NEW KENYA CO-OPERATIVE CREAMERIES LTD

QUALITY ASSURANCE OFFICER (PRINCIPAL QUALITY ASSURANCE OFFICER)
NKCC/HR.1150/QAO/27/07/2023

Job purpose

Reports to the Head of Quality Assurance, Quality Assurance Officer will be responsible for ensuring that all products are manufactured in accordance with the set standards by overseeing and monitoring all the stages of the production process.

Key responsibilities

- Initiating the development of quality assurance policies and procedures.
- Coordinating the implementation of the risk management policy.
- Reviewing reports from the risk champions regarding the nature and extent of risks in their business activities.
- Coordinating the implementation of quality assurance standards.
- Reviewing the implementation and efficiency of quality assurance standards and quality management systems.
- Preparing reports and communicating outcomes of quality activities.
- Managing internal audits and other quality assurance activities, documenting nonconformities and monitoring corrective and preventive actions.
- Coordinating the collection, compilation, and analysis of data to identify areas for
- improvement in the quality Management system.
- Identifying training needs and organize training interventions to meet quality standards.
- Coordinating and supporting on-site audits conducted by external providers and evaluate audit findings and implement appropriate corrective actions.
- Ensuring compliance with quality Management systems and regulatory requirements.
- ***Any other duties as assigned by immediate supervisor.***

Person Specifications

- Have bachelor's degree in food science and technology or Dairy Technology from a recognized Institution.
- Master's degree in food science and technology /Dairy Technology or relevant is an added advantage.
- Have eight (8) years relevant work experience with at least three (3) years' experience in a supervisory role.
- Be proficient in computer applications.
- Demonstrate competence in work performance.