

VACANCY NOTIFICATION

The Company is seeking to fill the following vacancies in the Food Services business line, based in Kempton Park, and invite all interested candidates, who qualify, to apply:

Position: Technical Manager – Food Services

Region of responsibility: Sub-Sahara Africa

Key Function/Responsibility:

- Development and maintenance of the company's management system requirements as specified by Intertek scheme offices, accreditation requirements, ISO 17021, ISO/TS 22003, ISO guide 65, ISO 19011, ISO 9001 and customer requirements.
- Monitoring the performance of personnel and contractors within the Technical Management structure via formal performance management systems/tools (working closely with HR).
- Establish and maintain effective communication channels within the Technical Management structure and Key Account Management structure in relation to management system requirements and any changes to the management system.
- Monitor the effective implementation of the management system requirements by the KAM structures.
- Ensure that the Technical structure personnel and contract Auditor profiles are kept updated and current and regularly updated with the necessary scheme offices.
- Liaise between the company, professional bodies, Intertek scheme offices and other relevant organisations, committees and working groups.
- Identifying training and resource needs within the Technical Management structure.
- Ensure all staff and contractors are trained on the management system requirements.
- Prepare and submit monthly management reports.
- Liaise with the relevant contractors regarding the development and maintenance of audit checklists, reports and consideration documents.
- Regular, effective communication and distribution of updated checklists, reports and consideration documents.
- Keep abreast of and maintain audit standards, criteria, guidelines, regulations, statutory updates, compulsory specifications, customer requirements (as communicated by KAM) and Intertek requirements in conjunction with TWG and ensure communication to all relevant parties.
- Support our clients with Technical queries.
- Establish, manage and co-ordinate effective Technical Working Groups.
- Management of the QA process.
- Conduct audits as and when required.
- Prepare and present presentations at symposiums, conferences, workshops or as needed by the company.
- Conduct training as and when required.
- Prepare an annual budget for the Technical Management structure.
- Ad hoc duties as requested by the Business Line Leader.

Qualifications and Requirements

- As specified by ISO 19011 and IRCA/SAATCA for the scheme and sector in which you are competent to audit.
- Minimum of 10 years working experience in industry with good understanding of organization, industry and professional body structures.
- Excellent knowledge and training in certification management systems and reference documents.
- Training in implementation and understanding of the relevant standards and application thereof.
- Excellent knowledge of applicable laws, regulations and other requirements.
- Excellent knowledge and experience in certification, auditing principles, procedures and techniques.
- 2 years auditing experience.
- Excellent working knowledge of Microsoft Office.



Total Quality. Assured.

- Computer literate.
- SAATCA/IRCA registration would be an advantage.
- 2 years' experience in management systems relevant to the scheme auditing.
- 2 years' experience in certification and accreditation requirements.
- 2 years' management of personnel experience.
- SAATCA or IRCA registered Lead Auditor training.

Working Conditions

- Monday – Friday.
- Overtime as and when required.
- Local and cross border travel involved, with occasional international travel.

All applications must be forwarded, **together** with your latest updated CV and certified copy of Degree/Diploma/Certificate and any other supporting documents, for attention, Venessa Bonnin, e-mail Venessa.bonnin@intertek.com.