



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 & Certification

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 assessments across specific programmes as an Assessment Specialist and implement action plans from business unit objectives in conjunction with the Accreditation Managers.

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.
- 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.
- Knowledge and understanding of Accreditation requirements and systems.
- Minimum 5 years technical experience.
- Minimum 2 years managerial experience.
- Candidates with Management System Schemes (ISO 9001, ISO 14001, OHSAS 18001, ISO 22000) and knowledge of accreditation requirements (ISO/IEC 17021, ISO/IEC 17065; IAF requirements and Accreditation Body requirements) are encouraged to apply.
- Knowledge of ISO/IEC 17020 and Inspections experience.

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

9 June 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.**