



# Fast Rural Development Program (FRDP)

## Job Description and Terms of Reference

**Position Title:** Water Quality Officer cum Technician

**Sector/Unit/Project:** PAANI

**Position Status:** Full time

**Reporting Relationship:** District Manager

**Supervises:**

### Job Summary

The Water Quality Officer is responsible for conducting physical, chemical, and microbiological analyses of drinking and wastewater and ensuring the quality and safety of drinking water in project areas. The incumbent will conduct field and laboratory water quality testing, maintain testing equipment, prepare reports, and support WASH interventions in compliance with national and organizational standards

### Authority Assigned

- Willingness to spend required time in the field
- Time management and ability to priorities multiple, competing tasks
- Self-motivated person able to work without close supervision
- Able to work effectively in a diverse team environment
- Able to effectively promote FRDP's mission values, and objectives
- Willing to work additional hours at crucial times

### Position Specification

*Academic/Technical:*

*B.Sc. / Associate Degree (Diploma) in Chemistry, Microbiology, or Environmental Sciences*

*Work Experience:*

- At least **2–3 years** of relevant experience in water quality monitoring, laboratory testing, or WASH projects

2 to 3 years of practical experience working inside a water testing laboratory or a commercial mineral water bottling plant, or an industrial wastewater treatment facility

**Description of Responsibilities**

- **Sample Management:** Perform field collection, indexing, and preservation of water samples following standard protocols to prevent contamination.
- **Laboratory Testing:** Execute routine physical, chemical, and microbiological testing (e.g., pH, Turbidity, TDS, EC, Arsenic, Fluoride, Nitrates, and Coliform/E. coli bacteria).
- **Equipment Calibration:** Calibrate, operate, and perform basic troubleshooting of laboratory instruments like pH meters, EC meters, spectrophotometers, and autoclaves.
- **Chemical Preparation:** Safely prepare standard chemical solutions, culture media, reagents, and indicators required for analytical testing.
- **Data Recording:** Maintain precise, error-free records of test observations, calculations, and analytical raw data in lab registers or LIMS software.
- **Stock & Inventory:** Monitor the inventory of laboratory glassware, chemicals, and culture media, and report deficiencies to the supervisor.
- **Safety & Hygiene:** Comply with standard laboratory safety and hazardous chemical disposal guidelines to maintain a clean, accident-free environment.
- Monitor water quality parameters and identify potential contamination risks.
- Support water treatment, chlorination, and disinfection activities where required.
- Coordinate with field teams, communities, and relevant stakeholders during water quality monitoring activities.
- Ensure compliance with national water quality standards and organizational guidelines.
- Assist in identifying and reporting water-related public health risks.

- Perform any other tasks assigned by the supervisor.

***Competencies (Knowledge, skills and attitude)***

- Knowledge of drinking water quality standards and testing procedures.
- Experience using field water testing kits and laboratory equipment.
- Good analytical and problem-solving skills.
- Proficiency in Microsoft Office (Word, Excel, and PowerPoint).
- Strong reporting and documentation skills.
- Good communication and interpersonal skills.
- Ability to work independently and travel extensively to field locations.