

Job Specification & Description-Technical Officer I Certification Services

1. JOB TITLE:	Technical Officer I-Certification Services
2. DEPARTMENT:	Certification Services
3. LOCATION:	Track MB, Block B, National Exhibition Centre, Sophia
4. CLASSIFICATION:	Other Technical & Craft Skilled
5. SALARY SCALE:	BS 13
6. EMPLOYMENT TYPE:	Full-Time Permanent
7. FUNCTIONAL CONTACTS (internal and external)	All support departments, customers, laboratory service providers
8. REPORTS TO	Head, Certification Services
9. JD APPROVED	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 Agriculture 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