

## Capacity Building/ Scientific Coordinator

**Institute of Epidemiology Disease Control and Research**

[View all jobs of this company](#)

### Vacancy

01

### Job Context

- IEDCR invites applications from suitably qualified candidates for the position of "Capacity building/scientific coordinator" as part of the CAPABLE (Cambridge Programme to Assist Bangladesh in Lifestyle and Environmental Risk Reduction) programme. The main duties are to coordinate the capacity building elements of the programme including organisation of training courses, workshops and a Fellowship scheme as well as contributing to the running of a prospective rural cohort study which IEDCR is undertaking. About 75% of the post-holder's time will be spent on capacity building/scientific coordinator activities and 25% on coordinating the rural cohort study.
- CAPABLE is a multidisciplinary programme examining risk factors for non-communicable diseases (NCDs) in Bangladesh. This initiative is led by the Department of Public Health and Primary Care at the University of Cambridge, with two other partner organisations in the UK and four institutes in Bangladesh. Besides the capacity building component which is led by IEDCR, CAPABLE is also building prospective cohorts in urban and rural areas of Bangladesh.
- Duty station: IEDCR, Dhaka, with regular field visits to Belabo, Narshingdi.
- Duration of the contract: For 12 months (Contractual: starting from 01st July, 2019 to 30th June 2020), which may be extended for further period depending on availability of funds and satisfactory performance.

### Job Responsibilities

- Capacity building:
- Organising logistics for training courses and workshops
- Coordinating the advertisement and selection of individuals for training courses and the fellowship scheme
- Organising monthly fellow meetings
- Producing quarterly reports on the progress of the fellows
- Regularly liaising with the Cambridge Hub, and other UK and Bangladeshi institutions, on capacity building matters

- Coordinating administrative and financial tasks related to the capacity building programme
- Making necessary arrangements for meetings, travel and accommodation for CAPABLE visits to Bangladesh
- Cohort building:
- Coordinating activities of the rural cohort study, and supervising the field manager, in conjunction with Dr Samsad Rabbani Khan
- Assisting with developing study documents (protocol, SOPs, training materials) and coordinating submission to IRB
- Assisting with staff training and preparation for fieldwork
- Assisting with planning, monitoring and evaluation of the study, including providing regular reports to the Cambridge Hub on study progress

### **Employment Status**

Full-time, Contractual

### **Educational Requirements**

- MBBS with MPH (preferably in Epidemiology)

### **Additional Requirements**

- Essential:
- Good command of oral and written English
- Minimum of two years' experience working in public health
- Desirable:
- Public health work on non-communicable diseases
- Experience with organizing and running scientific meetings, events or training courses
- Under the guidance (administrative and technical) of the Director, IEDCR, S/he will undertake the following project activities.

### **Job Location**

Dhaka

### **Salary**

- Negotiable (There will be consolidated salary: tax will be paid by the employee as per Bangladesh government rules.)