

## TEFON HUMAN RESOURCES Sarl

### Vacancy announcement

#### Job Purpose/Summary

The **Quality Assurance Analyst** supports the implementation and maintenance of the Quality Management Systems (QMS) which is integrated with the HSSE Management system, including operational procedures. He/she provides assurance for quality data management processes including performance monitoring, reporting to internal/ external stakeholders and Quality Management documentation.

#### Main Mission/Result Area

##### PRIMARY ACCOUNTABILITIES

- Assist the HSSE team in harmonizing departmental related processes in line with the corporate vision & Headquarter requirements.
- Support the implementation of the Quality and HSSE Management system processes.
- Support the development, communication & use of Quality Control and HSSE Management system processes.
- Strive for continual improvement of management system processes, reporting and implementation.
- Develop strategies for continuous improvement and assist in creating guidelines for staff to improve quality processes.
- Analyse quality data and metrics to identify trends, root causes of issues, and areas of improvement
- 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.
- Identify, document and track process defects, and work with relevant teams to ensure the defects are resolved.

- Support and monitor the implementation of quality control procedures and protocols to ensure compliance with company and industry standards.

## **OPERATIONS**

- Work with cross-functional teams, including production and facility engineering, to resolve quality issues.
- Provide support in employees training related to HSSE management
- Monitor daily 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 systems-controlled documentation.

## **Key Challenges**

- Demonstrate a personal commitment to Quality Management System improvements and as integrated with the HSSE Management of the organization.
- Maintain the materiality and currency of all quality management system processes.
- Consistent monitoring and application of the company's QMS processes in line with the Headquarters' QMS requirements and in alignments with the Quality & HSSE Management systems.
- Internal consultant on quality matters, and principal interface with external stakeholders including government authorities.

## **Competence & Requirements**

- BSc. or Higher in Quality or HSSE Management. Certified Quality 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, MS Word & PowerPoint
- Experience in Quality and HSSE Management Systems implementation and monitoring is desired.

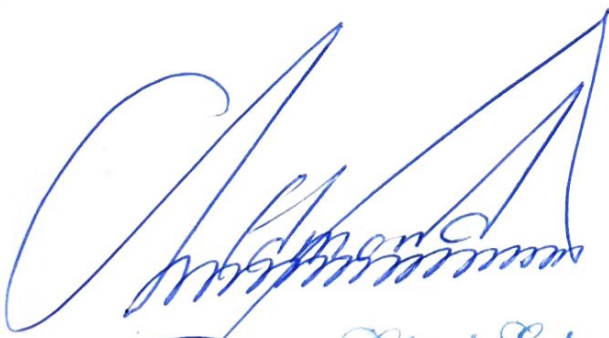


- Good knowledge of international standards (9001, ISO 45001, etc) id required.
- Fluent in written and spoken English
- Experience in dealing with diverse teams and contractors.
- Willingness to coach and serve customers
- Be customers focused; result oriented and team player
- Have a genuine desire to learn, contribute and be challenged
- Ability to operate in a multi-cultural environment.
- Effective communication skills
- Ability to work independently, to work under pressure, to lead and take initiatives.

*All interested candidates should submit a CV and cover letter*

*to: [tefonhr@tefonservices.com](mailto:tefonhr@tefonservices.com)/[www.tefonservices.com](http://www.tefonservices.com)/la  
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*Chick Edmond*  
Human Ressources / Operations Director  
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