

TEFON HUMAN RESOURCES Sarl

Vacancy announcement

Quality Assurance Analyst

Our client, a multinational company, specialized in oil and gas, is looking for an “Quality Assurance Analyst” to accompany his activities in Cameroon

Work location	Douala, Cameroon
Work Schedule	5/2
Department	Health Safety Security and Environment
Reports to	Head of Safety and Environment
Year	2021
Headcount	1

Job Purpose/Summary

The Quality Assurance Support is responsible for the maintenance and implementation of the Quality and HSSE Management System including operational procedures. He/she provides assurance for data management; Coordination of APCC/APCL Quality and HSSE Management processes including performance monitoring, reporting to internal/ external stakeholders and Quality Management documentation.

Key Accountabilities/Result Area

PRIMARY ACCOUNTABILITIES

- Assist the HSSE team in harmonizing departmental related processes in line with the corporate vision.
- Support implementation of the HSSE and Quality Management systems.
- Support the development of Quality Control and HSSE Management system processes.
- Strive for continual improvement of management system processes, reporting and implementation
- Make input to monthly, quarterly and annual quality and HSSE reports/ reviews.
- Participate in monitoring and evaluation of internal processes in line with the annual objectives.

OPERATIONS

- Provide support in employees training related to HSSE and Quality management
- Monitor on a daily basis the progress of assurance actions related to Quality and HSSE Management.
- Plan and carry out awareness sessions to employees on Assurance processes.
- Support the review of management system-controlled documentation.

Interface & Dimensions

- Liaise with Corporate and SIPC HSSE Teams.
- Working closely APCC/APCL local and international Vendors, Contractors and Consultants.
- Interfacing with Local and International Interested Parties (Regulators, Agencies, NGOs, Communities, etc.)

Key Challenges

- Demonstrate a personal commitment to HSSE Management and improvement of the Quality Management system of the organization
- Maintain the materiality and currency of all management system processes
- Consistent application of HSSE Management processes in APCC in compliance with SIPC requirements.
- Occasionally needs to work in relation with government authorities

Experiences / Competence & Requirements

- BSc. or higher in Quality or HSSE Management. Certified HSSE professional will be an advantage.
- Minimum 03 years in the Oil and Gas, chemical and allied or Energy industry in a similar position (Development, maintenance and implementation of Safety and Quality Management systems)
- Excellent Team spirit.
- Proficient with MS Excel and MS Word.
- Experience in Quality and HSSE Management system implementation and monitoring is desired.
- Good knowledge of international standards (ISO 45001, 9001 etc.) is required
- Fluent in written and spoken English.
- Experience in dealing with diverse teams and contractors
- Willingness to coach and serve customers.

- Be customer focused; result oriented and team player.
- Have a genuine desire to learn, contribute and be challenged.
- Ability to operate in a multi-cultural environment.
- Effective communication skill
- Ability to work independently, to work under pressure, to lead change and take initiatives.

*All interested candidates should submit a CV and cover letter to:
tefonhr@tefonservices.com/www.tefonservices.com/latest
1st November 2021*

*This vacancy is open to all interested candidates both internal
and external*

