



The South African National Accreditation Systems (SANAS), based in Pretoria, is listed as a Schedule 3A public entity according to the National Public Entities classification. SANAS is mandated to be the sole provider of national accreditation services, whereby it formally recognises the technical competency of calibration and conformity assessment service providers that offer testing, inspection, verification and calibration services as well as inspection against OECD GLP principles in both the public and private domains.

POSITION : Assessment Specialist: Inspection

SALARY : Competitive and Market related salary package

REQUIREMENTS

SANAS seeks to employ an experienced Assessment Specialist with strong managerial and operational background to join this rapidly growing organisation. The successful candidate is expected to conduct a minimum of 3 assessments per week, as required by the Inspection programme.

Furthermore, the Assessment Specialist is expected to:

- Manage assessment teams.
- Confirm technical correctness of accreditation schedules during assessments.
- Perform documentation reviews for new applications, re-applications and check technical details of the applications.
- Contribute to assessment and financial planning with the Accreditation Manager.
- Assist the Accreditation Manager in maintaining the Technical Integrity of the programme (participate in Specialist Technical Committee meetings and Activities, Approval Committee Meetings and related activities, attend Association meetings, Technical Committee meetings etc.)
- Participate in departmental projects, objectives and deadlines.
- Interact with various stakeholders and provide good client service.
- Confirm all logistics pertaining to assessments that have been arranged by the administrators timeously, i.e. accommodation, assessment documentation, travel logistics, catering, parking, etc. and
- Maintain a personal development plan.

QUALIFICATION & EXPERIENCE

- Relevant university degree / diploma in mechanical, chemical engineering or equivalent.
- Background in maintenance/inspection of pressure equipment.
- Sound knowledge of the requirements of the Occupational Health and Safety Act.
- Knowledge and understanding of Accreditation requirements and systems.
- Minimum 5 years technical experience.
- Minimum 2 years managerial experience.
- Candidates with ISO/IEC 17020 knowledge and experience are encouraged to apply.

KNOWLEDGE & SKILLS

- Prospective candidates must be computer literate and have working knowledge of MS Office.
- Excellent writing and verbal communication skills.
- Good organisational skills, time management, target driven, attention to detail and team work.

ENQUIRIES

Zelda Strydom – 012 394 3892

CLOSING DATE

21 April 2017

Candidates who believe to have what it takes and wish to contribute to the company's further development are encouraged to email their CV's (maximum 3 page) and motivational letter to lesedia@sanas.co.za

PLEASE NOTE THE FOLLOWING:

If you do not receive any response within 1 month, kindly accept that your application was unsuccessful.

Recruiters may delete or expire jobs at any time.

People with disabilities are eligible to apply.