

	Job Profile / Description	Template Identifier	SPS/HC/001	Rev		
		Effective Date	June 2024			
		Review Date	May 2025			

Business Unit: Sim Packaging Solutions Limited	Job Title: Quality Assurance systems and process specialist	Job Grade:
Department: Quality Assurance	Duty Station: Kampala	
Reports to / Title of Immediate Supervisor:	Supervises: Quality Analysts and Quality Control Inspectors	
<p>Job Purpose: The Quality Assurance systems and process specialist will be responsible for upholding factory specifications, standards, processes, procedures, and quality management systems (QMS) for quality assurance and controls by making sure that products consistently meet and even exceed customer requirements and in alignment with applicable regulatory framework.</p>		
<p>Key Stakeholders:</p> <ul style="list-style-type: none"> Marketing Team. Safety, Health, and Environment. Procurement Team. Sales Team. Production Team. Inventory Team. Engineering Team. 		
<p>Functional Outputs/Activities per key performance area:</p>		
<p>Leadership, People, Culture & Linkage</p> <ul style="list-style-type: none"> Ensure employees have the right knowledge for the job and work to eliminate losses due to human error and insufficient procedures. Leverage leadership and technical knowledge to support the Quality Pillar of the continuous improvement program. Guide the team on loss prioritization and elimination. You will also set the road map to move away from reactive quality checks to proactive monitoring of key quality parameters. Builds quality and consumer safety skills and knowledge through coaching and training of factory team. Develop working relationships with cross-functional teams to ensure breadth and depth of the teams' knowledge in the areas of quality control and quality assurance. Build skills and improve flexibility and continuity among Quality analysts by maintaining a subordinate development program. 		
<p>Quality Systems Management</p> <ul style="list-style-type: none"> Drive continuous improvement through WCM programs Monitor the Implementation of quality system procedures through regular internal quality audits to ensure Compliance and continuous improvement. Ensure all time readiness for audit of the QMS by ensuring highest Compliance to established standards and regulatory requirements. Establish, Implementation and maintenance of good manufacturing practices as per ISO 22716 respectively. Coordinate and oversee the external audits in pursuance of certification of the company management systems such as ISO 9001, ISO 22716. Verifies compliance of site operations to SPSL QMS and other applicable quality related requirements through program of internal audits 		



Job Profile / Description

Template Identifier	SPS/HC/001	Rev	
Effective Date	June 2024		
Review Date	May 2025		

- Shall verify all documented procedures are sufficient to the extent necessary to ensure the consistent application of quality and the validity of the results as per ISO standards.
- Ensures complete, accurate and on time submission of annual Quality Verification program.
- Ensures that SPSL and applicable external standards and requirements are accurately represented in local procedures and work instructions.
- Reviews and analyses site quality KPIs, loss trees, and data to understand quality performance and identify areas for improvement.
- customer required audits / certifications.
- Carry out scheduled supplier and distributor audits.

Testing & Measurement

- Ensure physical analysis of PM, inspection of RM and final products against specifications to determine Compliance and conformity to set quality standards and technical specifications approved testing procedure and ensure release is done in a timely manner.
- Supervise the key product processes at the mixing stage, oversee the laboratory testing activities and supervise daily activities & deployments of the team

HACCP, Hygiene, Cleaning

- Develops, implement, and updates hygiene plan, pre-requisite programs, Critical Control Point (CCP) and Operational Pre-requisite Program and ensures mitigation of consumer safety risks through HACCP validation and on-going verification.

Trade market quality

- Coordinate and manage all in trade quality conformance.
- Coordinate and actively manage consumer and customer Complaints.
- Co-ordinate the recall of products from trade in liaison with Distribution and sales for business continuity.
- Co-ordinate regular trade/ consumer quality perception surveys with sales and manage any issues arising to improve the company Quality perception.
- Fast track the Inspection of returned goods for proper decision making.

Deviation Management

- Follow-up, and monitor timely close out of all Change Controls and deviations.
- Follow-up, monitor and verify effective Implementation of CAPAs related to deviations, market Complaints, recalls, Out-of-Specifications (OOSs).
- Report monthly and track Change Controls, deviations, and CAPA closures on an aggregated level.
- Participate in investigation teams to find root cause for quality related events such as, deviations and Out-of-Specifications (OOSs).

Innovation

- Develop research programs incorporating current developments to improve existing products and study potential of new products
- Oversee all aspects of research program and experiments.
- Manage trial or testing programs for products/services through the management of staff and assignment of staff and utilization of resources.



Job Profile / Description

Template Identifier	SPS/HC/001	Rev	
Effective Date	June 2024		
Review Date	May 2025		

- Perform product reviews, verification, and validation for new & existing products to ensure conformity for customer usage, market trends and required standards of quality.
- Responsible for the optimum use of the available funds and managing the sanctioned budget.
- Generate Cost Efficiency Savings from Material Wastes, Labour Productivity, and other Operating Expense to support the Factory's Objective on continuous reduction in Conversion Cost (CPT)
- Design a quality assurance program at the site to drive safety, productivity improvement, cost, improvement of assets lifetime, asset utilization and reliability

Financial Management

- Monitor and ensure zero waste of across the different manufacturing processes.

Risk Management

- Identify the department's risks, their various mitigations and keep track of them.

Compliance

- Ensure regulatory Compliance regarding product certification.
- Adherence to all Movit Group and In Country Policies and Procedures.

Minimum Qualification Requirements:

- Hold a bachelor's degree in: Biology, Biochemistry, Chemistry, Chemical engineering, or any other related science discipline from a recognized institution.
- Internal Quality Auditor certificate in QMS
- Knowledge in SAP
- Awareness in occupational health & safety

Related Minimum Experience:

Minimum 5 years relevant experience in FMCG Industry preferably in quality department.

Competencies Required:

Behavioural

- Must be of unquestionable integrity, Honesty, Trustworthiness and Professionalism

Leadership

- Must be a team player.
- Strong Leadership potential to effectively drive a business agenda and operational coordination of activities.

Knowledge.

- Advanced experience with MS Office
- Risk-based thinking and decision making
- Good understanding of GMP
- Knowledge in TPM, KAIZEN, ISO, MDWT, Six sigma or any other operations excellence methodology.

Skills

- Excellent communication skills (both oral & written)
- Good analytical skills



Job Profile / Description

Template Identifier	SPS/HC/001	Rev	
Effective Date	June 2024		
Review Date	May 2025		

Attributes include:

- Good at trouble shooting.
- Self-starter & team working skills.
- confidence and impartial in decision making.
- Strong interpersonal skills.
- Good time management and organizational skills.
- Ability to work under minimal supervision.

Growth Potential:

- Successful candidate will be set up for cross functional growth to Quality Assurance Manager/Production Manager Research & Development Manager or Occupational Health, safety, and Environment Manager.

Physical Requirements and Environmental Conditions

- Frequency of travel: Occasional travel is required for meetings; location may vary and may require overnight stays.
- Light physical activities and efforts required working in an office environment.

Job Assessment

- Interview

Job profile acknowledged by Employee

_____	_____	_____
Name	Signature	Date

Job profile approved by Line Manager

_____	_____	_____
Name	Signature	Date