

JOB DESCRIPTION

JOB TITLE:	QA/QC Manager	
JOB ASOC Code:	121304	
DEPARTMENT:	Quality	
REPORTS TO:	General Manager	
GRADE:	Management	DATE: 2022-11-07

Occupation Summary:

Take part in developing the key objectives, policies, initiatives and operational plans and programs related to quality management; directly supervise the activities of managing and planning the work related to quality in line with the operational plans; and ensure the availability of all the technical and human resources guarantying the continuous implementation of daily operations, as efficiently and effectively as possible.

Main Tasks:

- Take part in setting the objectives, initiatives and operational plans that ensure the existence of high quality and efficiency standards in the entity and its organizational units; follow up the implementation of these plans; and ensure the existence of the accurate frameworks and metrics by which the level of achieving these plans and objectives is determined.
- Develop the detailed plans, programs and projects that will improve the quality of the outputs and services; develop the frameworks and standards that ensure their existence and continuity; and follow up the implementation thereof.
- Review and develop the systems, standards, procedures and models of quality control and assurance in the entity; manage the process of dissemination and circulation thereof to the organizational units; and follow up their implementation through conducting the processes of auditing and quality controlling.
- Follow up on the latest developments, updates and practices in the quality systems and means of assuring conformity and compliance with the quality procedures and standards; and submit proposals on updating the quality and audit systems adopted in the entity.
- Supervise the preparation of abstracts and general reports on the quality assurance and standards; submit these abstracts and reports to the competent senior management; inform the senior management of the different challenges and updates; and seek the advice thereof regarding various future important cases and initiatives.

Responsibilities and Duties

- Determine and define project scope and objectives.
- Predict resources needed to reach objectives and manage resources in an effective and efficient manner.
- Prepare budget based on scope of work and resource requirements.
- Track project costs to meet budget.
- Develop and manage a detailed project schedule and work plan.
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress.
- Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables.
- Utilize industry best practices, techniques, and standards throughout entire project execution.

- Monitor progress and adjust as needed.
- Measure project performance to identify areas for improvement.

Technical skills:

- Enterprise quality management software (EQMS)
- 7QM (The Seven Quality Management Tools)
- Total Quality Management (TQM)
- ISO 9001:2015 (quality management system)
- ISO/TR 10013:2001 (guidelines for quality management system documentation)

Qualification

- B.S. in Engineering or equivalent related degree, preferred
- Master's degree in business, engineering management or project management is highly desirable.
- 8-10 years professional experience of quality management rule in construction sector.
- Project Management Professional (PMP) certification preferred

Dimensions

- Leadership
- Decision Making
- Problem Solving
- People Management
- Strategic Thinking