VACANCIES ANNOUNCEMENT – ASSESSOR FOR CALIBRATION LABORATORIES AND INSPECTION BODIES ACCREDITATION SCHEMES (PORTUGUESE)

The Southern African Development Community Accreditation Service (SADCAS), a multi economy Accreditation body established in terms of Article15 B of the Technical Barriers to Trade (TBT) Annex to the SADC Protocol on Trade is now in its 11th year of operation. SADCAS services the accreditation needs of 13 SADC Member States excluding South Africa and Mauritius who have fully operational national accreditation bodies, South African National Accreditation System (SANAS) and Mauritius Accreditation Service (MAURITAS). Although Angola has launched its national accreditation body and Zambia has indicated its intention to establish a national accreditation body, both these national accreditation bodies are not yet operational hence conformity assessment bodies in these countries will continue to be serviced by SADCAS in the foreseeable future.

SADCAS a subsidiarity institution of SADC, plays an important role in facilitating regional integration and in the protection of health, safety and the environment. Accreditation which is the process by which an authoritative body i.e. SADCAS gives formal recognition that an organization/person is competent to carry out specific tasks involves the creation of confidence in the work carried by conformity assessment bodies such as testing/calibration/medical laboratories, certification and inspection bodies.

The following post tenable in Gaborone is currently on offer:

• Assessor for Calibration Laboratories Accreditation Scheme (ISO/IEC 17025) and Inspection Bodies Accreditation Scheme (ISO/IEC 17020) fully conversant in English and Portuguese.

MAIN PURPOSE OF THE JOB

To provide support to the Scheme Coordinator of the Calibration Laboratories and Inspection Bodies Accreditation Schemes in order to achieve the organization strategic targets.

KEY RESPONSIBILITIES

• Assist in processing applications received under the Calibration Laboratories and Inspection Bodies Accreditation Schemes;
• Check technical details and perform document reviews for new applications;
• Assist in managing assessment teams;
• Implement assessment planning preparation including documentation relating to assessment and travel arrangements for assessors;
• Coordinate and manage the implementation of corrective actions by clients;
• Conduct minimum 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 of the Calibration Laboratories and Inspection Bodies Accreditation Schemes;
• Assist in mentoring/monitoring of assessors and trainees assessors;
• Contribute in the implementation and realization of the schemes objectives and deadlines;
• Interact with various stakeholders and provide good client services; and
• Maintain personal development plan.

QUALIFICATION & EXPERIENCE

• Diploma/ Degree in Physics/ Mathematics/ Engineering.
• Understanding of accreditation requirements and systems based on ISO/IEC 17025 and ISO/IEC 17020.
• Qualified and registered as an assessor.
• A minimum of 5 years technical experience.

REQUIRED SKILLS AND COMPETENCIES

• Candidates with high proficiency in the two SADC official languages (English & Portuguese);
• Target driven;
• Attention to detail;
• Ability to work in a team;
• 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: 29 March 2019

CORRESPONDENCE WILL BE LIMITED TO SHORTLISTED CANDIDATES ONLY.