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INVESTING IN THE FUTURE

JOB DESCRIPTION

Position Title: Executive, Quality Assurance	**Band:** JM
Business Group: Oils & Fats	**Business:** Oils & Fats
Department: Quality	**Location:** Berbera, Somaliland
Administrative Reporting: AM – Production	**Functional Reporting:**

JOB SUMMARY (Brief about the job)

QA Executive ensures execution of processes required to implement the QC , set and controlled in a way that QC is aligned with the high level requirements and policy of the business and organization. Also involved in testing & experiments for new and existing products to meet the expected standards of business, customers & Govt. Inspectors.

ROLES & RESPONSIBILITIES

- Monitoring compliance with regulatory agencies, customers, corporate and plant quality standards.
- To ensure the Quality of RM/PM, Intermediate & FG through intervention, inspection & testing.
- To manage in-house laboratory, plant sanitation and pest control, GMP, HACCP, SSOP and other food safety and quality standards.
- Carry out internal and external audits as per supplier approval and development program as well as manage audits by customers or regulatory bodies.
- Give inputs on Quality, Regulatory and Compliance requirements for new product development projects.
- To ensure compliance of various quality measures & standards and their documentation.
- Adhere to hygiene as per Municipality Food Control Department guidelines and to perform corrective action on their periodic visits.
- Prepare all required documentation for HACCP studies/ its implementation and management validation prior to manufacturing & launch such recipe specification of RM/PM.
- To ensure appropriate systems for Food Safety and Hygiene are followed in all areas of the factory.
- Provide training to all employees from various departments on Food Hygiene/GMP and
- Food Safety.

KPIS

- Ensure Food Safety & Quality of RM, PM & FG-In process.
- Compliance to Quality System Procedure & Requirements
- Adherence to Product Quality through Effective Process Control, thereby reduce
- customer complaints.
- Arrange and deliver trainings on GHP & Food Safety

QUALIFICATIONS (Education - Technical Skills - Experience - Certificates)

Education:

- Degree in B. Tech/ Graduate with diploma Dairy technology

Work Experience:

- + 5 years of experience in Lab Analysis in mid-sized FMCG manufacturing company; preferably functional experience in oil manufacturing company.

This document covers the main duties of the post which are not limited and restricted to what mentioned but indicative, so that in addition, there are other assigned duties that may be required at any time as per business need and function nature.

COMPETENCIES	
• Audit Professional Practices • New Product Development • Quality Management • Documentation and Reporting • Process Improvement Methodologies of Six Sigma, KANBAN, Kaizen and any other	• Communicating effectively • Self and Team Management • Planning & Decision Making • Customer Centricity • Ownership & Result Orientation