



## RTM International

### Job Vacancies at RTM International

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

**Position:** Laboratory Technician

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

**Number of Vacancies:** 03

**Reports To:** Medical Coordinator/ Clinic in Charge/ Medical Officer

#### **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 seeking a skilled and dedicated Laboratory Technician to support laboratory services at its facilities in FDMN camps. The Medical Technologist will play a critical role in conducting diagnostic tests, ensuring quality control, and supporting clinical teams in the diagnosis and treatment of patients.

#### Key Responsibilities:

- Perform routine and specialized laboratory tests (e.g., hematology, biochemistry, serology, microbiology) as requested by clinicians.
- Collect and properly handle specimens (blood, urine, sputum, stool, etc.), ensuring accurate labeling and timely processing.
- Operate and maintain laboratory equipment, ensuring proper calibration, cleaning, and safe functioning.
- Implement and follow strict quality control and quality assurance procedures in all laboratory activities.
- Maintain accurate laboratory records, including test results, equipment maintenance logs, and daily workload summaries.
- Prepare and manage laboratory reagents and consumables, monitoring stock levels and supporting timely requisition to prevent shortages.
- Support infection prevention and control (IPC) measures within the laboratory, including safe waste disposal and proper PPE usage.
- Collaborate with medical officers, nurses, and other healthcare providers to support clinical decision-making through timely and accurate reporting of results.
- Participate in trainings, capacity-building sessions, and regular laboratory meetings to strengthen technical skills and service quality.
- Educate patients (when necessary) on sample collection procedures and provide clear instructions.
- Ensure patient confidentiality and uphold ethical standards at all times.



## RTM International

- Support other laboratory or clinical services in case of need, such as during staff leave or emergencies.
- Perform any other duties assigned by the RTMI authority to support program goals.

<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>	Diploma/ BSc in Medical Lab Technology under The State Medical Faculty of Bangladesh.
<b>Experience and other Requirements:</b>	Minimum 1 year of relevant experience, preferably in low resources or humanitarian settings.  Additional competencies: <ul style="list-style-type: none"><li>• Prior experience in emergency response or in resource-limited settings like FDMN camps is highly desirable.</li><li>• Strong technical knowledge of laboratory tests and equipment.</li><li>• Good organizational skills, with strong attention to detail and accuracy.</li><li>• Ability to work both independently and as part of a multidisciplinary team.</li><li>• Willingness to work in remote, humanitarian, or challenging environments.</li></ul>
<b>Compensation &amp; other benefits:</b>	As per organization policy
<b>Last date of submission:</b>	<b>02 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 regarding this issue. Candidates having knowledge of PSEA will be preferred. Female candidates are encouraged to apply.



**RTM International**

**### 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](mailto: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)**