



VACANCY ANNOUNCEMENT

Do you have a passion for Standards and Quality promotion? Here is a unique opportunity to join an exciting team to define, lead and coordinate the National Quality Infrastructure!

Position: CERTIFICATION OFFICER **Number required: 1**

Reporting Line: Director of Conformity Assessment Division

Main Responsibilities:

- Facilitating and processing applications for certification and re-certification;
- Identifying and appointing auditors and technical experts for certification activities;
- Continuously assessing the competence of auditors;
- Carrying out internal audits in the Certification Body;
- Maintaining certification records;
- Carrying out audits for clients;
- Advising customers on certification schemes;
- Implementing and maintaining ISO/IEC 17021 and/or ISO/IEC 17065;
- Planning the evaluation activities and keeping record of evaluation schedules;
- Promoting certification services of the certification body;
- Preparing quarterly and annual performance reports for the certification units;
- Carry out any other related assignments from immediate Supervisor and DG;

Education, Work Experience and Competencies:

- BSc in any discipline in the Natural Sciences or any related area from a recognized university;
- The ability to work in a highly disciplined manner;
- Basic knowledge of ISO 9001 and ISO/IEC 17021;
- Three years working experience in the areas of Natural Sciences
- Good planning, organizational and time-management skills;
- Good interpersonal relations and communication skills;
- Good report-writing and presentation skills;
- Competency in Microsoft Office Suite.

Remuneration: Attractive and highly competitive with good prospects for professional and career growth.

Submission of Applications

Applicants should **submit a COVER LETTER, CV and COPIES OF CERTIFICATES in a SEALED ENVELOPE and clearly marked: APPLICATION FOR CERTIFICATION OFFICER** and addressed to the following:

Director General
The Gambia Standards Bureau
Kotu East

Electronic applications should be sent to: hr@tgsb.gm

Deadline for receipt of applications: **MONDAY, 28 MARCH 2022 AT 1800 HRS.**

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 evaluations to all applicants and therefore only shortlisted ones will be contacted.