

Job opportunity

IEDCR invites applications from suitably qualified candidates for the following post for its "Surveillance and Response to Avian and Pandemic Influenza" project supported by US CDC program.

Project Facilitator

Job type: Contractual Service Agreement

Job Nature: Full Time

Duty station: Anywhere in Bangladesh

Number of Position: 1

Duration of the contract: 12 (Twelve) months, starting from 01 October 2025 to 30 September 2026 with possible extension based on satisfactory performance and annual performance report and availability of fund

Project Facilitator

SUMMARY OF ASSIGNED DUTIES:

Project Facilitator - will work under the supervision (administrative and technical) of Surveillance Consultant of National Influenza Surveillance with guidance of Director IEDCR. The incumbent will work in close collaboration with implementers and assigned IEDCR officials and the activities with terms & conditions as detailed below

- Responsible for coordination of overall project activities at the sentinel sites and Coordinate communication between project core team at central level and sentinel sites.
- Maintain liaison with surveillance physician, laboratory technologists and health managers of surveillance sites.
- Ensure case enrolment, take detailed history from the SARI and ILI patients using questionnaire after taking selection of patients by Surveillance physician
- Coordinate with Medical technologists for collection of samples from the selected SARI and ILI patients in the appropriate transport media with the help of physicians and nurse
- Ensuring of labelling samples in proper way before storage and transport
- Preserve samples by properly cold chain maintenance for shipment to IEDCR laboratory for tests purposes and monitor freezer temperature log of collected specimen as well as maintain temperature log during transmission by dry shippers
- Compile the ILI cases according to the register book from the respective outdoor department and do a line list. Monitoring of SARI case recording in respective indoor departments by the nurses
- Ensure weekly submission of filled up Case Report Forms along with the summary report to IEDCR through electronics media
- Ensure proper maintenance and use of equipment's with safety and security. Maintain project-related supplies and equipment lists at sentinel sites
- Perform and assist in NIC laboratory activities

- Assisting any events or outbreak investigation under guidance of IEDCR
- To perform any other duties or tasks or activities as assigned by IEDCR

Requirements: Qualifications:

Essential:

Bsc. in Medical Laboratory Technology from any recognized institute.

Requirements: Experience:

Essential:

Should have at least 2 years of proven working experience in the related field.

Desirable:

- Experience in Clinical Microbiology and Virology Laboratory
- Experience of working in hospital and RT-PCR laboratory setting in the coordination of project activities.

Expected Outputs:

- A clear and dependable line list of ILI and SARI cases will be developed.
- Sample collection will be increased to meet the updated strategic decision.
- Maintaining the quality of the sample.
- Sample collection, storage, processing for virological tests

Competency:

- Producing Results
- Teamwork
- Communication
- Respecting and promoting individual and cultural differences

Application Deadline: 14th September, 2025

How to Apply: Send an email with a single attachment labelled with your first and last name only ("first last.pdf") in PDF format containing with (a) a cover letter, (b) CV, and (c) two references to recruitment@iedcr.gov.bd with "**Project Facilitator**" in the subject line. Emails without the subject line or with multiple attachments will not be received. No formal text is required within the body of your email, since emails will not be evaluated. The cover letter should be written in 1 page by addressing Director, IEDCR. Applicants will be evaluated based on motivation and criteria of the job and only appropriate candidates will be contacted

