



Institute of Epidemiology, Disease Control and Research

রোগতত্ত্ব, রোগ নিয়ন্ত্রণ ও গবেষণা ইনস্টিটিউট



The mission of IEDCR is Epidemiology, Disease Control and Research to support Public Health of Bangladesh

Vacancy Notice No: IEDCR/COVID-19/01
Title: **Data Management Assistant**
Number of Position: 12
Duration of contract: 6 months
Contract type: **Temporary Appointment**

Date: 15 June 2020
Application Deadline: 20 June 2020
Duty Station: 8 Divisional Level
Organization: IEDCR

OBJECTIVES OF THE PROGRAMME :

To provide support to Institute of Epidemiology Disease Control and Research (IEDCR), in COVID-19 response.

PURPOSE OF THE ACTIVITY:

Under the overall supervision, guidance and monitoring by IEDCR, 'Team for outbreak investigation, response, and contact tracing' will be formed consisting of Epidemiologist, MT Lab and Field Research Assistants (FRAs). For each of the identified case of COVID-19 at least one Team of outbreak investigation, response and contact tracing will be assigned to conduct detailed operation of outbreak investigation, response and contact tracing at the site. The overall goal of this activity is to minimize the health threat in terms of mortality and morbidity, hospitalizations and demand for health care goods and services; to maintain essential services, protect vulnerable groups, minimize economic and social disturbance and enable a quick return to normal conditions. Over the period of six months, IEDCR will focus on the following priority areas:

- 1) Strengthening surveillance and laboratory investigation;
- 2) Case finding, contact tracing, quarantine and isolation; and
- 3) Infection prevention and control.

4) Risk communication and community engagement

Details of the activity/ies (ToR):

SUMMARY OF ASSIGNED DUTIES:

The incumbent will provide support through performing of the following duties (not limited to):

1. Enter case/contact/sample data in the system through available tools;
2. Clean data and make available for analyzing procedure;
3. Work with analyzing and reporting team to process data inference;
4. Review and reconcile data in terms of quality and quantity;
- 5.
6. Maintain strict level of confidentiality regarding case and contact information;
7. Any other duties assigned by supervisor.
8. To be familiar with all sophisticated data collection tools and methods;
9. Any other duties required by higher authorities in accordance with laws, regulations and objectives of the agency.
10. Report to Director, IEDCR

REQUIRED QUALIFICATIONS:

- **Essential:** Bachelor degree in any discipline;
- 3 years working experience in data entry and data management.

Desirable: Master in Social Science

Experience:

Essential: The applicant should have at least one year working experience in data management

Skills:

Functional Knowledge and Skills:

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- IT security
- IT standards and regulations
- Data entry management and analysis
- IT systems and standard applications
- Organizational and financial awareness
- Drive for results
- Innovative thinking
- Collaborative communication
- Building effective teams

Languages: Excellent writing/reporting, communication and editing skills.

Computer Literacy: Proficient in using computer software applications: MS – Office

Monthly salary: BDT 61,851/= Consolidated

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 covidrecruitment@iedcr.gov.bd with “COVID-19 Recruitment” 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