



STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **Project Assistant (Water/Wastewater Quality Monitoring)** according to the Terms of Reference below. Interested applicants are invited to apply by **22 May 2024** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Reference Code: SVN-21/2024/S-BD1	Position Title	Project Assistant (Water/Wastewater Quality Monitoring)
Duty Station: Cox's Bazar, Bangladesh	Estimated Starting Date:	As soon as possible
Classification: G-4 (UN Salary Scale)	Type of Appointment:	Special Short Term (Initially 6 months; with possibility of extension)

General Functions:

Under the overall supervision of the WASH Programme Manager and the direct supervision of the Sr. Project Engineer (WASH) in Cox's Bazar Sub Office, Bangladesh, the successful candidate will be responsible and accountable to perform routine tasks and duties related to water quality tests to verify that water served to and consumed by the targeted community is safe. The candidate will be field based and will have extensive travel to project sites for accomplishing his/her responsibilities.

The incumbent will be assigned to inter alia, the following tasks:

1. Collect water samples from selected tap stands, borehole sites, households routinely, conduct water quality testing, and keep records;
2. Conduct Free Residual Chlorine (FRC) tests at tap stands and storage containers at the household level on weekly schedule;
3. Conduct bacteriological tests for each selected tap stands, handpumps, and household storage on weekly basis;
4. Collect wastewater samples from DEWATS and test recommended parameters to monitor pathogenic reduction and effluent quality.
5. Ensure strict compliance and adherence to safety procedures and quality control (QC/QA) protocols;
6. Carry out the above tasks in coordination with CMCs (Camp Monitoring Coordination) and field coordinator and follow standard methodologies to conduct analysis;
7. Produce sample test reports that include findings and recommendations every week. Share reports with Project Engineers and camp focal points for further action;
8. Conduct weekly jar tests to determine chlorine dosage in water storage tanks;
9. Train hygiene promoters on water/wastewater sample collection following standard protocol;
10. Maintain and calibrate water testing equipment at regular intervals;
11. Ensure the sufficient stock of reagents and resources required for water/wastewater testing;
12. Forecast the need of reagents and consumables and notify concerned staff with sufficient lead time;
13. Keep close contact with WASH CMCs to update and to get updated information about complaints from beneficiaries and initiate prompt action to timely address the issues.
14. Manage any IOM resources and equipment properly and be accountable for it;
15. Insure that water quality monitoring materials are in proper custody and use;
16. Perform any other duties as assigned by the supervisor and Programme Manager.

Education, Experience and Skills:

- University degree in Microbiology/Biochemistry with two year of working experience in the relevant field.
- High School Diploma in related field with four years of practical experience;
- Sound knowledge of the use of laboratory equipment, water/wastewater quality sampling techniques, and laboratory analysis.
- Work experience with international humanitarian organizations and non-government organizations in a multi-cultural setting is an advantage
- Team-work oriented, capacity to work independently and with minimum supervision; commitment, efficiency, flexibility, experience in working effectively and harmoniously with colleagues from varied cultures and professional backgrounds at all levels
- Demonstrated ability to work well under pressure to meet deadlines
- Strong coordination, monitoring, liaison, and periodic reporting is critical;
- Excellent drafting and communication skills in Bangla and English are essential.

Method of Application:

External candidates:

Send the application to IOMBangladeshJobs_External@iom.int ; the subject line should mention the reference code [SVN-21/2024/S-BD1;Project Assistant \(Water/Wastewater Quality Monitoring\)](#). [The following documents must be attached:](#)

(i) *Application Letter/Cover Letter*

(ii) *Curriculum Vitae*

(iii) *Personal History Form (PHF) which can be downloaded from the IOM Dhaka website:*

<https://bangladesh.iom.int>

(iv) *Scan copy of Photo*

Internal candidates:

The PERN must be indicated in the *Personal History Form (PHF) for the reviewer to determine that it is an internal application.*

Applications are sent to IOMBangladeshJobs_Internal@iom.int; the subject line should mention the reference code [SVN-21/2024/S-BD1;Project Assistant \(Water/Wastewater Quality Monitoring\)](#). [The following documents must be attached:](#)

(v) *Application Letter/Cover Letter*

(vi) *Curriculum Vitae*

(vii) *Personal History Form (PHF) which can be downloaded from the IOM Dhaka website:*

<https://bangladesh.iom.int>

(viii) *Scan copy of Photo*

APPLICATION WITHOUT PROPER REFERENCE CODE MENTIONED ABOVE AND INCOMPLETE APPLICATION WILL BE DISREGARDED

Any attempt for persuasion will be considered as a disqualification.

Due to volume of applications received, only short-listed candidates will be called for further assessment. *Note for internal candidates:*

with refer to IN233 and Clause 7.5 of IOM Recruitment Policy:

IOM is an equal opportunity employer and women are encouraged to apply.
IOM Offices and vehicles have smoke-free work environment.

Staff members selected for a VN/SVN in his or her same category at one grade higher than his or her personal grade shall be appointed at the advertised grade. A staff member selected for a VN/SVN to a position which is two grades higher than the staff member's current grade, will be appointed at the interim grade, and six months later at the higher grade.