



Government of the People's Republic of Bangladesh
Institute of Epidemiology, Disease Control & Research (IEDCR)
Mohakhali, Dhaka-1212

Telephone: 8802-222280376, 8802-222298691 Fax: 8802-222280440
Website: www.iedcr.gov.bd, Email: info@iedcr.gov.bd



Memo: IEDCR/ NIPAH (CEPI)/ 2024/ 303

Date: 15 /08/2024

Job Opportunity

Institute of Epidemiology, Disease Control and Research (IEDCR) under the Ministry of Health and Family Welfare (MoH&FW), Government of the People's Republic of Bangladesh in collaboration with Coalition for Epidemic Preparedness Innovations (CEPI) is implementing "Characterizing the epidemiological diversity of Nipah strains" project. IEDCR is inviting applications for the following positions from Bangladeshi nationals.

1. Office Assistant

Number of Position: 01

Job type: Contractual Service Agreement

Job Nature: Full time

Duty Station: Institute of Epidemiology, Disease Control & Research (IEDCR),
Mohakhali, Dhaka.

Duration: 01 Year (Subject to the extension of contract based on performance and funding availability)

Educational qualification:

- Graduation from any discipline.

Age limit: Maximum age limit 40 years.

Functional Knowledge & Skills:

- Proficiency in Microsoft Office and other Office Software.
- Fluency in typing both Bangla & English.
- Punctual, hardworking, and sincere.
- Strong communication skills.

Experience:

- Prior experience in a similar role is preferred.



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Job Profile and Responsibilities:

- Assist with daily office operations.
- Manage filing and documentation of IEDCR.
- Prepare official documents and writing official letter.
- Answer phone calls and provide necessary information.
- Oversee office supplies and inventory.
- Any other activity assigned by Director, IEDCR.


Salary: Negotiable

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 or directly (from 09.00 AM to 05.00 PM in working days at Room# 110) or by postage by **August 22, 2024 at 05.00 PM.**

Notes of attention:

- Only short-listed candidates shall 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.

 15.8.24

Prof. Dr. Tahmina Shirin, PhD
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