The Southern African Development Community Accreditation Service (SADCAS) is a multi-economy accreditation body established in terms of Article 15 B of the Technical Barriers to Trade (TBT) Annex to the SADC Protocol on Trade to provide oversight on conformity assessment bodies operating in 14 SADC Member States.

The following THREE posts tenable in Gaborone are currently on offer:

### (1) Scheme Coordinator – Testing and Veterinary Laboratories Accreditation Schemes

**Main Purpose of the Job**

To ensure assessments for the assigned accreditation scheme are conducted in accordance with the relevant standards and SADCAS requirements and to implement SADCAS Strategic and Annual Implementation plans in conjunction with the Technical Manager.

**Key Responsibilities**

- Manage all applications received under the Testing and Veterinary Laboratories Accreditation Schemes;
- Conduct document reviews for new applications;
- Manage assessment teams;
- Confirm all logistics pertaining to assessments that have been arranged by the Accreditation Administrator timeously;
- Conduct assessments;
- Confirm technical correctness of accreditation schedules agreed during assessments;
- Contribute to assessment and financial planning with the Technical Manager;
- Assist in mentoring/monitoring of assessors and trainee assessors; and
- Interact with various stakeholders and provide good client services.

**Qualification and Experience**

- Degree in Natural Sciences;
- Understanding of accreditation requirements and systems based on ISO/IEC 17025; and
- A minimum of 5 years technical experience with at least 2 years at managerial level.

**Required Skills and Competencies**

- Candidates with high proficiency in the two SADC official languages (French and Portuguese);
- Target driven;
- Attention to detail;
- Ability to work in a team;
- Ability to work under pressure;
- Good Administrative skills;
- Good organizational and time management skills;
- Excellent writing and verbal skills; and
- Computer literate with specific experience in Microsoft Office.

**Submission**

Interested and suitably qualified candidates who are up for the challenge are encouraged to email a motivational letter, CV (maximum 3 Pages) and certified copies of qualifications to info@sadcas.org

**Closing Date:** 26 June 2020

**Correspondence will be limited to shortlisted candidates only.**

### (2) Assessor Portuguese

**Main Purpose of the Job**

To provide support to the Scheme Coordinators in handling Portuguese applications in order to achieve the organization strategic targets.

**Key Responsibilities**

- Assist in processing applications received;
- Conduct document reviews for new applications;
- Implement assessment planning preparation including documentation relating to assessment and travel arrangements;
- Coordinate and manage the implementation of corrective actions by clients;
- Conduct assessments as required by the schemes;
- Check technical correctness of accreditation schedules agreed during assessments;
- Contribute to assessment and financial planning with the Scheme Coordinator; and
- Contribute in the implementation and realization of the schemes’ objectives and deadlines.

**Qualification and Experience**

- Degree in Natural Sciences/Engineering/Medical;
- Understanding of accreditation requirements and systems based on ISO/IEC 17025 or ISO 15189;
- Qualified and registered as an assessor;
- Fluent in English and Portuguese;
- A minimum of 5 years technical experience

**Required Skills and Competencies**

- Candidates with high proficiency in the two SADC official languages (French and Portuguese);
- Target driven;
- Attention to detail;
- Ability to work in a team;
- Ability to work under pressure;
- Good Administrative skills;
- Good organizational and time management skills;
- Excellent writing and verbal skills; and
- Computer literate with specific experience in Microsoft Office.

**Submission**

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### (3) Accreditation Administrator

**Main Purpose of the Job**

To oversee all administration activities relating to the accreditation process and ensure travel arrangements are effectively implemented.

**Key Responsibilities**

- Issuing notifications for upcoming assessments;
- Organizing travel and hotel accommodation for assessors;
- Prepare for assessments including the necessary documentation;
- Receive, handle and report on the implementation of Corrective Action by conformity assessment bodies;
- Prepare assessment packs for Accreditation Approval Committee;
- Filing and maintenance of CAB records;
- Assist in preparing travel and subsistence costs for input into the annual budget; and
- Provide administrative support to SADCAS Staff i.e. prepare and circulate meeting documents, take minutes as required.

**Qualification and Experience**

- Degree/Diploma in Business Management or any technical field;
- A minimum of 5 years relevant work experience;
- Quality Management training;
- International Air Transport Association (IATA Diploma) qualification; and
- Travel and/or Logistics qualification will be an added advantage.

**Required Skills and Competencies**

- Candidates with high proficiency in the two SADC official languages (French and Portuguese);
- Target driven;
- Attention to detail;
- Ability to work in a team;
- Ability to work under pressure;
- Good Administrative skills;
- Good organizational and time management skills;
- Excellent writing and verbal skills; and
- Computer literate with specific experience in Microsoft Office.

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