

**CARE INTERNATIONAL IN KENYA
JOB DESCRIPTION**

EMPLOYEE NAME:

ISOC-08 OCCUPATIONAL CLASSIFICATION:

Group #:		
Subgroup#:		
Job group#:		

JOB TITLE: Water Quality Analyst

DEPARTMENT/PROJECT: WASH/RAP

REPORTING TO: WASH Coordinator

LOCATION/DUTY STATION: DADAAB (DMO/Dagahaley/Ifo)

DATE OF EMPLOYMENT:

GRADE: F Band 1

JOB SCORE:

CARE has a commitment to gender, equity and diversity in our workplace and operations. CARE respects and values diversity and does not discriminate on the basis of race, sex, gender identity, sexuality, ethnicity, age, disability, religion or politics. This is reflected in our recruitment decisions which are made entirely through a transparent, merit-based selection process. All CARE staff are required to comply with the Code of Conduct and Prevention of Sexual Exploitation and Abuse (PSEA) policies. CARE is committed to protecting the rights of the communities whom we serve, and therefore reserves the right to conduct background checks and other screening procedures to ensure a safe, dignified work environment.

I: JOB SUMMARY & PURPOSE

The Water Quality Analyst is responsible for water treatment at source, and daily operations of water treatment facilities to ensure potable water supply to the community, in accordance with set standards.

II: RESPONSIBILITIES AND TASKS

R1: Water treatment

- 1.1 Install water treatment facilities and analyze equipment requirements.
- 1.2 Ensure daily chlorination of water produced at fourteen (14) refugee boreholes.
- 1.3 Oversee all functions of water treatment systems and institute systems procedures.
- 1.4 Regularly inspect water treatment systems to ensure effective operations.
- 1.5 Perform regular maintenance work on water treatment systems.
- 1.6 Monitor treatment process for all water treatment systems according to quality standards.
- 1.7 Service and repair inline chlorine dosing pumps.
- 1.8 Monitor all operational issues and tackle any malfunctions.

R2: Implementation of Water Quality monitoring activities

- 2.1 Oversee daily free residual chlorine survey at selected water distribution points within the reticulation system.
- 2.2 Oversee bimonthly free residual chlorine survey at selected water distributions points in every section of the camps.
- 2.3 Oversee weekly free residual chlorine survey at the points of use (household level).
- 2.4 Water sampling (although routine sampling may be carried out by water quality monitors).
- 2.5 Carry out laboratory testing of water samples for chemical, microbiological parameters, and assessment of physical parameters (pH, electrical conductivity and turbidity).
- 2.6 Take required samples for submission to accredited laboratories for heavy metals analysis.
- 2.7 Investigate reasons for lapses in water quality and suggest changes or solutions to these problems.
- 2.8 Visit sites of concern, for example, potential sources of contamination, and sources of complaints about drinking water quality.
- 2.9 Oversee household water availability and consumption surveys.
- 2.10 Oversee daily pressure tests at selected water distribution points.
- 2.11 Ensure compliance to regulations.

R3: Collaboration, Liaison and Networking

- 3.1 With sector team, mobilize the community in the effective use of community resources for safe and clean drinking water.
- 3.2 In collaboration with sector team, promote health benefits of good water quality.
- 3.3 In liaison with other stakeholders, arrange for emergency action in response to incidents, for example, design and facilitate mass awareness campaigns during disease outbreaks.
- 3.4 Liaise with contracted laboratories for external water analysis.
- 3.5 Participate in WASH needs assessments.
- 3.6 Share information with sector team, and relevant authorities.
- 3.7 Liaise with the community and representatives from regulatory authorities.

R4: Safety precaution and quality control

- 4.1 Provide advice, information and instruction on occupational safety and health issues related to water disinfectant and testing reagents.
- 4.2 Ensure water quality staff have proper safety gear and are trained to use it safely.
- 4.3 Participate in making the work place safe.
- 4.4 Help to promote occupational safety and health awareness
- 4.5 Ensure residue from water disinfectant is disposed in designated pits.
- 4.6 Ensure water sampling bottles are sterilized.
- 4.7 Ensure used absorbent pads and filter membranes are sterilized before disposal.
- 4.8 Calibrate various electronic and mechanical equipments used for water quality work.

R5: Capacity Building

- 5.1 Train, and supervise efficient working of water quality monitors.
- 5.2 Organize and implement training of trainers (TOT) on water quality practices.
- 5.3 Coach water quality monitors to perform water treatment, and quality monitoring activities for sustainability.
- 5.4 Train the community on appropriate water storage and handling practices.

R6: Research

- 6.1 Continuously research on water quality testing and treatment technologies, and advice on best technologies for Dadaab Camps.
- 6.2 Assist consultants conducting research on water quality in Dadaab.

R7: Maintain general administration of the water quality systems in order to ensure effective operations.

- 7.1 Supervise and schedule activities of the water quality monitors.
- 7.2 Propose budgets for water quality unit.
- 7.3 Establish preventive maintenance schedules.
- 7.4 Keep up to date records of water quality activities as required.
- 7.5 Prepare activity and work reports.
- 7.6 Oversee usage of water quality items and advice on re-ordering schedules.
- 7.7 Participate in writing of sector reports.
- 7.8 Prepare and submit monthly and circumstantial reports regarding the unit activities.
- 7.9 Raise purchase requests for materials and items for water quality work.
- 7.10 Uphold good laboratory practice and management.

III: AUTHORITY:

Spending Authority: N/A

Supervision: Supervises 14 water quality monitors

Decision Making: Makes limited decisions within prescribed standards.

IV: CONTACTS/KEY RELATIONSHIPS

Internal: WASH staff

External: UNHCR and Refugee Community.

V: WORKING CONDITIONS:

The position is based in Dadaab (Ifo and Dagahaley camps) as well as any other extension camps and other program sites. This is a non-family work station. Hot weather is prevalent throughout the year with limited basic amenities. Road movement between the work station and Garissa as well as inter-camp movement must be under police escort (scheduled convoys), with strict adherence to safety and security instructions all the time. It is a six days work station with a compensatory time off according to CTO policy.

The incumbent shall reside in the CARE compound while executing official duties and shall obey and adhere to residential compound regulations.

VI: QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

Education:

- A Bachelor of Science degree in Chemistry with 2 years of work experience.
- Diploma holder in the same field with four (4) years proven experience will be considered.

Competencies:

- Flexibility in approach to work methods, compliance with tight deadlines and ability to adapt to changing priorities and unforeseen increased workloads.
- Good qualitative and quantitative skills.
- Proven time management skills with the ability to set individual priorities, coordinate and manage concurrent tasks, plan and organize tasks and set work schedules to ensure objectives are met within the prescribed timeframe and to maintain work output in times of increased workloads.
- Proficiency in MS Word, Excel and Outlook.
- Excellent verbal and written communication skills.
- Good laboratory work skills.
- Awareness of safety and health to prevent occupational injuries.
- Ability to think and operate independently.
- Physically fit, creative and innovative.

Employee Signature: _____ **Date:** _____

Supervisor's Name & Signature: _____ **Date:** _____