

JOB DESCRIPTION

Job Title: Quality Assurance / Quality Control Manager	This JD was last updated on 1/1/06
<p>Organizational Relationships: (Reports to whom, and supervises whom. Job titles only and not names)</p> <p>Reports to the General Manager</p>	
<p>Authorities:</p> <ul style="list-style-type: none">• The QA/QC Manager is in charge of all Quality Assurance / Quality Control matters of any construction or maintenance project and HKH company as a whole, in addition to Quality Management System.	
<p>Responsibilities:</p> <p>This position is to provide leadership for the company's Quality Assurance/ Quality Control Process. The incumbent supports HKH to ensure that all work performed on all project sites meets the project(s), national and international QA/QC requirements.</p> <ul style="list-style-type: none">• To develop and implement a quality assurance program/plan for the project based on ISO 9001-2000.• To act as Management Representative and prepare for regular "Management Review Meetings" and interact with ISO Consultant and Audit• To prepare quality assurance internal and external audit agenda and participate in audits• To take charge of quality control and be responsible for all quality control activities.• To assure timely and effective implementation of a project quality control program• To recommend actions to project managers and/or HKH management to correct observed quality deficiencies• To interact with and defend HKH interest at all levels with the consultants and subcontractors.• To ensure subcontractors are suitable for the work• To ensure materials of the project are submitted by HKH and approved by consultant and/or client• To ensure method statements are submitted by HKH and approved by consultant and/or client• To be involved in internal company reporting so that the HKH's management is kept abreast of the QA/QC matters.• To carry out any task that is required by Management	

Qualifications:

Educational Qualification: Bachelor Degree in Civil Engineering or equivalent

Number of years of experience: 10 years in QA/QC for projects over QR 5-10 Million

Specialized training required (if any): Computer literate in MS Word and Excel and working experience with Auto-cad and Primavera

Area of experience required: Must be well versed in applicable International Codes, Standards and Specifications of construction and maintenance/refurbishment and be knowledgeable of construction practices and economics involved

Competency requirements: (State the competences required for this job)

In a multicultural environment / work force the incumbent:

- Should be skilled in coordinating efforts with various construction functions/projects,
- Must be dynamic, independent, and able to provide excellent service under work pressure.
- Must have a pleasant personality, and
- Should have proficiency in English and another language (Arabic or Indian Subcontinent / South West Asia)

Note: This Job Description has to be discussed with the relevant employee and he should be made aware of his authorities, responsibilities, role in support of company's quality objectives, and the competency requirements of this position, along with any deficiencies that exist currently, and the company's plan to train the employee to overcome these deficiencies. An uncontrolled copy of the relevant job description can be distributed to the employee and any changes or modifications made should be communicated to him.