

**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, 28<sup>th</sup> 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: Disease Surveillance Consultant**

**Number of post: 01**

**Job type:** Contractual Service Agreement

**Duty Station:** IEDCR, Dhaka, Bangladesh

**Travel Requirement:** Intensive field visit throughout the country

**Educational qualification:**

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

**Experience:**

- At least five years of experience in public health field.
- Must have experience in surveillance and emergency management related activities

**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.
- Excellent relationship management skills with the ability to liaise, consult, and interact professionally with technical and managerial staff, mid- and senior-level government officials, and direct supervisor—as well as with external agencies, service providers, and client/project
- Ability to employ critical thinking skills and work independently to solve problems and contribute to achievement of deliverables.
- 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.

**Responsibilities:**

- Coordinate surveillance activity and response throughout the country on behalf of IEDCR
- Assist in monitoring and supervision of surveillance activities
- Prepare the SOP and work plan according to the recommendations of NRRT

- Arrangements for workforce training related to surveillance work
- Coordination of training for district and upazila rapid response teams
- Regular field visits for coordination of outbreak investigation and response
- Supervise activities of outbreak investigation officers and rapid response teams
- Monthly report writing
- Brief core working group of the project about the progress of work
- Take part in scientific writing
- Assist in preparation of epidemiological bulletin
- Assist project director to communicate with CDC and other global networks
- Assist in submitting report to CDC regarding progress of the project.
- Any other activities assigned by project director.

**Annual Salary:** Annual consolidated salary will be 14,97,600.00 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 but not exceeding 55 years.