



**Government of the People's Republic of Bangladesh**  
**Institute of Epidemiology, Disease Control & Research (IEDCR)**  
**Mohakhali, Dhaka-1212**



Telephone: 8802-222280376, 8802-222298691 Fax: 8802-222280440  
Website: [www.iedcr.gov.bd](http://www.iedcr.gov.bd), Email: [info@iedcr.gov.bd](mailto:info@iedcr.gov.bd)

Memo: IEDCR/NIPA (CEPI)/2023/481

Date: 03/09/2023

**Job Opportunity**

Institute of Epidemiology, Disease Control and Research (IEDCR) under the Ministry and Health and Family Welfare (MoH&FW), Government of the People's Republic of Bangladesh in collaboration with Coalition for Epidemic Preparedness Innovations (CEPI) is implementing "Characterizing the epidemiological diversity of Nipah strains" project. IEDCR is inviting applications for the following positions from Bangladeshi nationals.

1. **Research Investigator**
2. **Field Research Officer**
3. **Field Assistant**
4. **Laboratory Assistant**
5. **Porter**

1. **Research Investigator:**

**Number of Position:** 1

**Job type:** Contractual Service Agreement

**Job Nature:** Full time

**Duty Station:** Dhaka, with frequent field visit to Dinajpur and Jashore

**Duration:** 1 year (Subject to the extension of contract based on performance and funding availability)

**Educational qualification**

Medical (MBBS/BDS) degree from a Medical College recognized by the Bangladesh Medical and Dental Council with Master in Public Health (MPH)

**Age limit:** Maximum age limit 40 years. Age limit could be relaxed based on relevant work experience and potentiality of the candidate (not >50 years).

**Job Profile and Responsibilities:**

The successful applicant will manage the surveillance work, outbreak investigation, research activities, case investigation, and report writing

- Understand project protocol, case investigation techniques, surveillance methodology and Prepare plan for field visit and case investigation as per instruction of the Principal Investigator.
- Supervision, monitoring and coordination of surveillance activities and assist in outbreak investigation of Nipah.
- Monitor the project related activities and staff



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- Develop SOPs for the field settings
- Revise report based on feedback received from the supervisor
- Arrangement and conduction training/workshop/meeting for the enhancement of the project
- Financial and non-financial resources management and generation of periodic report based on the field activity in order to fulfill the project objectives
- Any other activities assigned by Director IEDCR

**Competencies:**

- Develop and promotes effective relationship with colleagues and team members
- Building and promoting partnership across the organization and beyond
- Practical experiences in outbreak investigation and report writing
- Excellent analytical and abstract reasoning skills
- Practical experience of working with government and non-government organizations.
- Comprehensive knowledge on health system of Bangladesh at different tier
- Excellent knowledge in research methodologies and designs
- Demonstrated ability to work and communicate effectively (speaking and writing) in English and Bangla
- 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 community
- Ability to employ critical thinking skills and work independently to solve problems and contribute to achievement of deliverables
- Proven ability to work independently under challenging conditions

**Computer Literacy:**

Proficient in using computer software applications: MS – Office

Statistical analysis using SPSS or other software

**Experience:** 2 years' experience in relevant field

**Salary:** Negotiable



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**2. Field Research Officer:**

**Number of Position: 2**

**Job type: Contractual Service Agreement**

**Job Nature: Full time**

**Duty Station: Dhaka, with frequent field visit to Dinajpur and Jashore**

**Duration: 1 year (Subject to the extension of contract based on performance and funding availability)**

**Educational qualification**

MBBS degree from a Medical College recognized by the Bangladesh Medical and Dental Council.  
Preferably Master in Public Health (MPH).

**Age limit: Maximum age limit 40 years. Age limit could be relaxed based on relevant work experience and potentiality of the candidate (not >50 years).**

**Job Profile and Responsibilities:**

The successful applicant will manage the surveillance work, outbreak investigation, research activities, case investigation, and report writing

- Understand project protocol, case investigation techniques, surveillance methodology and Prepare plan for field visit and case investigation as per instruction of the Principal Investigator
- Assist in screening and enrollment process for identifying Nipah cases
- Coordination of surveillance activities and assist in outbreak investigation of nipah.
- Provide Post Mortem Biopsy support for Nipah deceased patient.
- Guide the field staff in carrying out field related activities and data management
- Prepare documentation of all quality improvement techniques
- Develop SOPs for the field settings
- Revise report based on feedback received from the supervisor
- Arrangement and conduction training/workshop/meeting for the enhancement of the project
- Financial and non-financial resources management and generation of periodic report based on the field activity in order to fulfill the project objectives
- Maintenance of electronic devices and other tools or equipment
- Visit the households of the study participants if required
- Any other activities assigned by Director IEDCR



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**Competencies:**

- Develop and promotes effective relationship with colleagues and team members
- Building and promoting partnership across the organization and beyond
- Practical experiences in outbreak investigation and report writing
- Excellent analytical and abstract reasoning skills
- Practical experience of working with government and non-government organizations
- Comprehensive knowledge on health system of Bangladesh at different tier
- Excellent knowledge in research methodologies and designs
- Demonstrated ability to work and communicate effectively (speaking and writing) in English and Bangla
- 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 community
- Ability to employ critical thinking skills and work independently to solve problems and contribute to achievement of deliverables
- Proven ability to work independently under challenging conditions

**Computer Literacy:**

Proficient in using computer software applications: MS – Office

Statistical analysis using SPSS or other software

**Experience:** 2 years' experience in relevant field

**Salary:** Negotiable

**3. Field Assistant**

**Number of Position:** 2

**Job type:** Contractual Service Agreement

**Job Nature:** Full time

**Duty Station:** Dinajpur

**Duration:** 1 Year (Subject to the extension of contract based on performance and funding availability)

**Educational qualification:** Diploma in Medical Technology (For experienced persons educational qualification and age will be considered)



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**Age limit:** Maximum age limit 40 years. Age limit could be relaxed based on relevant work experience and potentiality of the candidate (not >45 years).

**Job Profile and Responsibilities:**

- Assist the surveillance physicians in enrolling patients, collecting samples, preparing preparation, and collecting specimens, preparing, and transporting the sample
- Visit the households of the study participants if required
- Any duties assigned by Supervisor

**Experience:** Minimum 1 year of experience in data collection or engaged in any surveillance activity at NGO

**Salary:** Negotiable

**4. Laboratory Assistant**

**Number of Position:** 1

**Job type:** Contractual Service Agreement

**Job Nature:** Full time

**Duty Station:** Dhaka

**Duration:** 2 years (Subject to the extension of contract based on performance and funding availability)

**Educational qualification:** SSC pass or equivalent

**Age limit:** Maximum age limit 40 years. Age limit could be relaxed based on relevant work experience and potentiality of the candidate (not >45 years).

**Job Profile and Responsibilities:**

- Assist Laboratory Technician for collection, storage, transportation of sample at surveillance site and at IEDCR Laboratory and other project related activities related to laboratory
- Any duties assigned by Supervisor

**Experience:** Minimum 1 year of experience as a laboratory assistant

**Salary:** Negotiable