

## Position Title: Head of Quality Assurance, Strategy and Projects

### About Namibian Standards Institution (NSI)

The Namibian Standards Institution (NSI) was established in terms of the Standards Act, 2005 (Act No. 18 of 2005). The primary role of the NSI is to promote Standardisation and Quality Assurance in industry, commerce and the public sector in Namibia, with the aim of improving product quality, industrial efficiency and productivity, and to promote trade, so as to achieve optimum benefits for Namibia. NSI is an equal opportunity employer

### Purpose of Position

The Head of Quality Assurance, Strategy and Projects is responsible to coordinate the development and implementation of corporate quality management systems in line with ISO 9001 to obtain and maintain certification as well as conforming to the requirements of ISO/IEC 17021, ISO/IEC 17065, ISO/IEC 17024, ISO/IEC 17025, ISO/IEC 17020 for the conformity assessment units in order to obtain and maintain accreditation. The Head of Quality Assurance, Strategy and Projects further coordinates and facilitates the corporate strategy development, monitoring the strategy execution and oversee and monitoring the implementation of strategic projects.

### Required Education and Experience

A Bachelor's Degree in science, business or equivalent qualification (NQF level 7), a postgraduate Diploma in Management, Project Management or Quality Management. 6 years in Strategy, Project or Quality, Management of which at least 3 years in a managerial position. A relevant driver's license valid for (2) two years.

#### Interested candidates are directed to visit:

<http://www.transfocoaching.com.na> for the full job specifications and guidance on how to apply and submit applications and relevant documents. Only shortlisted candidates will be contacted and no documents will be returned.

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### Job Specific Knowledge and Skills

- Knowledge of relevant acts, regulations and institutional governance requirements.
- Strong knowledge of Quality Management Systems and ISO 9001 requirements.
- Knowledge of applicable conformity assessment standards, including ISO/IEC 17021, 17065, 17024, 17025 and 17020.
- Strategic management, planning, monitoring and evaluation skills.
- Project management framework development and implementation skills.
- Business process mapping, process improvement and re-engineering skills.
- Analytical thinking and logical reasoning ability.
- Strong report writing, communication and facilitation skills.
- Managerial, coaching and staff performance management skills.
- High level of integrity, assertiveness, diligence and interpersonal effectiveness.

### Summary of Key Performance Areas

- Lead the development, implementation and maintenance of the organisational Quality Management System.
- Prepare, review and update QMS policies, procedures and documentation in line with applicable standards.
- Maintain QMS records and coordinate the work of quality management committees.
- Coordinate management review meetings and monitor action plans arising from quality reviews.
- Monitor quality issues, audit reports and non-conformities and ensure appropriate corrective action.
- Coordinate organisational business process mapping, process engineering and business process re-engineering.
- Lead organisational strategic planning, activity planning, performance monitoring and evaluation.
- Coordinate the review, implementation and reporting of the organisational strategic plan.
- Lead the implementation and monitoring of the project management framework.
- Manage divisional budgeting, financial control, staff performance and team development.