



RTM International

Job Vacancies at RTM International

Job Circular No.: 20260524-006

Position: Medical Assistant

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 seeking a dedicated and skilled Medical Assistant to support TB screening, non-communicable disease (NCD) services, and general outpatient department (OPD) care in Bhasanchar. The Medical Assistant will work across the PHC supporting doctors and nurses in delivering comprehensive and high-quality services to the community.

Key Responsibilities:

- Support OPD consultations by taking patient histories, checking vital signs, preparing patients for examination, and assisting doctors during clinical assessments and minor procedures.
- Conduct initial screening and symptom assessment for tuberculosis (TB), ensure sputum collection and preparation, and support TB treatment adherence and patient follow-up.
- Assist with NCD services, including screening for hypertension, diabetes, and other chronic diseases; monitor patients' conditions and provide counseling on lifestyle modifications and medication adherence.
- Maintain accurate and up-to-date patient records, registers, and screening logs for TB and NCD services, as well as general OPD.
- Dispense medications as directed by doctors and assist in providing proper patient education on medication use and disease prevention.
- Collaborate closely with doctors, nurses, and other healthcare staff to ensure integrated and patient-centered care.
- Promote health education and awareness among patients and community members, including counseling on TB prevention, chronic disease management, and general health practices.
- Demonstrate Cultural sensitivity and non-discriminatory behavior while serving the patients.
- Follow strict infection prevention and control (IPC) measures and maintain a safe and clean work environment.
- Participate in trainings and capacity-building activities as assigned to strengthen skills and service quality.



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- Uphold patient confidentiality and ethical standards at all times.
- Perform any other tasks assigned by RTMI authority to support service delivery and program objectives.

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 in Medical Faculty (DMF) program from a recognized institution.▪ Valid registration from BMDC.
Experience and other Requirements:	<p>Minimum 1-2 years of relevant experience, preferably in low resources or humanitarian settings.</p> <p>Additional competencies:</p> <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 communications and interpersonal skills.• Willingness to be stationed in a remote location and work in challenging conditions.• Fluency in Bangla; basic English is preferred; knowledge of local dialect is an advantage.
Compensation & other benefits:	As per organization policy
Last date of submission:	06 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.



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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 ***(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)