



APPOINTMENTS

ZABS is a statutory body currently operating under the Standards Act No. 4 of 2017. ZABS exists to support industry in the production of goods and services of acceptable quality for national, regional and international markets. It is the custodian of national standards and acts as a link between the local industry and regional and international standardization and quality assurance (SQA) organizations.

MAIN FUNCTIONS

The Bureau's mandate is to provide services in the areas of Standards Development, Management System/ Standards Training, Product Testing and Product/Management System Certification. It is also the National Enquiry Point for the World Trade Organization (WTO) Issues.

VACANCY

The Bureau wishes to invite suitably qualified and experienced Zambian nationals to fill the following vacant position;

1. SENIOR QUALITY ASSURANCE OFFICER (ZABS 4 x 01)

A. KEY RESPONSIBILITIES

- Implement and maintain an accredited Testing Laboratories quality management system in accordance with ISO/IEC 17025 standards
- Ensure that quality system requirements are communicated, understood and advocate for quality
- Coordinate laboratory accreditation activities to ensure continued compliance to accreditation requirements
- Train personnel on quality management system activities to ensure their effective participation
- Oversee preparation, distribution and maintenance of quality system documents and records, and maintain a master list of all current versions of quality documents
- Plan and manage the internal audit programme and the management review programme
- Respond and resolve customer complaints in a timely manner
- Review and approve corrective actions from Laboratory personnel
- Ensure that the laboratory participates in suitable inter-laboratory comparison and proficiency testing schemes and evaluate results to ensure reliability of laboratory results. Investigate outliers and recommend corrective action
- Monitor effectiveness, suggest improvements and prepare reports on quality system status for the attention of the Laboratories Manager

B. QUALIFICATIONS, EXPERIENCE & PERSONAL ATTRIBUTES

- Full Grade 12 Certificate

- Bachelor of Science or Engineering or related discipline
- Must have a Lead Auditor Certificate in quality systems
- 6 years' experience at supervisory level in the quality assurance role in any manufacturing or production or testing laboratory area.
- Excellent communication skills, interpersonal skills, including presentation skills
- Technical Skills: Method Validation, Proficiency Testing and Laboratory Accreditation procedures.
- ISO 17025 Implementation and Auditor training a must
- Must be conversant with SADCAS requirements for nominated representative
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Other Skills: Computer literate in Excel and Word Processing

CONDITIONS

The position is on contract employment, subject to renewal based on performance.

Suitably qualified individuals are therefore encouraged to apply for the jobs, please send your application letter together with copies of educational and professional certificates and a detailed CV to the address below. **Closing date for applications is 23rd August 2023.**

The Human Resources and Administration Manager

Zambia Bureau of Standards

P.O Box 50259

LUSAKA