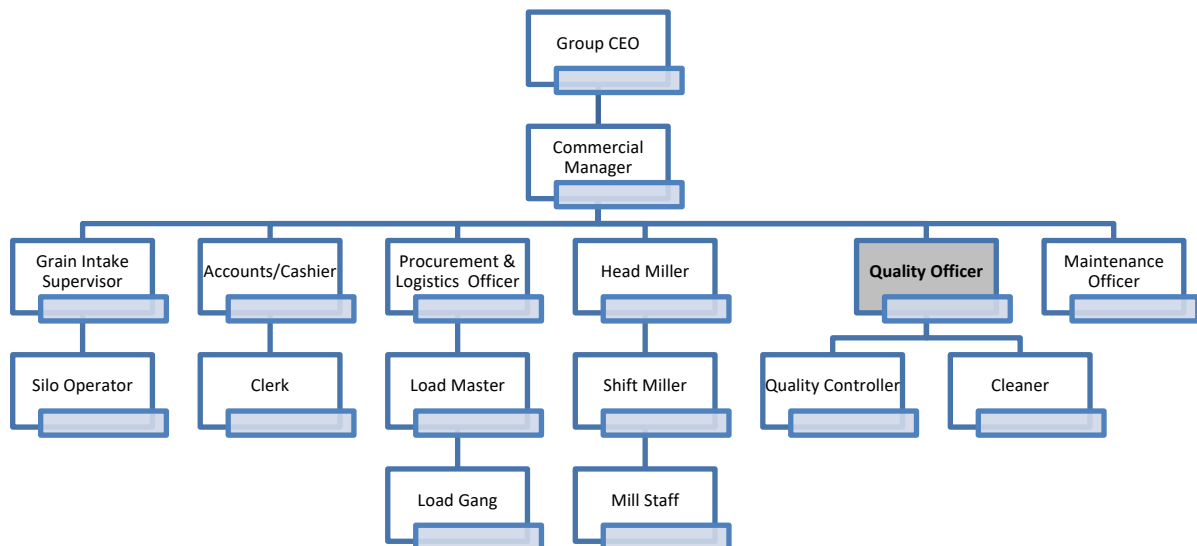


## JOB DESCRIPTION

<b>POSITION TITLE:</b>	<b>QUALITY OFFICER</b>
<b>REPORTING TO:</b>	<b>Commercial Manager</b>
<b>DEPARTMENT:</b>	<b>Commercial</b>
<b>SUBORDINATE:</b>	<b>Quality Controller &amp; Cleaner</b>
<b>DATE:</b>	February 2025
<b>GRADE:</b>	

### POSITION IN THE ORGANISATION



### Purpose of the Position

#### This Position:

The Quality Officer is responsible for maintaining the quality standards of all produce in the hub and at farm levels at according to Good Agricultural Practice (GAP) standards in order to meet national quality standards and market specifications.

PERFORMANCE SPECIFICATION		
No.	Key Performance Area	Key Tasks
1.	<b>Quality Control</b>	<p>1.1 Assists with the drafting of quality control policies and procedure manuals as and when required.</p> <p>1.2 Responsible to check the quality of products are maintained.</p> <p>1.3 Conducts daily inspections to manage the temperatures and humidity to ensure the preservation of product.</p> <p>1.4 Verifies the disposal of waste and ensuring that staff does not consume the disposed waste.</p> <p>1.5 Monitors the preparation of packaging in the Plant.</p> <p>1.6 Inspects, tests, measures materials, products, installations, or work for conformance to specifications.</p> <p>1.7 Notifies supervisors and other personnel of production problems, and assists in identifying and correcting these problems.</p> <p>1.8 Discards or rejects products, materials, or equipment not meeting specifications.</p> <p>1.9 Marks items with details such as grade or acceptance-rejection status.</p> <p>1.10 Records inspections or test data, such as weights, temperatures, grades, moisture content, quantities inspected, or graded.</p> <p>1.11 Develops and initiates standards and methods for inspection, testing, and evaluation.</p> <p>1.12 Ensures the accurate tests are conducted and verifies the results.</p> <p>1.13 Ensures that products that don't conform to Group Quality standards are discarded.</p> <p>1.14 Keeps abreast of new legislations and standards and liaises with other regulatory bodies.</p> <p>1.15 Works with customers to review their needs and produce a review report and support plan which identifies new needs and reports against outcomes in terms of standards.</p> <p>1.16 Maintains appropriate records on work undertaken in accordance with the Departmental policy.</p> <p>1.17 Assists in identifying, developing, or acquiring appropriate resources to support technical components of the standards programme, including written translation of materials.</p>
2	<b>Compliance</b>	<p>2.1 Assists the Manager in developing and maintaining the ISO9001 procedures and work instructions.</p> <p>2.2 Establishes program to evaluate precision and accuracy of production equipment and testing, measurement, and analytical equipment and facilities.</p> <p>2.3 Responsible for quality compliance in terms of ISO 9001, OHSAS 18001, ISO 22000, STAN 330, GMP, GHP, amongst others.</p> <p>2.4 Maintains policies and procedures relating to quality and standards in the Plant.</p> <p>2.5 Researches to determines the types of tests to be conducted on site and conducts audits.</p> <p>2.6 Ensures compliance of SOP's based on GLOBALGAP.</p>

<b>3</b>	<b>Training, Monitoring &amp; Evaluation</b>	3.1	Responsible for monitoring, through the review process, the delivery and standards of standards of production and reporting concerns or quality assurance issues with the Manager and be responsible for reporting that information on to the relevant Standards Quality Assurance Database.
		3.2	Participates in development of monitoring and evaluation tools, and compile and enter data into computer data base for monitoring and evaluations and surveys.
		3.3	Responsible for Monitoring and Evaluation.
		3.4	Monitors the complete milling process in terms of quality standards.
		3.5	Delivers effective trainings to build the capacity of staff, farmers, agents, partners, residents and community groups.
<b>4</b>	<b>Supervision</b>	4.1	Ensures that subordinates are suitably trained and developed to achieve output requirements.
		4.2	Assess subordinate performance and implements behaviour correcting measures.

**MINIMUM EDUCATIONAL QUALIFICATION**

	<b><u>Qualifications &amp; Subjects</u></b>
1.	Bachelors in Science Degree in Agriculture or Agronomy or equivalent qualification

**MINIMUM YEARS OF EXPERIENCE REQUIRED**

	<b><u>Type of Experience:</u></b>
1.	At least four (4) years in a quality control environment, or an equivalent combination of education and experience.
2.	Understanding of sustainable agricultural practices and participatory approaches
3.	Training in global GAP practices will be an added advantage.
4.	Computer literacy

**KEY PERFORMANCE AREAS**

1.	Quality Control
2.	Occupational Health & Safety
3.	Advice and Support
4.	Monitoring & Evaluation of Quality Standards
5.	Training
6.	Compliance
7.	Reporting
8.	Supervision

**APPROVAL (SIGNATURES REQUIRED):**

**INCUMBENT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**MANAGERS NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMPILED BY EASY-HR CONSULTANCY:      DATE: 18 NOVEMBER 2024**

*The above statements are intended to describe the general nature and level of work being performed by the incumbent in this job. They are not intended to be exhaustive list of all responsibilities and activities required of position. It should not be seen as precluding future changes of this job.*