



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: Field Assistant (Communicator)
Number of Position: 18
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. Collect data and other information relevant to COVID-19 response and report to the supervisor accordingly.
2. Enter case/contact/sample data in the system through available tools;
3. Maintain strict level of confidentiality regarding case and contact information;
4. Assist in administrative tasks as required such as preparation of reports and meeting, assisting during field missions.
5. Keep regular contacts with local authorities and implementing partners as requested by supervisor.
6. In coordination with implementing partners, assist in the reception, registration and provision of assistance to concerned persons of IEDCFR.
7. Undertake other relevant duties as required.
8. Report to Director, IEDCR
- 9.

REQUIRED QUALIFICATIONS:

Essential: Candidates must have Master's degree from any Government or UGC approved university

Desirable: MasterS in Social Science

Experience:

Essential: At least one year of experience in public health field.

Desirable: Experience in outbreak investigation and response related activities

Skills:

Functional Knowledge and Skills:

- Practical experience of working with government and nongovernment organizations.
- Have comprehensive knowledge on health system of Bangladesh at different tier
- 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.

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

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

Monthly salary: BDT 56,125/= 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