



Job Description – Head Certification and Inspection Services

SECTION 1 – TITLE & REPORT STRUCTURE	
Title:	Head: Certification and Inspection Services
Reports to:	Director
Supervises:	Technical Officer: Conformity Assessment and Inspectors
Internal contact:	All Staff
External contact:	Local, regional and international agencies and the general public

SECTION 2 - PRIMARY DUTIES & RESPONSIBILITIES

1. Developing and implementing conformity assessment schemes, policies, and procedures to support the organization's mandate and strategic objectives.
2. Ensuring all assessment activities comply with relevant national standards and applicable laws and regulations.
3. Managing the various conformity assessment schemes under the portfolio of the GDBS.
4. Managing the legal metrology and technical regulation enforcement programmes.
5. Supervising and coordinating the daily operations of certification and inspection services to ensure timely and accurate output.
6. Implementing and maintaining applicable quality management systems for the division.
7. Establishing mechanisms to identify and mitigate risks to impartiality, ensuring that conformity assessment activities are objective and free from conflicts of interest.
8. Liaising with industry stakeholders, other regulatory bodies and accreditation agencies to build relationships to facilitate recognition of conformity assessment programmes.
9. Performing conformity assessment activities and generating related documents to ensure compliance to relevant technical regulations.
10. Reviewing, interpreting and approving technical reports generated by the division.
11. Preparation of performance, budgets and strategic intervention reports



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12. Planning and conducting training to develop technical competencies, and managing performance to ensure the division meets quality and performance standards
13. Represent the GDBS at national, regional and international forums, meetings and activities
14. Facilitating training programmes for internal and external clients;
15. Conducting internal and external audits, as well as managing corrective/preventive actions (CAPA) arising from findings.
16. Monitoring quality objectives and KPIs, risks and opportunities and driving improvements to enhance operational efficiency and quality of service.
17. Adherence to the policies of the GDBS
18. Any other related duties that may be assigned.

SECTION 3 - SPECIAL CONDITIONS

1. Provided with suitable office accommodation and institutional support through established policy guidelines and access to relative information and resources;
2. Expected to keep confidential all information acquired through the course of one's duties;
3. Expected to take advantage of specialized training and work experiences provided;
4. Subjected to policies and systems introduced that are applicable to staff;
5. Required to work extended hours as the job requires;
6. Expected to be knowledgeable and committed to the mission of the Bureau.

SECTION 4 - STANDARDS

Performance will be evaluated on, but not limited to, the following:

1. Adherence to administrative policies and operating procedures;
2. Timely completion of assigned tasks and deadlines met;
3. Accuracy and quality of information prepared;
4. Achievement of objectives set by Management.



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SECTION 5 - SKILLS, KNOWLEDGE AND ABILITIES

1. Should possess leadership qualities and be capable of taking appropriate initiatives;
2. Ability to work with other members of staff while ensuring compliance with the Bureau's policies and procedures;
3. Should be self-motivated, committed and possess good communication skills and the ability to motivate personnel.

SECTION 6 - QUALIFICATIONS AND EXPERIENCE

- University degree in one or more of the scientific disciplines covered by the work of the Bureau, e.g., Natural Science, Food Science or Engineering, plus a minimum of four (4) years scientific experience;
- Experience in the implementation of standards, including international regulations, or a preparedness to undergo training in standards work is essential;
- At least 2 years of operating experience with managerial disciplines

SECTION 7 – KEY PERFORMANCE INDICATORS (KPIs)

TO BE ESTABLISHED