



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



Memo no: IEDCR/Admin\_HR/BPHP/2025/26

Date: 16/04/2025

**RECRUITMENT (Re-Advertisement)**

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 position from Bangladeshi Nationals -

**Field Epidemiology Training Program, Bangladesh (FETP,B) Coordinator**

**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 **22 April, 2025** (before 11.59 PM) or directly or by postage by **23 April, 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

**\*\* 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.**

## **SUMMARY OF ASSIGNED DUTIES BY POSITION:**

**Title of the Post** : FETP,B Coordinator

**Number of Post** : 01 (One)

**Job Nature** : Full time

**Job type** : Contractual Service Agreement.

**Duty Station** : IEDCR, Dhaka, Bangladesh.

**Travel Requirement** : Extensive field visit throughout the country

**Educational qualification:** MBBS with Master's degree in Public Health or a relevant field

### **Experience:**

- More than 5 (five) years of progressively responsible professional experience in public health sector with practical experience in program monitoring, supervision and evaluation.
- Fluent in written and spoken English o Experience in the usage of computers and office software packages (MS Word, Excel, PowerPoint), experience in web-based management systems professional work experience or BD Government organization with International NGO are preferable.

**Salary:** Negotiable (as per Qualification and Experience)

**Age limit:** Maximum age limit 45 years. Age limit could be relaxed based on relevant work experience and potentiality of the candidate.

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

1. Work closely with the Bangladesh FETP Frontline, Intermediate and Advanced Technical Advisors to plan, coordinate the FETP training activities and events.
2. Responsible for all management and financial functions of the FETP,B: Advance, Intermediate and Frontline.
3. Manage competing demands and priorities in assigned programmatic activities with limited supervision.
4. Supervise, manage, assign duties, and monitor the performance of administrative and support staff.
5. Manage and coordinate FETP administrative relationships and activities with Dhaka University (currently), BMMSU (once started) for medical fellows and with Sher e Bangla Agricultural University (SAU) for veterinary fellows.



6. Coordinate to be for communication among the FETPB activities, IEDCR, US CDC Country Office and partners (GHS, SAFETYNET, TEPHINET).
7. Working with the Technical Consultants and other staff to organize and prepare training schedules including didactic trading.
8. Manage and provide logistic support for the FETPB Advanced, Intermediate and Frontline participants. This includes organizing and communicating the weekly calendar, monthly calendar, curriculum, list of lectures, outbreak investigation database, and individual fellow portfolio of work, etc.
9. Maintain a database of FETP Advance, Intermediate and Frontline graduates.
10. Prepare and coordinate the submission of all reports required by GHD and FETP headquarters of CDC Atlanta.
11. Supervision of the development and maintenance of IEDCR website for current FETP,B fellows, program graduates, and interested prospects and stakeholders.
12. Perform any other duties assigned by Director, IEDCR.

**Deliverables:**

1. Monthly Progress Report.
2. Other relevant deliverables as requested.



**Prof. Dr. Tahmina Shirin, PhD**  
Director, IEDCR  
Mohakhali, Dhaka- 1212  
Telephone: +8802-222262270