



JOB PROFILE

POSITIONs:

CADET CERTIFICATION OFFICER

Number required: Two (2)

Reporting Line: Senior Certification Officer

Main Responsibilities:

- ✓ Process requests for certification in accordance with the type and advise Customers accordingly;
- ✓ Conduct site visits, auditing, preparation and or review of checklists, quality manuals and other required documentations;
- ✓ Preparation of Certification proposals based on requested services;
- ✓ Facilitation of certification of customers by Accredited Certification Bodies;
- ✓ Create, maintain and update the database of Accredited Certification Bodies;
- ✓ Preparation of relevant reports and ensure timely delivery to customers;
- ✓ Develop relevant procedures and protocols;
- ✓ Participate actively in the work of relevant Technical Committees;
- ✓ Ensure that relevant Health and Safety requirements are adhered to at all times;
- ✓ Participate actively in the marketing and outreach activities of the Bureau;
- ✓ Carry out any other related assignments from immediate Supervisor and DG.

Education, Work Experience and Competencies:

- ✓ BSc in any discipline in the Physical/Natural Sciences or Engineering;
- ✓ Basic knowledge of any Management System standard is an asset;
- ✓ Working experience in a certified facility is added advantage;
- ✓ Good attention to detail.
- ✓ Good planning and organizational ability;
- ✓ Excellent IT skills.

Submission of Applications

Applicants should submit an Application Letter and CV in a sealed envelope and clearly marked: **APPLICATION FOR CADET CERTIFICATION OFFICER** and addressed to the following. Electronic applications should be sent to **hr@tgsb.gm**.

Director General
The Gambia Standards Bureau
Kotu East, Kotu

Deadline for receipt of applications: **FRIDAY, 29 NOVEMBER 2024 AT 12 NOON.**

NB: We thank all who submit applications. However, we are unable to acknowledge or advise the outcome of our evaluations to all applicants and therefore only shortlisted ones will be contacted.



hr@tgsb.gm



+220 4464210



Kolu East, KM, The Gambia

The Gambia Standards Bureau

