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| Organization | **Islamic Relief Bangladesh** |
| Head Office Address | Bangladesh Country Office: House # 10, Road # 10, Block-K, Baridhara, Dhaka-1212, **islamicrelief.org.bd** |
| Vacancy Title | **Assistant Technical Officer - Water Quality Lab** |
| Number of Vacancies | 01 |
| Working Place | Ukhiya |
| Nature of Role, Nationality | Project Staff, Bangladeshi National. |
| Reporting Line Management | Project Manager |
| Project | Life Saving Selter LPG & WASH Support for Rohingya Refugees in Ukhiya & Bhasanchar Camp, Bangladesh. |
| Programme | Humanitarian Crisis Response Programme |
| Project Period | Project Duration up to March 31, 2027 |
| Employment Status | Full time |
| Monthly Salary Grade | BDT 75,189/= (Consolidated salary) |
| Benefits & Allowances | A consolidated salary will be provided. No other benefits will be entitled apart from mobile bill, tour allowance/Per-diem, insurance coverage (IPD, OPD, Life, DB, CIB), Leave (Annual, Casual, Sick, TOIL/CTO, Maternity, Paternity) etc. |

**Organization History:**

Islamic Relief Worldwide (IRW) - founded in 1984 and based in Birmingham, UK - is an independent humanitarian and development organization. It supports the world's most vulnerable people in their fight against poverty & suffering regardless of race, political affiliation, gender, or belief, and without expecting anything in return. It is a signatory to the Code of Conduct for the International Red Cross and Red Crescent Movement.

IRW has a presence in 45 countries across the globe. Some funds of the organization come from individual donations and others from institutional donors such as the DFID, EU, SIDA, CIDA/IDRF, Forum Syd, WFP, UNDP, and ECHO.

Islamic Relief (IR) started working in Bangladesh in 1991 to help the distressed survivors of the devastating cyclone by providing emergency relief and supporting communities to rebuild in the wake of that cyclone. Initially, it focused on emergency relief & disaster preparedness activities. Later on, it expanded its programs on both humanitarian and development challenges. Now it works in an integrated manner combining emergency humanitarian assistance, short-term work opportunities, shelter support, awareness & training on different DRR, climate change, development, health & hygiene and social issues, cash grants, IGA means, health & nutrition, safe water & sanitation, education, advocacy and linkage with different service providers. As a registered charity, IR is open and transparent; it continually assesses its work and operational methods to improve impact and effectiveness. Islamic Relief values and commitment to safeguarding: IRB is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation, abuse, lack of integrity, and financial misconduct; and committed to promoting the welfare of children, young people, adults, and beneficiaries with whom IRB engages. IRB expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records checks. IRW also participates in the Inter-Agency Misconduct Disclosure Scheme.

In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse, and/or sexual harassment during employment, or incidents under investigation when the applicant left employment.

**Main Duties & Responsibilities:**

| Objective | Activities | Working & Time Ratio (%) |
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| Ensure periodic water quality tests for providing safe & affordable drinking for the vulnerable FDMN community. | • Plan and implement routine water quality monitoring at water sources, distribution points, storage facilities, and household level in the assigned camps/areas.<br>• Conduct physical, chemical, and microbiological tests, including pH, turbidity, TDS, iron, manganese, arsenic, nitrate, Free Residual Chlorine (FRC), and E. coli, as applicable to the monitoring plan.<br>• Ensure proper sample collection, labeling, transportation, preservation, and testing within the required holding time, following approved SOPs and WASH/WHO standards.<br>• Supervise and provide technical support to water quality sample collectors/volunteers; verify sampling schedules, field procedures, and completeness of sample information.<br>• Monitor FRC in treated water and support chlorination, shock chlorination, and other corrective actions in coordination with field and hygiene teams.<br>• Maintain laboratory functionality, cleanliness, equipment calibration/maintenance, quality control, biosafety, and proper handling/storage of reagents and consumables.<br>• Identify and promptly communicate contamination or abnormal results to the line manager and relevant teams; support follow-up sampling and corrective action tracking. | 40% |

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| | • Ensure timely availability of laboratory supplies through inventory management, stock monitoring, and requisition preparation. | |
| Ensure effective water quality monitoring and timely sharing of information with the sector and relevant stakeholders, in compliance with WASH sector and SPHERE standards. | • Develop and implement weekly/monthly water quality monitoring plans, schedules, checklists, and field visit plans in line with project targets.<br>• Provide technical support for JART and AWD-related water quality assessment and response, including sampling of affected households, nearby households, and suspected sources.<br>• Review and validate field and laboratory data submitted through KoboToolbox, ensuring required fields (e.g., source number, CASE ID/remarks, camp, block, sample type, and results) are complete and accurate.<br>• Maintain updated water-point registers, sample tracking records, laboratory logs, inventory records, and monitoring databases.<br>• Analyze monitoring results and trends, identify contamination hotspots and recurring water quality issues, and recommend practical risk-reduction measures.<br>• Monitor implementation progress against project targets and ensure field activities comply with WASH sector/WHO guidance. | 20% |
| Do effective and appropriate networking and coordination with different stakeholders. | • Coordinate water quality monitoring and response activities with project teams, Community Mobilizers, volunteers, MEAL, Hygiene Promotion, health partners, and relevant WASH stakeholders.<br>• Participate in WASH sector, CiC, JART/AWD, and water quality coordination meetings and technical working groups as required.<br>• Share validated water quality findings and recommendations with relevant stakeholders in a timely manner.<br>• Support water safety planning, community awareness, and capacity-building sessions on safe water handling, household water treatment, FRC, and water quality sampling/testing.<br>• Maintain effective coordination with DPHE, UN agencies, NGOs/INGOs, and other relevant authorities in the assigned area. | 15% |
| Project reporting and documentation | • Prepare and submit accurate weekly, monthly, and ad hoc water quality monitoring reports, including analysis of FRC and E. coli results, contamination trends, and follow-up actions.<br>• Compile, cross-check, and validate laboratory results and Kobo data before reporting; maintain clear and traceable documentation.<br>• Prepare monitoring summaries, tables, charts, presentations, and technical updates for the line manager and relevant stakeholders.<br>• Report suspected or confirmed water-related public health risks, including AWD-associated contamination findings, promptly through established reporting channels.<br>• Document operational challenges, lessons learned, and recommendations; support preparation of work plans, requisitions, and other project documents. | 15% |
| Others | • Support community mobilization and awareness activities related to safe water, hygiene, household water storage, and water treatment.<br>• Ensure compliance with organizational visibility, safeguarding, accountability, health, safety, and security requirements during field and laboratory activities.<br>• Participate in project events, seasonal/special activities, training, and workshops as assigned.<br>• Perform other duties assigned by the supervisor that are relevant to the project objectives and position. | 10% |
| | Total | 100% |

**Person Specification:**
**Essential:**
**Academic Qualification**

- Bachelor's degree in microbiology or Biochemistry or Genetic Engineering or Biotechnology.

**Experience**

- Minimum 3 years of working experience in WASH, water quality monitoring, planning, stock management, and test execution, NGO, Humanitarian Context.

**Core Competencies**

- Strong competency in Project Management, Project Implementation and Facilitation skills.
- Excellent skills in Coordination, Networking and Communication

- Strong competency in Reporting & Documentation, Monitoring & Evaluation, and Activity Management.
- Strong Planning, Analytical, and Strategic Management skills.
- Strong Leadership, Teamwork, Interpersonal and Behavioral Skills, with a positive attitude.
- Excellent Problem-Solving, Conflict Resolution, and Decision-Making skills.
- Strong commitment to IR's Vision and Mission and its core values of Sincerity, Excellence, Social Justice, Custodianship, and Compassion.
- High level of Integrity and Professionalism.
- Commitment to Self-Development, Continuous Learning, and Quality Improvement.
- Good knowledge of Health, Safety, and Security.
- Strong Self-Confidence and Self-Motivation.
- Willingness to adapt to IR's norms and values.
- Willingness to travel and work in Bangladesh's most remote areas.

**IT Skills**

- Working knowledge of Microsoft Word, Excel, PowerPoint, Basic Internet, Database Management, Kobo Toolbox, and basic hardware/software installation and troubleshooting.

**Language Requirements**

- Strong proficiency in reading, writing, speaking, and listening in both English and Bengali.

**Desirable**

- Basic knowledge of Social/Community Mobilization and Financial Management.

**APPLY INSTRUCTION:**

If you believe your qualifications, exposure, and experience match our requirements, and you are dedicated to upholding the values and principles of Islamic Relief, please apply through BDJOBS on or before the closing date. Only shortlisted candidates will be contacted for further selection

**EQUAL OPPORTUNITIES:**

Female Candidates are highly encouraged to apply. However, Islamic Relief Bangladesh considers diversity in the workplace and is a committed equal opportunity employer. We encourage applications from all suitable candidates regardless of race, family/marital status, ethnicity, disability, class, caste, or religion.