



AGRÉMENT SOUTH AFRICA VACANCIES

Quality Assurance Officers (X2)

Remuneration : R392 516.00 per annum

Reference number : ASA00024/2019

Purpose of the job

The main purpose of this position is to carry out quality assurance processes and procedures in the Quality Department of Agrément South Africa.

Key responsibilities:


- Perform specific quality assurance tasks in line with Agrément South Africa's guideline and standards.
- Review process documentation for compliance with the Quality Management Systems and the Standards for assessment.
- Communicate clearly within the quality assurance unit and others on the activities.
- Assist in investigating problems and troubleshooting within the documentation control system.
- Conduct all quality assurance activities ethically.
- Support Technical Assessment on the following:
 - Advice on corrective actions
 - Advice on documentation to be completed
 - Verify that assessment processes have been completed
 - Follow up on outstanding quality issues.
- Promote a culture of excellence with regards to the application of Quality Assurance in the Technical Division.
- Conduct quality assurance audit as part of certification/recertification process.
- Conduct 3-years validity reviews.
- Conduct licensee and qualified installers scheme audit.

Qualifications

- A 3-Year National Diploma or Degree in the Built Environment Discipline (Building Science, Construction Management, Architecture, Civil Engineering, Quantity Surveyor or related fields).
- 2 years' relevant professional experience.

Added advantage:

- Knowledge of ISO 9001:2015 will be an added advantage.



Skills, experience and competencies

- Administration.
- Quality assurance in the built environment.
- Knowledge of SABS standards.
- Ability to maintain a high level of accuracy in preparing and entering information and attention to detail.
- Ability to work with sensitive and confidential information.
- Record keeping skills.
- Analytical.
- Professionalism.

The candidate will be subjected to integrity checks before appointment is made. Interested parties should forward their CV's with your name, surname, position title and reference number on the subject line **(e.g. Naomi Lambetts: Position interested in: Reference no: ASAxxxxx)** to email address recruitment@agrement.co.za by no later than **03 September 2019 at 16h00**.

Agrément South Africa is committed towards increasing the representation of marginalized groups in line with its Employment Equity Policy. Please note that correspondence and communication will be only be conducted with shortlisted candidates and that Agrément South Africa reserves the right to not make any appointment.

Enquiries regarding the posts should be made with Ms. Portia Molatlhegi or Ms. Cornelia Dube at 012 841 2859