

**Institute of Epidemiology, Disease Control and Research (IEDCR)
DGHS, Ministry of Health and Family Welfare**

Career Opportunity

Position & number:

1. Disease Surveillance Consultant- 01
2. Bio-Safety & Biosecurity Consultant- 01
3. Veterinary Consultant- 01
4. Emergency Operation Center Consultant- 01
5. AMR Surveillance Consultant- 01
6. Out-Break Investigation & Response Consultant- 02
7. IT Consultant- 01
8. Project Facilitator (PF) - 10
9. Laboratory Technologist- 02
10. Data Assistant- 02

Institute of Epidemiology, Disease Control and Research (IEDCR), DGHS under Ministry of Health and Family Welfare (MOHFW), Government of the People's Republic of Bangladesh in collaboration with U.S. Centers for Disease Control and Prevention (US-CDC) implementing a project titled **“Strengthening Public Health Actions for Emerging Infectious events in Bangladesh”**. The objective of this project is to build up a sustainable Emerging Infectious events prevention and control network in the country. For the proper implementing of the project activities IEDCR is looking for 22 competent persons against 10 positions.

Details of Job description are available below.

Suitable applicants are to submit application, online through website of the institute or directly in-person at IEDCR Office during Office-hours 9am-5pm (working days) at Room 220 (AO IEDCR) or by mail to the Director, IEDCR mentioning the name of the position applied for on the envelope. Only short-listed candidates will be contacted.

IEDCR email: info@iedcr.gov.bd

Application submission deadline: 17:00hrs, 25th August, 2016

Director

Institute of Epidemiology, Disease Control and Research (IEDCR)
DGHS, MoHFW, Mohakhali, Dhaka-1212.

All applicants should submit the following:

1. Application to the Director by mentioning the post applied for and justification in favor
2. Curriculum Vitae (CV)
3. 01 (One) passport size recent photograph (taken within last 6 months)
4. Photocopy of National ID-Card
5. Photocopy of all qualification certificates
6. Photocopy of experience certificates

NB: All photocopies must be attested by Class-I Gazette Officer

Terms of Reference of Consultants for GHSA

project Title of the post: Data Assistant/ Data Management Consultant

Number of post: 02

Job type: Contractual Service Agreement

Duty Station: IEDCR, Dhaka, Bangladesh

Travel Requirement: community visit as per need and travel to Dhaka during training period

Educational qualification:

- Four-year Bachelor's degree in any discipline from any recognized university.

Experience:

- At least two years working experience in public health field
- Work requires the extensive use of- Basic Computer skills in Office 2007 or more.
- Experience in data entry and data management

Desirable skills:

- Ability to employ critical thinking skills and work independently to solve problems and contribute to achievement of deliverables

Responsibilities:

- Data entry and data management for the project
- Visit to anywhere of the country for the project work as per need
- Accompany outbreak investigation team to support data collection
- Help in preparation of report for the project
- Any other activities assigned by project director.

Annual Salary: Annual consolidated salary will be 3,00,000.00 BDT (inclusive of taxes). No other benefit/ festival bonus will be given. During field visit, regular TA & DSA will be given as per rules of Government of Bangladesh (GoB).

Age limit: Maximum age limit is 45 years. For extra ordinary experienced and qualified/ potential candidates, age limit can be relaxed and considered but not exceeding 55 years.