



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



Memo No: IEDCR/Admin_HR/BPHP/2025/ 02

Date: 16/01/2025

RECRUITMENT

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 is implementing "Government of Bangladesh Public Health Protection: Facilitating Health Security through Disease Surveillance, Laboratory Capacity, Workforce Readiness, and Emergency Management-2023" Project. IEDCR is inviting eligible & qualified applicants for the following positions from Bangladeshi Nationals.

1.	Project Facilitator	03
2.	Laboratory Support Staff	05
3.	Animal Caretaker	01

Job type : Contractual Service Agreement
Job Nature : Full time
Duty Station : IEDCR and Anywhere in Bangladesh
Salary : Negotiable (as per Qualification and Experience)

How to Apply:

Interested candidates who fulfill the requirements should submit online application (application to Director, IEDCR with a CV including passport size e-photo, contact address, mobile number and e-mail address, information on current job and experience with all attested copy of all educational and experience certificates and NID) at recruitment@iedcr.gov.bd by 21 January, 2025 (before 11.59 PM) or directly or by postage by 21 January, 2025 from 9.00 AM to 4.30 PM at Room#307, New Building, IEDCR (No late entries will be allowed).

[Handwritten Signature]

Notes of attention:

- Only short-listed candidates will be invited for written test/interview;
- IEDCR reserves the right to make an appointment at a grade lower than that advertised
- IEDCR does not charge any fee at any stage of the recruitment process.
- No TA/DA will be provided during the interview
- One candidate can apply for only one post

**** Any personal communication for a candidate will result in rejection of the application. Those who do not comply with the experiences and educational qualifications are requested not to apply.**

1. Title of the post : Project Facilitator
Number of post : 03 (Three)
Job type : Contractual Service Agreement (full time)
Duty Station : IEDCR, Dhaka, Bangladesh.
Travel Requirement : Willingness to travel throughout the country

Educational qualification: Four year Bachelor's degree in any discipline from any recognized university

Experience:

- At least 3 (three) years working experience in public health field
- Professional work experience in Bangladesh Government organization or any International NGO is preferable.

Salary: Negotiable (as per qualification and Experience)

Age limit: Maximum age limit 40 years. Age limit could be relaxed based on relevant work experience and potentiality of the candidate

Desirable skills:

- Deep knowhow of biology and chemistry aimed at determining interactions and interdependencies
- Competent at performing microbiological analyses to process patients' specimens and deriving accurate results
- Skilled at interpreting laboratory findings
- Functional ability to manage laboratory equipment calibration and performing clinical assays
- Able to timely and accurately manage test results validity verification processes
- Able to maintain laboratory quality control and sanitation procedures
- Able to process specimens in accordance to the chemical, haematology, urinalysis and serology procedures



Job Profile and Responsibilities:

1. Coordinate surveillance works at sentinel sites
2. Responsible for coordination of overall project activities at the sentinel sites
3. Coordinate communication between project core team & sentinel sites
4. Maintain supplies and equipment lists in sentinel sites
5. Maintain liaison with surveillance physician, laboratory technologists, health managers of surveillance sites
6. Supervised by the surveillance medical officer and report to him in monthly basis
7. Data collection and perfect lab could be required, where needed

Perform any other duties assigned by Director, IEDCR.

Age limit: Maximum age limit 40 years. Age limit could be relaxed based on relevant work experience and potentiality of the candidate

2. Title of the post : Laboratory Support Staff
Number of Position : 05 (Five)
Job type : Contractual Service Agreement (full time)
Duty Station : IEDCR, Dhaka, Bangladesh.

Educational qualification: SSC pass or equivalent

Experience:

- At least 3 (three) years of experience as a laboratory assistant
- Professional work experience in Bangladesh Government organization or any International NGO is preferable.

Salary: Negotiable (as per qualification and Experience)

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:

1. Assist Laboratory Technician for collection, storage, transportation of sample at surveillance site and at IEDCR Laboratory and other project related activities related to laboratory
2. Keep laboratory premise, tables, logistics clean
3. Any duties assigned by Supervisor
4. Perform any other duties as assigned by IEDCR.



3. Title of the post : Animal Caretaker
Number of Position : 01 (One)
Job type : Contractual Service Agreement (full time)
Duty Station : IEDCR, Dhaka, Bangladesh.
Educational qualification: SSC pass or equivalent

Experience:

- At least 3 (three) years of experience as a Animal Caretaker
- Professional work experience in Bangladesh Government organization or any International NGO is preferable.

Salary: Negotiable (as per qualification and Experience)

Age limit: Maximum age limit 40 years. Age limit could be relaxed based on relevant work experience and potentiality of the candidate

Job Profile and Responsibilities:

1. To provide necessary assistance in conservation of various animals used in laboratory training and research
2. Care and proper handling of animals
3. Proper feeding of animals
4. Perform other duties as assigned by higher authority
5. Perform any other duties as assigned by IEDCR.



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