

**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH  
INSTITUTE OF EPIDEMIOLOGY DISEASE CONTROL AND RESEARCH (IEDCR)  
UNDER THE DIRECTORATE GENERAL OF HEALTH SERVICES**

**ORGANOGRAM OF IEDCR**

**DIRECTOR**

↓Personnel -3  
1x Director  
1x Stenographer/P.A  
1x MLSS

Administration	Epidemiology	Medical Entomology Bionomics & Control	Parasitology	Virology	Microbiology & Micology	Zoonosis	Medical Social Sc	Biostatistics	<b><u>Job Description of the Director, IEDCR</u></b>
<u>Personnel -29+3</u>	<u>Personnel -15</u>	<u>Personnel -21</u>	<u>Personnel -7</u>	<u>Personnel -13</u>	<u>Personnel -13</u>	<u>Personnel-9</u>	<u>Personnel -3</u>	<u>Personnel -2</u>	
1x Admn. Officer	1x CSO 1x PSO 1x SSO 2X MO	1x CSO 1x PSO 1X SSO 1X MO 1x SO 2x JSO	1x PSO 1x SSO 1xM.O	1X CSO 1 x PSO 1x SSO 2xM.O	1x PSO	1x CSO 1X PSO 1x SSO	1x PSO 1x SSO 1X S.O	1X PSO 1x SO	1. Overall Management & coordination of all administrative and scientific activities of the institute.
1x UDA 1 x Care Taker	1x Asstt. Epidemiologist		1x Sr.Lab Tech 1x Med.Tech (Lab) 1x Lab Attendant	1x Sr.Lab.Tech 2xMed.Tech (Lab-) <b>2xMed.Tech(Lab)</b> 1x Steno Typist 2x Lab Attendant 1x MLSS	1x Sr.Lab Tech 2x Med. Tech (Lab) 1x Med. Tech (Lab) 4x Lab. Attendant 2x Bottle Washer	1x Sr. Lab Tech 1x Med. Tech (Lab) 1 X Steno Typist 2x Lab Attendant 1x MLSS			2. Organize and conduct research activities on diseases of public health importance and on the vectors of disease transmission in order to inform the appropriate strategy for controlling such diseases
1x Store Keeper 1 x Accountant 1 x Cashier 1x Tele Operator 1x Asstt Acctt 3x LDA-Cum-typist 2x Driver	1X Data Enterer  2x Sanitary inspector 1xStatistical Asstt 1xField Asstt 2x Sample Collector <b>1xSample Collector</b> 1x Lab Attendent 1x MLSS	1x Sr. Lab Tech 3x Med.Tech (Lab) 1x Field Asstt 5x Sample Collector  3x Lab Attendant 1x MLSS							3. Organize and conduct training activities on epidemiology, disease surveillance and other important health related issues and also conduct post-training evaluation and monitoring and when necessary organize refreshers trainings.
1xDaftory 2x Darwan <b>2xDarwan</b> 3xAnimal Care Taker 2xMLSS 2x Mali 3x Sweeper									4. To build up and maintain liaison with similar national and international organizations in order to develop and realize the main objectives of the institute and also maintain close ties with the donor agencies while developing research proposals.
									5. To identify the target groups best suited for proposed training activities which will assist the trainees to contribute towards the fulfillment of the objectives of their respective organizations.
									6. To make necessary amendments and enhancement of surveillance activities in order develop diagnostic laboratory capabilities and improved primary health care delivery to control infectious diseases of public health importance
									7. To formulate work plans and undertake activities to improve and to evaluate the research, training and surveillance activities
									8. Arrange periodic seminars and workshops to disseminate findings of research and other activities undertaken by the institute
				Class I Officer : 28 Class II Officer: 08 Ckass III staff :: 42 Ckass IV staff : 36 Total =114					
<b><u>MUSEUM - 2</u></b> 1x Curator 1xMuseum Attdt									
<b><u>LIBRARY -1</u></b> 1. 1x Library Attdt									

\* CSO = Chief Scientific Officer, PSO = Principal Scientific Officer, SSO = Senior Scientific Officer, MO = Medical Officer, SO = Scientific Officer, JSO = Junior Scientific Officer

\*\* The post of Sr. Lab. Technician redesignated as Sr. Medical Technologist with status of 2<sup>nd</sup> class officer

#### Job Description of the Director, IEDCR

1. Overall coordination of all administrative and scientific activities of the institute.
2. Organize and conduct research activities on diseases of public health importance and on the vectors of disease transmission in order to inform the appropriate strategy for controlling such diseases
3. Organize and conduct training activities on epidemiology, disease surveillance and other important health related issues and also conduct post-training evaluation and monitoring and when necessary organize refresher trainings.
4. To build up and maintain liaison with similar national and international organizations in order to develop and realize the main objectives of the institute and also maintain close ties with the donor agencies while developing research proposals.
5. To identify the target groups best suited for proposed training activities which will assist the trainees to contribute towards the fulfillment of the objectives of their respective organizations.
6. To make necessary amendments and enhancement of surveillance activities in order to develop diagnostic laboratory capabilities and improved primary health care delivery to control infectious diseases of public health importance
7. To formulate work plans and undertake activities to improve and to evaluate the research, training and surveillance activities
8. Arrange periodic seminars and workshops to disseminate findings of research and other activities undertaken by the institute