perform any other tasks assigned by the RTMI authority to support service delivery.

<b>Employment Status:</b>	Contractual (06 months, may extend later)
<b>Salary:</b>	As per org policy
<b>Job Location:</b>	FDMN camps in Cox's Bazar
<b>Educational requirements:</b>	Bachelor's degree in Public Health, Social Science, Health Science, Nursing, Medical Technology or any relevant discipline from a recognized institution.
<b>Experience and other Requirements:</b>	<ul style="list-style-type: none"><li>• Minimum 2 years of relevant experience in EPI, immunization, public health, community health or humanitarian health programme.</li><li>• Prior experience in FDMN camps, emergency response or resource-limited settings will be highly preferred.</li><li>• Good understanding of EPI guidelines, vaccine-preventable diseases, cold chain management and immunization reporting.</li><li>• Experience in supervising vaccinators, CHWs or field-level health workers will be an advantage.</li><li>• Strong communication, coordination and reporting skills.</li><li>• Fluency in Bangla is required; knowledge of Chittagonian/Rohingya dialect will be an advantage.</li><li>• Willingness to work in challenging field conditions</li></ul>
<b>Compensation &amp; other benefits:</b>	As per organization policy
<b>Last date of submission:</b>	<b>06 June 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



## RTM International

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 06 June 2026** to E-mail address: [job03@rtm-international.org](mailto:job03@rtm-international.org) (*indicating Circular No. & Position name in the Subject line*).

Submit your CV as per RTM International's CV format file (CV download Link: <http://rtm-international.org/478/>).

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

**Director (Administration)**