

## TEFON HUMAN RESOURCES Sarl

### Vacancy announcement

#### Job Purpose/Summary

The Quality Assurance Analyst supports the maintenance and implementation of the Quality and HSSE Management System including operational procedures. He/she provides assurance for data management, Coordination of the Company's Quality and HSSE 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.
- 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.

## 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 the Company in compliance with the Head Quarter's requirements.
- Occasionally needs to work in relation with government authorities

## 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](mailto:tefonhr@tefonservices.com) / [www.tefonservices.com/latest](http://www.tefonservices.com/latest)*  
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