

**POSITION ANNOUNCEMENT:** Lead Auditors to audit against ISO 9001, ISO 14001, OHSAS 18001, ISO 20001, ISO 27001 Standards.

**Summary:**

On behalf of our client, a Management Systems Certification Body (CB) we are seeking for Lead Auditors to audit against ISO 9001, ISO 14001, OHSAS 18001, ISO 20000 and ISO 27001 Standards.

**Primary Responsibilities:**

- To assimilate, understand and operate the CB Certification Management System in all activities relevant to the post.
- To perform audits in any capacity in conformance with the CB procedures and sector specific schemes.
- In performing the duties described above, ensure that such duties are performed in an efficient and commercially expedient way.
- To decide upon evidence gained during audits whether or not registration should be recommended or allowed to continue.

**Additional Responsibilities:**

- To strive to acquire sufficient audit experience to cover the whole of CB's Certification's accredited activities.
- To assist in the training of other auditors and lead auditors during planned audits or during other training functions.
- To participate actively in witness audits by CB or accreditation bodies.
- To maintain all audit credentials.
- To undertake any other activities as directed by the Key Managers (Quality Manager / Managing Director /Technical Manager).

**Education and Required Skills:**

- Be academically qualified in both a recognized scientific/technological discipline (B.E. / B. Tech. / M. Sc.).
- Minimum 4 years of Industrial Experience or Business Experience in Consultancy, Production, QC or R&D in one or more of the following areas:
  - Infrastructure/Construction;
  - Information Technology;
  - Electrical;
  - Mechanical;
  - Chemical;
  - Metallurgy.
- Be a registered (IRCA) Quality (ISO 9001), Lead Auditor as well as the additional requirements for above mentioned ISO standards.

- Have satisfactorily completed an approved Lead Auditor course/40 hours of audit training in Quality (ISO 9001) operation and auditing. The course(s) must include an examination, which must be passed to evidence satisfactory completion.
- Have satisfactorily completed (one or more) ISO 14001, OHSAS 18001, ISO 20000, ISO 27001 approved training. The course(s) must include an examination, which must be passed to evidence satisfactory completion.

**Additional Skills:**

- Ability to travel, including driver's license.
- Integrity, tact and character.
- Computer literacy for MS Word, Excel, and PowerPoint.
- Excellent communication and presentation skills.

**Interested candidates are invited to submit their CV's and cover letter until 15/03/2017 under the email address: [fatjon@tbi-al.com](mailto:fatjon@tbi-al.com) with reference "Lead Auditor".**