

BE PART OF THIS TEAM

The **East London Industrial Development Zone SOC Ltd** is the operator of the East London Industrial Development Zone (ELIDZ), an entity which exists to help manufacturers to become globally competitive through the development and efficient management of a modern, purpose built industrial location, which offers investing industries a streamlined business environment enhanced by a range of supporting services. The zone is already operational and currently houses a number of manufacturers that supply products for the local and international markets.

POSITION: Quality Professional / Ref: REC/02/19

Minimum Requirements: • National Diploma in Quality Management or Quality Assurance or equivalent. • ISO 9001 Certificate. • 2 years of relevant internal or external auditing experience • 2 years of relevant experience in quality assurance or management or management systems.

Required Competencies: • Implementation and maintenance of quality management system • Training and Awareness Programmes • Organizational and unit support • Administration • Good Communication and Customer Relations Skills • Ability to build collaborative relationships • Thorough knowledge of the ISO 9001 Management System • Thorough knowledge of quality improvement tools • Problem Solving Skills • Code EB Driver's License • Computer Literacy • Knowledge of auditing • Business Process Re-Engineering Techniques • Knowledge of Process Mapping; • Ability to write SOP's, policies and procedures • Business Writing Skills • Knowledge of Document Management • Project Management Skills • Good literacy skills.

Specific Functional Responsibilities: • **Implementation & Maintenance of a QMS:** • **Process Mapping** • Identification, development, mapping & testing of organizational processes and process interphases • **Procedures and Controls** • Identification and development of procedures, SOP's and internal SLA's • **Document Management Control** • Identification of information and related documentation required to be controlled & maintained • Implementation and maintenance of QMS document control requirements (unique numbering, version control & record keeping protocol) • **Auditing** • Input into the development and implementation of organizational internal related audit protocol (for product/ service, process and risk) • Input into the development, implementation and maintenance of audit analysis dashboards for reporting and action management • Coordinate external certification as well as compliance related audit requirements and protocol • **Training & Awareness Programmes:** • **Workshopping/training** • Identification of training requirements to create organizational QMS & general quality awareness • Collaborate with human resource management to develop, implement and maintain quality related organizational training plan • **Organizational and Unit Support** • QMS and Quality related advice/ Support provision to organization in relation to maintaining QMS Accreditation • Support with the integration of QMS requirements with strategic and operational targets & objectives • Support with the assurance of alignment between organizational systems, processes and activities • Ensure continual improvement of systems, processes and activities. • **Administration** • Standard and non-standard report provision (compliance and operational reporting) • Input into control of budget requirements and variance reporting • Ensure all system administrative requirements are addressed.

Applications must be submitted by e-mail to: recruitment@elidz.co.za.

The closing date is 28 June 2018. If you have not heard from us within one month after the closing date, please consider your application unsuccessful. Only shortlisted candidates will be communicated to. The ELIDZ reserves the right not to fill this position. **Preference will be given to African and Coloured Males as per our ELIDZ EE Plan.**

Tel: 043 702 8200 / www.elidz.co.za

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business streamlined