

# Job Description Form



<b>Personal Details</b>	<b>Job Holder :</b> <b>Job Title :</b> <b>Location :</b>	<b>QA QC Officer-CAR</b>	<b>ID Number:</b> <b>D.O.J:</b> <b>Date Reviewed:</b> <b>Next Review:</b>	
	<b>Reporting to :</b>	<b>Construction Manager</b>		
	<b>Liaison with:</b>	<b>Project Manager</b>		
<b>Job Profile</b>	<b>Job Purpose</b>	To inspect critical Civil/MEP / Architectural processes or activities to ensure conformance to requirements against specifications as per project plan. Maintaining, designing and controlling quality strategies and quality management systems. Ensure maximum quality enhancement of a project.		
	<b>KPI's</b>	<b>To be agreed with Line Manager</b>		
	<b>Main Job Accountabilities &amp; Expectations</b>	<ul style="list-style-type: none"> <li>▪ To work on site monitoring quality and completing inspections</li> <li>▪ To review all materials received on the site, inspecting them, ensuring they are of the highest quality</li> <li>▪ To check works against approved drawings</li> <li>▪ To report non compliances to the management team ensuring they are closed out and reported</li> <li>▪ To support the engineers in performing specialist QA QC techniques on CIVIL/ MEP/ Architectural installations and processes</li> <li>▪ To log all inspections and findings, preparing a daily report for the Project Manager</li> <li>▪ To report deviations from approved plans and specifications</li> <li>▪ To maintain the QA QC paperwork – test papers, files, reports and certificates</li> <li>▪ To conduct testing within the required specification or ITP</li> <li>▪ Where possible identifying defect trends and implementing plans for rectification</li> <li>▪ To attend and participate in QA QC meetings</li> </ul>		
	<b>Required Skills</b>	<ul style="list-style-type: none"> <li>▪ Excellent communication skills</li> <li>▪ Knowledge of report writing</li> <li>▪ Good problem solving ability</li> <li>▪ French speaking preferred</li> </ul>		
	<b>Core Competencies</b>			
	<b>Levels of Competencies</b>	<i>Level 1</i> Excellent <i>Level 2</i> Good <i>Level 3</i> Satisfactory <i>Level 4</i> Unsatisfactory		
<b>Job Specification</b>	<b>Preferred Qualification &amp; Experience</b>	<ul style="list-style-type: none"> <li>▪ Bachelor degree in Engineering or equivalent.</li> <li>▪ Minimum 4 years' experience required in the QA QC department in a construction environment.</li> </ul>		
<b>Signature</b>	<b>Employee</b>		<b>Date</b>	
	<b>Line Manager</b>			
	<b>Country Manager</b>			
	<b>HRD</b>			