

### **Job Specification & Description-Technical Officer I Certification Services**

<b>1. JOB TITLE:</b>	Technical Officer I-Certification Services
<b>2. DEPARTMENT:</b>	Certification Services
<b>3. LOCATION:</b>	Flat 15, Exhibition Site Sophia
<b>4. CLASSIFICATION:</b>	Other Technical & Craft Skilled
<b>5. SALARY SCALE:</b>	BS 13
<b>6. EMPLOYMENT TYPE:</b>	Full-Time Permanent
<b>7. FUNCTIONAL CONTACTS (internal and external)</b>	All support departments, customers, laboratory service providers
<b>8. REPORTS TO</b>	Head, Certification Services
<b>9. JD APPROVED</b>	Ms. Carole Fletcher, Chairperson, NSC

#### **10. JOB PURPOSE SUMMARY**

Responsible for management system audits, product and laboratory certification, and all assigned activities within the scope of the certification services work program.

#### **11. FINAL OUTPUT**

- Completed management systems audits for organisations.
- Completed certification for products, systems and laboratories.
- Completed audit reports
- Completed monthly and annual reports

#### **12. KEY PERFORMANCE**

- Number of completed audits
- Number of products certified
- Number of laboratories certified
- Number of reports completed

### **13. JOB DUTIES AND RESPONSIBILITIES**

- Conduct the assigned activities within the scope of the work program of the Certification Services Department
- Monitor national, regional and international levels of certification services activities and related areas with a view to continually improve the program activities assigned.
- Implement the relevant Quality Management Systems of the GNBS.
- Prepare articles for Newsletters, Standards Information Bulletin and other communication strategies in a timely manner with a view of sensitizing stakeholders on current and future developments in the area of Certification Services and Standardisation.
- Complete monthly and annual reports on all activities assigned.
- Complete reports for training program, conferences and other events when representing the GNBS.
- Perform any other related duty that may be assigned from time to time by any duly authorized Officer.

### **14. MINIMUM REQUIREMENTS**

- At least a first degree in the natural sciences or medical technology or Agricultural Science.
- Working knowledge of Microsoft office
- Two years' experience

### **15. SPECIFIC KNOWLEDGE & SKILLS REQUIRED**

- Results driven/goal oriented
- Computer skills.
- Excellent communication
- Auditing or assessment skills
- Analytical skills
- Good interpersonal skills and ability to communicate effectively.
- Supportive, collaborative and team oriented.
- Maintains high standards of quality and integrity.

## **16. VALUES AND ATTRIBUTES**

- Maintain confidentially.
- Pays careful attention to detail.
- Maintains a proactive role as an agent of change.
- Pride in work and a quest for quality and excellence.
- Innovative, flexible and results oriented.
- Provides a positive image of the GNBS.
- Observes ethical and professional conduct.
- Accountability

## **17. SPECIAL CONDITIONS OF THE JOB**

- May be required to work during the lunch interval and on weekends to support all Departments.
- Must be prepared to travel outside of Georgetown to other branches of GNBS
- Numerous high priority and business critical deadlines
- Full-time position Monday to Thursday with hours of work 08:00h to 16:30h and Friday 08:00h – 15:30h
- Required to work beyond normal working hours/days to meet deadlines and deliverables
- Occasional local and overseas travel may be required
- The post is transferable

**HR1200/CS03**