



# Institute of Epidemiology, Disease Control and Research (IEDCR)

DGHS, MoHFW, Mohakhali, Dhaka-1212



## RECRUITMENT

Memo No. IEDCR/Admin/NCSB/2025/ 191

Date: 09.12.2025

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 "Nationwide Cholera Surveillance in Bangladesh" Project. IEDCR is inviting eligible & qualified applicants for the following positions from Bangladeshi Nationals.

**Title of the post** : Project Facilitator  
**Number of post** : 04 (Four)  
**Job type** : Contractual Service Agreement (full time)  
**Duty Station** : Surveillance site, Anywhere in Bangladesh.  
**Travel Requirement** : Willingness to travel throughout the country

**Educational qualification:** Bachelor's degree in any discipline from any recognized university/ Diploma in Medical technologist/Medical Assistance

### **Experience:**

- At least 3 (three) years working experience in National Surveillance program
- Professional work experience in Bangladesh Government organization or any International NGO is preferable.
- Previously appeared examinees do not need to apply

**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).

### **Desirable skills:**

- Able to case enrolment, specimen collection & specimen transport to assigned NRL/Microbiology laboratory at the sentinel site.
- Able to daily data entry in software.
- Able to perform overall project activities at the sentinel site.
- Able to weekly and monthly reporting to IEDCR.
- Able to data management and logistic maintain.

### **Job Profile and Responsibilities:**

1. Ensure case enrolment, specimen collection & specimen transport to assigned NRL/Microbiology laboratory at the sentinel site.
2. Ensure daily data entry in software for reporting to IEDCR
3. Ensure monthly transfer of case enrolment documents (advice form by surveillance physician, consent form & epi-data form for each case) to IEDCR.
4. Responsible for coordination of overall project activities at the sentinel site.
5. Maintain communication between project core team & sentinel site.



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6. Maintain project-related supplies and equipment lists at sentinel site.
7. Maintain liaison with surveillance physician, Nurses, laboratory technologists, health managers of sentinel site.
8. Submit weekly and monthly basis activities report to IEDCR.
9. Perform other duties or tasks or activities assigned by Director IEDCR.

### 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](mailto:recruitment@iedcr.gov.bd) by **14 December, 2025 (before 11.59 PM)** or directly or by postage by **14 December, 2025** from 9.00 AM to 4.30 PM at Room#307, New Building, IEDCR (No late entries will be allowed).

### 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.**

**Prof. Dr. Tahmina Shirin, PhD**  
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