

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

Carrier 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. I.T 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, 28th 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: Emergency Operation Center (EOC) Consultant

Number of post: 01

Job type: Contractual Service Agreement

Duty Station: IEDCR, Dhaka, Bangladesh

Travel Requirement: Field visit as per need and directed by project director

Educational qualification:

- MBBS from a recognized medical college with valid Bangladesh Medical & Dental Council registration
- Master in Public Health (MPH) in Epidemiology or Biostatistics.

Experience:

- At least three years of experience in public health field.
- Experience in emergency management related activities
- Previous working experience as an emergency operation center manager or on Incident Command System will be of added advantage

Desirable skills:

- Practical experience working effectively in an advisory capacity with government health agencies, multilateral health agencies, and national and international nongovernmental organizations.
- Demonstrated ability to work and communicate effectively (speaking and writing) in English.
- Working knowledge in Office 2007 or more. Familiarity with MS office environment. Presentation skills and/ or training skills is an asset. Experience of working with statistical software like EPI info or SPSS.
- Working knowledge on networking and GIS software management and mapping capacity

Responsibilities:

- Supervise, coordinate and maintain the day to day operations of the Emergency Operation Center
- Maintain the Emergency Operations Center (EOC) in a state of readiness.

- Maintains communication and coordination with different government and non-government agencies, utilities and industry during any emergency.
- Maintain an archive of infectious disease outbreak documents, questionnaires, and forms for EOC
- Prepare, revise and maintain the Country Emergency Operations Plan (EOP)
- Assists IEDCR in the development of Standard Operating Procedures (SOPs) in support of the EOP.
- Identify and train staff to fill functional roles within the Incident Command System
- Prepares and executes training exercises.
- With the help of the IT coordinator, s/he will analyze surveillance data on a real time basis and will prepare the report and brief NRRT about any breach of national or global health security.
- Make recommendations for action to IEDCR director and NRRT based on pre-determined protocols.
- In the event of Emergency Operation Center activation, s/he will oversee the functional roles operating within the center and work with Subject Matter Experts to support the response.
- Any other activities assigned by project director.

Annual Salary: Annual consolidated salary will be 14,04,000.00 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.