

THE GAMBIA STANDARDS BUREAU (TGSB)

130 Kairaba Avenue, Tel: 4494512/13/14

JOB PROFILE

Position: CERTIFICATION OFFICER II

Number required: 2

Reporting Line: Director of Conformity Assessment Division

Main Responsibilities:

- Identifying and appointing auditors and technical experts for certification activities.
- Continuous assessment of the competence of auditors and evaluation of auditors including identification of training needs and ensuring competence development.
- Receiving and evaluating client's applications for certification and making decisions whether the client should be audited for certification or not.
- Facilitating applications for certification and re-certification to relevant product, process, service and system standards.
- Auditing clients based on relevant product, process, service and system standards and reporting on the findings.
- Peer evaluation of audit reports.
- Developing customer audit programmes and implementing the same.
- Marketing and promoting certification services of the certification body (CB).
- Preparing technical and financial proposals for certification services and cost quotations for certification services.
- Implementing and maintaining quality management systems according to ISO/IEC 17065, ISO/IEC 17021 and ISO/TS 22003.
- Ensuring that all work is invoiced and that payments are made.
- Preparing quarterly and annual performance reports for the certification section.
- Maintaining certification records.

Education, Work Experience and Competencies:

- BSc in any discipline in the Physical/Natural Sciences or Engineering;
- Basic knowledge of ISO 9001 QMS is an asset;
- Working experience in a certified facility is added advantage;
- Good attention to detail.
- Good planning and organizational ability;
- Excellent IT skills.

Submission of Applications

Application dossiers (Application letter, CV, copies of relevant certificates) should be in sealed envelope clearly marked with the position applied for and delivered to the following address (in the case of hard copies). Electronic applications should be sent to sdrammeh@tgsb.gm / mnjie@tgsb.gm.

**Director General
The Gambia Standards Bureau
130 Kairaba Avenue**

Fajara

Deadline for receipt of applications: **TUESDAY, 4th DECEMBER, 2018 at 1600hrs.**

Women are highly encouraged to apply.

NB: We thank all who submit applications. However, we are unable to acknowledge or advise the outcome of our valuations to all applicants and therefore only shortlisted ones will be contacted.