



Government of Malawi



MALAWI BUREAU OF STANDARDS
Promoting Standardization and Quality Assurance in Malawi

JOB DESCRIPTIONS HANDBOOK
FOR
MALAWI BUREAU OF STANDARDS
(MBS)

Volume 2

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1.0 INTRODUCTION

This document is produced as Handbook and contains Job Descriptions (JDs) for general administrative and all technical jobs within the Bureau based on the Organizational Structure following the 2020 Functional Review Report carried out by the Department of Human Resource Management and Development (DHRMD) in the Office of the President and Cabinet (OPC). The JDs were compiled through a consultative process facilitated by two Organizational Development Consultants, namely; Helix J. Mwasola, Deputy Director of Management Services and Herbert Mbeya, Principal Management Analyst. The main objective for compiling the JDs is to provide reference material and promote a professional approach to use of JDs is facilitating various HRM related activities.

This Job Description Handbook is organized in two sections as follows:

- a) Section one, provides a definition for job description and gives the rationale, benefits and uses of well-prepared JDs as well as outlining Management of JDs and the roles and responsibilities of incumbent, supervisors or managers. The section also outlines some important assumptions for effective and sustained use of JDs.
- b) Section two is an appendix of revised JDs arranged by department and levels.

1.1 WHAT IS A JOB DESCRIPTION?

It is a written statement of the duties, responsibilities, required qualifications and experience and reporting relationships. This document clearly identifies and spells out responsibilities of a specific job.

1.2. WHO IS THIS HANDBOOK DEVELOPED FOR?

This Handbook is developed specifically for supervisors, managers and their subordinates in Malawi Bureau of Standards (MBS). It is aimed at giving guidance to the subordinates and managers on

how job descriptions can be effectively used towards staff contribution to the Bureau's vision, mission and purpose. The Handbook is also intended to be used by any Human Resource Practitioner in the Bureau and employee who wishes to develop useful and results oriented job descriptions that are also linked to work planning and individual performance appraisal process. Overall, the JDs will be used by virtually everyone interested in the functional performance of the Bureau at individual level including job holders.

2.0 Rationale and benefits of a JD as a management tool

The Government of Malawi has since early 1990s been implementing public sector reforms as part of Civil Service wide reforms to strengthen and improve efficiency and effectiveness of the Malawi Public Service.

2.1 OUTCOMES OF THE FUNCTIONAL REVIEW

It is worth noting that the adoption of Public Sector Reforms has to a large extent influenced the results of the Functional Review. Some key outcomes of the Functional Review are as follows:

- Creation of flat structure at Bureau's Head Office;
- Separation of Finance from HR and Administration;
- Development of career path for all cadres for career progression purposes;
- Clarity of reporting lines at various levels.

2.2 IMPLICATIONS OF THESE CHANGES ON JOB CONTENTS IN THE NEW STRUCTURE

As a result of the outcomes in 2.1 above:

- a) The merger in jobs has meant changes in job contents, responsibilities, knowledge and competence requirements, which have to be clearly defined to remove duplication and help incumbent focus on their new roles.
- b) Training of officers who will take up new positions is required in order to equip them with new knowledge and skills for effective and efficient policy analysis, direction, backstopping, among other skills.

2.3 BENEFITS OF JOB DESCRIPTIONS

Why is a Job Description Useful?

A Job Description is a management tool that can be used to make important human resource management decisions. It is a communication tool that can contribute significantly to organizational successes in terms of giving people a clear focus and helping them to set priorities. Some of the benefits of well-developed Job Descriptions are tabulated below:

Job descriptions have several uses in management practice. Some of the uses of job descriptions are outlined below.

a) Organization Analysis

JD provides information that helps to decide appropriate organization structure indicating clearly reporting relationships and channels of communication and through the process helps to clarify interrelationships between roles, i.e. to know where one job ends and another one starts.

b) Recruitment and placement

Creating advertisements with appropriate qualifications, skills and competencies required of the job holder and appropriate interview questions. Can be used for recruiting new staff and communicate to them expectations in the job being applied for

c) Induction/Orientation

Helping employees understand their jobs better. A JD gives an employee an opportunity to assess the relative importance of what he/she is responsible for and gives a clear sense of how job fits into the organization as a whole

d) Performance Management

Used for discussing and setting performance targets, monitoring performance and providing ongoing feedback and periodically evaluating performance. A JD provides overall guidance to both supervisor and subordinate in terms facilitating work planning, target setting

feedback mechanism. A JD becomes the basis for measuring /assessing performance of individuals in a JD forms a vital part of an effective performance management system

e) Training & Development

For identifying skills and competencies required by job holders so that training is focused on contributing to improved performance of the Ministry

f) Career Management

Building talent for current and future requirements of the organization

g) Job Evaluation

Used for analysing the content and demand of jobs in order to determine the relative worth of jobs in the organization. In case of the Ministry, it can use JDs to influence a re-evaluation of a particular job whose content and levels of responsibilities have either increased or decreased so that it can be remunerated accordingly.

h) Process Reviews

For analysing business processes in order to make improvements. This is particularly important as the Public Service Reforms are in progress.

3.0 MANAGEMENT OF JOB DESCRIPTIONS

It is the responsibility of respective managers or supervisors and individual employees to ensure JDs are current or up to date. The Human Resource Management function of the Bureau will be responsible for providing backstopping services and ensuring custody of JDs at institutional level. JDs must be an integral part of the human resource management and development function. JDs that end up on personnel files of employee are a waste of time. The management of JDs is about how to ensure that they remain valid, up to date and in use. It is the responsibility of both the supervisor and subordinate to ensure that:

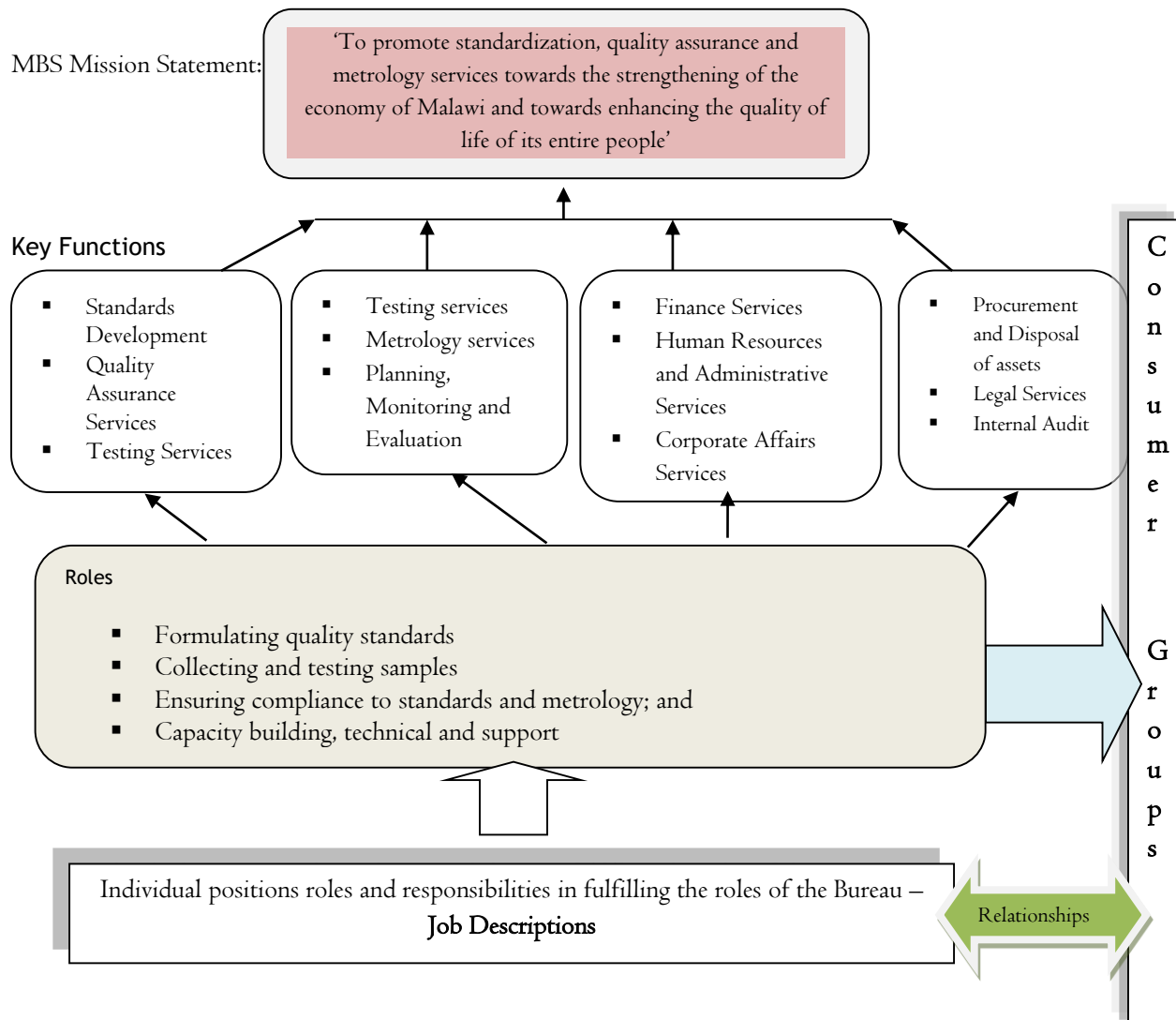
- a) JDs are updated and reflect new job requirements as a result of changes in internal and external environments.
- b) It is a responsibility of the manager to ensure that members of staff remain focused by reminding them of the Key Results Areas in their JD.
- c) There is sufficient flexibility in the JD to allow accommodating changes in Government priorities

4.0 KEY FEATURES OF THE REVISED JOB DESCRIPTION

It is important to note that JDs translate the mandate of the Bureau into action to achieve the desired effect. In this connection the revised JDs have considered important features as briefly described below and the relationship between JDs and the mission of the Bureau as well as relevant relationships is summarized at Figure 1.

- a) Result-oriented i.e. put emphasis on the expected outcome in each area of job responsibility.
- b) Directing the job holder towards the main responsibility of creating a conducive policy, legal and institutional arrangements.
- c) Main duties expressed in *general terms* but precise enough to guide the holder in his/her daily work and leave enough space to job holder to vary the choice of activities to include in the individual work plan.
- d) Helps the job holder and supervisor to identify skills development for effective performance of the job and personal development in terms of career progression.
- e) Have a direct relationship to the Mission statement, functions and roles of the Bureau as demonstrated in the diagram below:

Figure I: Relationship between Job Descriptions and Mission Statement



5.0 KEY SUCCESS FACTORS

In most public service organizations, JDs are filed away as soon as they have been prepared creating the impression that JDs do not add any value to the organization. In some cases, JDs are referred to only during recruitment and quite often these JDs are not current. In order to ensure that JDs are constant in use, the following conditions should apply:

- Sufficient knowledge in managers and subordinates on how to use the JD;

- b) Managers to develop an internal performance management system, linked to the Public Service performance management, and assume performance planning and monitoring as their functions;
- c) Sufficient evidence to suggest that training needs are based on the analysis of job performance requirements, as outlined in the JD, and actual observed performance;
- d) Managers and supervisors play their leadership and management roles at their level of organizational hierarchy;
- e) Managers demonstrate a link between individual work planning and JD by ensuring that JDs are updated to include any new Key Results Areas.

6.0 ORGANIZATION OF JOB DESCRIPTIONS

The Job Descriptions are arranged as follows:

- Part 1: Office of the Chief Executive
- Part 2: Department of Standards Development
- Part 3: Department of Quality Assurance Services
- Part 4: Department of Testing Services
- Part 5: Department of Metrology Services
- Part 6: Department of Finance
- Part 7: Department of Human Resource and Administration
- Part 8: Information and Communication Technology Division
- Part 9: Procurement and Asset Disposal Unit
- Part 10: Internal Audit Unit
- Part 11: Regional Offices

JOB DESCRIPTIONS SECTION

PART I

JOB DESCRIPTIONS FOR THE OFFICE OF THE DIRECTOR GENERAL

1. Director General
2. Executive Assistant

Corporate Affairs Unit

3. Public Relations Officer
4. Communications Officer

Legal Services Unit

5. Legal Counsel

1. Deputy Director General
2. Executive Assistant

Industrial Research, Training and Consultancy Services Unit

3. Senior Industrial Research, Training and Consultancy Officer
4. Industrial Training Officer
5. Research Officer

Projects Implementation Unit

6. Projects Management Officer

Planning, Monitoring and Evaluation Unit

7. Senior Corporate Planning
8. Monitoring and Evaluation Officer
9. Planning Officer (Economist)

MBS Quality Management Systems Unit

10. Senior Management Systems Certification Officer
11. Management Systems Certification Officer

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Director General
I.2	Grade	: BSI
I.3	Reporting to	: MBS Board
I.4	Department	: General Management
I.5	Section	: N/A
I.6	Responsible for	: Deputy Director General, Director of Standards Development Director of Testing Services Director of Metrology Services Internal Audit Manager, Public Relations Officer, Senior Procurement Officer, Legal Counsel, Senior Corporate Planning Officer.

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To provide strategic leadership and guidance to the Bureau in the implementation of corporate policies, work programmes and plans as approved by the Board.

2.2. Key roles and responsibilities

- a) Planning and directing implementation of the financial, operational, human resource, administrative and organizational cultural activities in accordance with good practice and legal provisions;
- b) Directing the execution of the MBS programmes in relation to implementation and promotion of standards in Malawi;
- c) Developing, implementing and maintaining Standardisation, Quality Assurance and Metrology (SQAM) activities and advising Government on SQAM issues;
- d) Identifying organization structure changes and staff skill requirements and putting in place required management systems and processes to manage the motivation of staff;
- e) Participating in various meetings related to water industry to represent the interests of the Bureau and/or Government as required;
- f) Providing secretarial services to the Malawi Bureau of Standards Board;
- g) Responding queries related to the Bureau matters and producing MBS annual report;

- h) Formulating and reviewing overall policies, strategies, annual work plans and budget and creating appropriate working climate;
- i) Monitoring and evaluating performance of specific departments;
- j) Controlling human, financial and material resources;
- k) Liaising with Government, Development partners, external bodies and other key stakeholders in matters relevant to SQAM or general policy direction on behalf of the Bureau;
- l) Preparing and presenting appropriate reports to the board and government as required from time to time;
- m) Championing corporate governance, risk management and internal control processes;
- n) Appraising the performance of Directors.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.I Minimum academic and professional qualifications and experience

- Master of Science Degree in any of the following areas: Chemistry, Engineering and Natural Sciences.
- At least 10 years' experience at Management level in a busy organisation

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Executive Assistant to the DG
I.2	Grade	: BS7
I.3	Reporting to	: Director General
I.4	Department	: General Management
I.5	Section/Unit	: Administration
I.6	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose : To provide secretarial services

2.2. Key roles and responsibilities

- a) Taking dictation, transcription and composes correspondence for the DG;
- b) Handling telephone calls for the Executive Director's office;
- c) Dealing with all incoming and outgoing email and post to the DG;
- d) Maintaining the DG's appointment diary, including preparation of relevant papers for meetings and ensures that papers are/files for such meetings are complete and up to date;
- e) Arranging appointments and engagements, and assisting in planning the DG's Itinerary;
- f) Making and coordinating the DG's travel arrangements;
- g) Indexing the DG's business correspondence;
- h) Organizing the DG's office refreshments, wall charts, year planners, among others.
- i) Controlling stationery and other office materials for the DG's office;
- j) Supplying and providing approved reference materials to stakeholders.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Degree in Business Administration Plus Secretarial Studies with Shorthand Certificate of 120 words per minute;
- At least 3 years' experience in a relevant field.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Public Relations Officer
I.2	Grade	: BS5
I.3	Reporting to	: Director General
I.4	Department	: Corporate Affairs
I.5	Section	: N/A
I.6	Responsible for	: Communications Officer

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose

To portray good image of the Bureau to stakeholders.

2.2. Key roles and responsibilities

- a) Serving as official representative spokesperson for the Bureau in disseminating information about programs, plans, events and activities to news media and responding media queries about the same;
- b) Creating and producing promotional materials and programmes in consultation with the Heads of Departments;
- c) Preparing and circulating relevant information through newsletters;
- d) Disseminating on behalf of Director-General the official statements and information to stakeholders;
- e) Maintaining and updating internal and external communication portals, such as website, newsletters and social media pages;
- f) Liaising with the media houses to cover MBS functions;
- g) Conducting extensive research and planning, implementing and managing Public Relations Strategies;
- h) Writing and distributing press release to targeted media;
- i) Liaising with relevant departments in the production of publicity brochures, in-house magazine and handouts;
- j) Designing and organizing a variety of inter-personal public relations programmes or events including press conferences, exhibitions, open days and press tours;
- k) Evaluating the effectiveness of all public relations activities

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Master's Degree in Mass Communication/Journalism or related field
- At least 4years' experience in a related field.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Communications Officer
I.2	Grade	: BS6
I.3	Reporting to	: Public Relations Officer
I.4	Department	: Corporate Affairs
I.5	Section	: N/A
I.6	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose

To inform and solicit views from the Bureau's general public and various stakeholders.

2.2. Key roles and responsibilities

- a) Planning, writing, editing and production of content for a variety of internal and external communication channels (intranet, web portal, newsletters, and virtual meetings);
- b) Maintaining digital media archives including photos and videos;
- c) Ensuring that organisational initiatives and projects are successfully supported and communicated to staff and key external stakeholders;
- d) Developing and implementing MBS communication, stakeholder and change management strategies and measuring their effectiveness;
- e) Developing program management schedule to ensure news and events are current and reflect MBS Strategic direction;
- f) Monitoring trends in social media tools, applications, channels, designs and strategy to ensure that MBS stays ahead of the curve;
- g) Ensuring that all communications and marketing material align with brand standards;
- h) Tracking analytics and creating reports detailing successes and failures of communications campaigns;
- i) Responding to media inquiries and performing media outreach to achieve brand placement in publications;
- j) Editing, managing and delivering the quarterly bulletins and newsletters and related communications for MBS including daily MBS mobile phone WhatsApp platform;

- k) Preparing and distributing electronic communications including e-promotional materials, e-invites and information updates for MBS events and activities.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.I Minimum academic and professional qualifications and experience

- A Bachelor's Degree in Mass Communication/Journalism/Education or related field
- At least 3years' experience in a related field.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Legal Counsel
I.2	Grade	: BS4
I.3	Reporting to	: Director General
I.4	Department	: N/A
I.5	Section/Unit	: Legal Services
I.6	Responsible for	: None

3.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To provide legal advice and opinions in managing the day to day legal affairs of the Bureau.

2.2. Key roles and responsibilities

- a) Providing professional legal advice, interpretations and opinions to the Bureau;
- b) Liaising with external lawyers for and on behalf of the Bureau;
- c) Analysing all policies, rules and regulations of MBS to ensure compliance with stipulated Laws of Malawi;
- d) Liaising with the government and other relevant stakeholders, including coordinating stakeholder workshops in the development of legislative instruments;
- e) Facilitating staff training on the legal framework of the trade sector;
- f) Receiving, processing and providing legal advice to management on complaints from public and private entities;
- g) Ensuring the Bureau's trademarks, brands and assets are protected and registered;
- h) Drafting and filing court pleadings and appearing in court on behalf of the Council
- i) Preparing legal reports

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor of Laws with a practising license;
- Member of the Law Society of Malawi; *plus*
- At least 5years' practical experience.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Deputy Director General
I.2	Grade	: BS2
I.3	Reporting to	: Director General
I.4	Department	: General Management
I.5	Section	: N/A
I.6	Responsible for	: Regional Manager Senior Management Systems Certification Officer Senior Industrial Research, Training and Consultancy Officer Senior Corporate Planning Officer. Projects Management Officer

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose

To provide strategic leadership and guidance to the Bureau in the implementation of corporate policies, work programmes and plans as approved by the Board.

2.2. Key roles and responsibilities

- i) Developing and fostering implementation of plans, policies and strategies of the Bureau;
- ii) Setting and monitoring the implementation of internal quality monitoring systems in conformity with set standards;
- iii) Communicating institutional strategy and priorities to internal and external stakeholders;
- iv) Mobilizing resources and properly managing their effective, efficient and economic utilization;
- v) Establishing and managing partnerships and linkages with government, the public and private sector; development partners and international community related to standardization;
- vi) Overseeing the implementation of projects in the Bureau;
- vii) Providing leadership in industrial training, research and consultancies which the Bureau undertakes;
- viii) Participating in the development, review and maintenance of Standardization, Quality Assurance and Metrology (SQAM) activities;
- ix) Fostering intellectual interaction across the Bureau and promoting a culture of organizational excellence;

- x) Ensuring that departmental plans are aligned to the institutional goals;
- xi) Monitoring the operations and performance of regional MBS Offices.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.2 Minimum academic and professional qualifications and experience

- Master Degree in any of the following areas: Chemistry, Engineering, Environmental Sciences or Natural Sciences in addition to the relevant Bachelor's Degree in Chemistry, Engineering, Environmental Sciences or Natural Sciences
- At least 10 years' experience at Management level in a busy organisation, the 5 of which should be at Senior Management level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Executive Assistant to the DDG
I.2	Grade	: BS7
I.3	Reporting to	: Deputy Director General
I.4	Department	: General Management
I.5	Section/Unit	: Administration
I.6	Responsible for	: None

3.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose

To provide secretarial services

2.2. Key roles and responsibilities

- a) Taking dictation, transcription and composes correspondence for the DDG;
- b) Handling telephone calls for the Deputy Executive Director;
- c) Dealing with all incoming and outgoing email and post to the DDG;
- d) Maintaining the DDG's appointment diary, including preparation of relevant papers for meetings and ensures that papers are/files for such meetings are complete and up to date;
- e) Arranging appointments and engagements, and assisting in planning the DDG's Itinerary;
- f) Making and coordinating the DDG's travel arrangements;
- g) Indexing the DDG's business correspondence;
- h) Organizing the DDG's office refreshments, wall charts, year planners, among others.
- i) Controlling stationery and other office materials for the DDG's office;
- j) Supplying and providing approved reference materials to stakeholders.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.2 Minimum academic and professional qualifications and experience

- Degree in Business Administration Plus Secretarial Studies with Shorthand Certificate of 120 words per minute;
- At least 3 years' experience in a relevant field.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Industrial Research, Training and Consultancy Officer
I.2	Grade	: BS5
I.3	Reporting to	: Deputy Director General
I.4	Department	: DDG's Office
I.5	Section/Unit	: Industrial Research, Training and Consultancy
I.6	Responsible for	: Industrial Training Officer, Research Officer

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To coordinate industrial training, research and consultancy services.

2.2. Key roles and responsibilities

- a) Coordinating research and advising Industries on training matters and their requirements;
- b) Establishing capacity for employers to train their employees on national standards;
- c) Developing of industrial training plans and a Schedule of Researches to be carried out;
- d) Overseeing the implementation of industrial training plans and schedule of research work;
- e) Monitoring the preparation of training assessment tools and materials;
- f) Coordinating the setting and marking of examinations, guiding and assessing trainees in their course work;
- g) Ensuring continuing competency development of trainers, researchers and consultants;
- h) Ensuring maintenance of proper records of training, research and consultancies;
- i) Advising the Director of Standards on issues pertaining to training, research and consultancy;
- j) Executing training, research and consultancy activities;
- k) Supervising the execution of training, research and consultancy activities;
- l) Conducting performance appraisals of staff under charge.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor's Degree in Natural Sciences, Engineering, Social Sciences, or Education
- At least 4-years' experience at Industrial Training or Research Officer level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Industrial Training Officer
I.2	Grade	: BS6
I.3	Reporting to	: Senior Industrial Training and Consultancy Officer
I.4	Department	: DDG's Office
I.5	Section/Unit	: Industrial Research, Training and Consultancy
I.6	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To coordinate industrial training services.

2.2. Key roles and responsibilities

- a) Developing and publishing industrial training plans;
- b) Preparing and organizing training materials;
- c) Implementing of the training plans;
- d) Setting and marking of examinations;
- e) Competency development of trainers;
- f) Monitoring and evaluating the impact of industrial training;
- g) Identifying and maintaining a register of training facilitators;
- h) Sensitizing employers on MBS industrial training requirements;
- i) Preparing assessment tools and materials;
- j) Preparing work plans and budgets;
- k) Advising the senior Industrial Training and consultancy officer on matters relating to training.
- l) Maintaining training equipment in desired condition;
- m) Researching and advising Industries on training matters.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor's Degree in Natural Sciences, Engineering, or Education
- At least 3-years' experience in teaching fields.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Research Officer
I.2	Grade	: BS6
I.3	Reporting to	: Senior Industrial Training and Consultancy Officer
I.4	Department	: DDG's Office
I.5	Section	: Industrial Research, Training and Consultancy
I.6	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To coordinate industrial researches in the Bureau.

2.2. Key roles and responsibilities

- a) Developing research work plans according to project needs;
- b) Preparing and organizing research materials;
- c) Conducting topical and generic research;
- d) Carrying out quantitative data analysis of existing secondary data sets and primary quantitative data, using Excel and/or SPSS;
- e) Analysing and resolving research issues in a timely and accurate manner;
- f) Monitoring and evaluating the impact of industrial training;
- g) Producing high quality and varied research outputs for a range of audiences including analysis, report writing and presentations where necessary Identifying training facilitators;
- h) Taking responsibility for data and project management and administration as it relates to delivering work;
- i) Carrying out desktop research, using a range of methods and sources of data, related to standardization, testing, quality assurance and metrology practice globally;
- j) Advising the senior Industrial Training and consultancy officer on matters relating to research and consultancy.
- k) Preparing work plans and budgets.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor's Degree in Natural Sciences or Social Sciences.
- At least 3-years' experience in the industry.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Projects Management Officer
I.2	Grade	: BS6
I.3	Reporting to	: Deputy Director General
I.4	Department	: DG's Office
I.5	Section/Unit	: Project Implementation
I.6	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To coordinate the implementation of projects in the Bureau.

2.2. Key roles and responsibilities

- a) Planning project schedules, resources, equipment and information;
- b) Liaising with clients or project funders to identify and define project requirements, scope and objectives
- c) Coordinating a project management team and delegating tasks;
- d) Monitoring expenditure and creating detailed reports for management decision;
- e) Keeping track of a project's progress and ensuring completion before the deadline and handling any issues that may arise;
- f) Overseeing project procurement management;
- g) Acting as a point of contact and communicating project status to all participants;
- h) Creating and maintaining a comprehensive project documentation, plans and reports;
- i) Preparing work plans and budgets for the project.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor's Degree in Social Sciences or Project Management.
- At least 3-years' experience in the project management.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Corporate Planning Officer
I.2	Grade	: BS5
I.3	Reporting to	: Deputy Director General
I.4	Department	: DDG's Office
I.5	Section/Unit	: Planning, Monitoring and Evaluation
I.6	Responsible for	: Monitoring and Evaluation Officer, Planning Officer (Economist)

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To facilitate strategic and operational planning, monitoring and evaluation of Programme implementation in the Bureau.

2.2. Key roles and responsibilities

- a) Coordinating the development and review of MBS's strategic plans, budgets, annual work-plans and performance contract;
- b) Facilitating the development or review of MBS policies and guidelines in liaison with relevant departments;
- c) Spearheading preparation and review of proposals for resource mobilization;
- d) Coordinating development of project proposals for the undertaking critical evaluation of research proposals and prioritizing research projects and funding;
- e) Maintaining linkages with bilateral, multilateral institutions and other partners for benchmarking and institutionalizing best practices in standardization;
- f) Coordinating the identification of projects and priority areas for the Bureau;
- g) Implementing mechanisms for collection and analysis of data in the sector for factual decision making, Policy formulation and implementation by stakeholders;
- h) Monitoring and evaluating the status of standardization with subsequent production of regular reports on the impact to national development goals;

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor of Social Sciences, Economics or Statistics.
- At least 4years practical experience at Monitoring and Evaluation Officer or Planning Officer level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Monitoring and Evaluation Officer
I.2	Grade	: BS6
I.3	Reporting to	: Senior Corporate Planning Officer
I.4	Department	: DDG's Office
I.5	Section/Unit	: Planning, Monitoring and Evaluation
I.6	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure that MBS effectively implements its programs, projects, annual work-plans and budgets.

2.2. Key roles and responsibilities

- a) Monitoring the implementation of existing programmes, projects, audits and determining projects and their viability, justifying and advising project prioritization
- b) Participating in the development and review of MBS's strategic plans, budgets, annual work-plans and performance contract;
- c) Collecting and analysing relevant data which is needed for effective M&E system.
- d) Reviewing monitoring systems and recommends improved strategies, policy and models to enhance monitoring and evaluation efficiency and effectiveness;
- e) Formulating and implementing mechanisms for collection and analysis of data in the sector for factual decision making, Policy formulation and implementation by stakeholders;
- f) Developing, implementing and monitoring risk assessment framework in liaison with internal audit of the Bureau;
- g) Monitoring and evaluating the implementation of development partner funded programmes and projects.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor of Social Sciences, Economics or Statistics.
- At least 3years practical experience in a related filed.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Planning Officer (Economist)
I.2	Grade	: BS6
I.3	Reporting to	: Senior Corporate Planning Officer
I.4	Department	: DDG's Office
I.5	Section	: Planning, Monitoring and Evaluation
I.6	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To facilitate strategic and operational planning processes in the Bureau.

2.2. Key roles and responsibilities

- a) Initiating the development and review of MBS's strategic plans, budgets, annual work-plans and performance contract;
- b) Developing or reviewing MBS policies and guidelines in liaison with relevant departments;
- c) Preparing and reviewing proposals for resource mobilization;
- d) Developing project proposals for the Bureau;
- e) Working closely with the managers of private or public organization and government agencies to know their needs and establish a scale of preference in the process;
- f) Providing technical inputs and analyses in the identification, design, development, processing, and evaluation of loan projects;
- g) Participating in the formulation of recommendations, plans, and policies which could be used to solve economic problems or issues of the Bureau;
- h) Developing economic procedures and plans which are used in forecasting trends and formulating policies.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor of Social Sciences, Economics or Statistics.
- At least 3years practical experience in related field.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Management Systems Certification Officer
I.2	Grade	: BS5
I.3	Reporting to	: Deputy Director General
I.4	Department	: Office of the Director General
I.5	Section/Unit	: Quality Management Systems
I.6	Responsible for	: Management Systems Certification Officer

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure effective and efficient certification of management systems based on national and international requirements.

2.2. Key roles and responsibilities

- a) Organizing activities related to certification of quality management systems, based on ISO 17021 requirements;
- b) Supervising the preparation of internal and external assessments/audits in accordance with ISO 17021, ISO 9000 series requirements;
- c) Overseeing the development of quality management systems documents based on ISO 17021 and ISO 9001 requirements;
- d) Ensuring timely preparation of work plans, reports and budgets for the Section;
- e) Preparation and review of audit schedules;
- f) Providing technical advice to the Deputy Director (Management Systems) on matters pertaining to certification of management systems;
- g) Supervising the implementation of the plans and budgets for the quality management systems certification division;
- h) Carrying out market surveillances;
- i) Undertaking quality audits; and
- j) Conducting performance appraisals for Officers (Quality Management Systems)

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor's Degree in Natural related sciences or Risk Management Studies
- At least 4 years' experience at Officer level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Management Systems Certification Officer (QMS)
I.2	Grade	: BS6
I.3	Reporting to	: Senior Management Systems Certification Officer
I.4	Department	: Office of the Director General
I.5	Section/Unit	: Quality Management Systems
I.6	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure effective and efficient certification of management systems based on national and international requirements.

2.2. Key roles and responsibilities

- a) Implementing activities related to certification of quality management systems, based on ISO 17021 requirements;
- b) Preparing internal and external assessments/audits in accordance with ISO 17021, ISO 9000 series requirements;
- c) Developing quality management systems documents based on ISO 17021 and ISO 9001 requirements;
- d) Providing technical advice to the Senior Management Systems Certification Officer (QMS) on matters pertaining to certification of management systems;
- e) Conducting quality audits;
- f) Carrying out market surveillances; and
- g) Undertaking quality audits;
- k) Preparing work plans and budgets estimates for the Section
- l) Drafting monthly and annual reports.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor's Degree in Natural related sciences or Engineering
- At least 3years' experience in quality assurance related activities.

PART 2

JOB DESCRIPTIONS FOR THE DEPARTMENT OF STANDARDS DEVELOPMENT

1. Director of Standards Development

FOOD AND AGRICULTURE DIVISION

1. Deputy Director of Standards Development
2. Senior Standards Officer
3. Standards Officer

CHEMICALS AND TEXTILES DIVISION

1. Deputy Director of Standards Development
2. Senior Standards Officer
3. Standards Officer

ENGINEERING AND MATERIALS DIVISION

1. Deputy Director of Standards Development
2. Senior Standards Officer
3. Standards Officer

STANDARDS INFORMATION CENTRE

1. Senior Standards Information Officer
2. Standards Information Officer
3. Senior Assistant Standards Information Officer
4. Assistant Standards Information Officer
5. Standards Information Assistant

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Director of Standards Development
I.2	Grade	: BS3
I.3	Reporting to	: Director General
I.4	Department	: Standards Development
I.5	Section	: N/A
I.6	Responsible for	: All Deputy Directors

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose

To provide leadership and guidance in developing national standards and maintaining related information.

2.2. Key roles and responsibilities

- a) Directing the programmes of the MBS relating to the development and promotion of standards, coordination of industrial research, training and consultancy services;
- b) Providing technical advice to the Director General on matters relating to standards development;
- c) Overseeing the process of developing national standards development;
- d) Providing liaison services to national, regional and international stakeholders on information related to standardization;
- e) Facilitating the development of budgets and work plans for the Department;
- f) Monitoring and evaluating the implementation of budgets and work plans;
- g) Consolidating quarterly and annual reports on the activities of the Department;
- h) Conducting performance appraisals for Deputy Directors and ensuring efficient and effective performance appraisal system of the Department;
- i) Supervising departmental staff; and
- j) Providing secretarial services to the Standards Policy Advisory Committee of the MBS Board.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Master's degree in Natural, Engineering and Applied Sciences.
- At least 6 years' practical experience in Standards related field.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Deputy Director of Standards Development (F&A, C&T, E&M)
I.2	Grade	: BS4
I.3	Reporting to	: Director of Standards Development
I.4	Department	: Standards Development
I.5	Division	: Food and Agric./Chemicals & Textiles/Engineering & Materials
I.6	Responsible for	: Senior Standards officer (F&A, C&T, E&M))

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To provide leadership and guidance in developing national standards and maintaining related information.

2.2. Key roles and responsibilities

- a) Verifying edited Standards and recommending for printing;
- b) Ensuring that Amending/reviewing of existing national standards is done in effective way;
- c) Consolidating Quarterly Divisional reports;
- d) Drawing up Divisional work plans;
- e) Preparing individual work plan for Senior Standards Officer;
- f) Initiating the development of annual budgets for the Division;
- g) Monitoring progress of work in each Technical Committee of the Division;
- h) Reviewing and submitting draft standards to Standards Policy Advisory Committee
- i) Participating in regional and international Standardization programs.
- j) Conducting performance appraisal for Senior Standards Officer and ensuring efficient and effective performance appraisal system of the Division;
- k) Advising Director of Standards on matters pertaining to Standards Development;
- l) Supervising staff in the Division.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Masters degree in Natural, Engineering and Applied Sciences;
- At least 4years' practical experience at Senior Standards Officer level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Standards Officer (E&M, C&T and F&A)
I.2	Grade	: BS5
I.3	Reporting to	: Deputy Director of Standards Development (E&M, C&T and F&A)
I.4	Department	: Standards Development
I.5	Division	: Food and Agric./Chemicals & Textiles/Engineering & Materials
I.6	Responsible for	: All Standards Officers)

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To provide leadership and guidance in developing national standards and maintaining related information.

2.2. Key roles and responsibilities

- a) Editing Malawi standards for final publication;
- b) Preparing and Submitting draft standards to Standards Policy Advisory Committee (SPAC);
- c) Identifying standards to be reviewed;
- d) Adopting international and foreign national standards relevant to Malawi;
- e) Identifying proposals for NWI;
- f) Updating and maintaining Standards work programme;
- g) Proof-reading draft standards for consideration by Technical committees;
- h) Facilitating the preparation of progress reports on quarterly basis;
- i) Advising Deputy Director on matters pertaining to Standards development;
- j) Participating in regional and international Standardization programs;
- k) Conducting Performance Appraisal for Standards Officers; and
- l) Preparing individual work plans.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor's Degree in Applied, Engineering or Natural Sciences field
- At least 4years' practical experience at Standards Officer level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Standards Officer (E&M, C&T and F&A)
I.2	Grade	: BS6
I.3	Reporting to	: Senior Standards Officer (E&M, C&T and F&A)
I.4	Department	: Standards Development
I.5	Division	: Food and Agric./Chemicals & Textiles/Engineering & Materials
I.6	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose

To provide leadership and guidance in developing national standards and maintaining related information.

2.2. Key roles and responsibilities

- a) Registering new standardization work items;
- b) Conducting information search pertaining to Standards writing activities;
- c) Preparing draft standards for consideration by Technical committees;
- d) Organising Technical Committee meetings;
- e) Providing secretarial services to Technical Committee meetings;
- f) Reviewing Malawi standards to keep them up to date with current trends;
- g) Preparing and Submitting draft standards to Standards Policy Advisory Committee (SPAC);
- h) Preparing progress reports on quarterly basis;
- i) Updating TC Membership;
- j) Advising SSO on matters pertaining to Standards development; and
- k) Participating in regional and international Standardization programs.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor's Degree in Applied, Engineering or Natural Sciences field
- At least 3years' working experience.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Standards Information Officer
I.2	Grade	: BS5
I.3	Reporting to	: Director of Standards Development
I.4	Department	: Standards Development
I.5	Section	: Standards Information Centre
I.6	Responsible for	: Standards Information Officer

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To provide standards information services.

2.2. Key roles and responsibilities

- a) Undertaking the review and planning for proper collation, storage and retrieval of information resources;
- b) Sourcing of information resources for the Centre;
- c) Preparing annual budgets for the centre;
- d) Supervising Standards Information Centre staff;
- e) Ensuring that information centre materials are kept up to date;
- f) Overseeing the management of National Enquiry Point;
- g) Selling Malawi standards and international standards;
- h) Developing annual operational action plans in consultation with the Director for Standards Development;
- i) Advising the Director of Standards Development on matters pertaining to information resources;
- j) Participate in relevant regional and international activities;
- k) Consolidating progress reports for the Centre; and
- l) Appraising the performance of Standards Information Officer.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor's Degree in Library Science, Information Science, Records Management
- At least 4years' experience at Standards Information Officer level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Standards Information Officer
I.2	Grade	: BS6
I.3	Reporting to	: Senior Standards Information Officer
I.4	Department	: Standards Development
I.5	Section	: Standards Information Centre
I.6	Responsible for	: Senior Assistant Standards Information Officer

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To provide standards information services.

2.2. Key roles and responsibilities

- a) Coordinating the collation, storage and retrieval of information resources;
- b) Sourcing information resources for the centre;
- c) Selling national and international standards;
- d) Managing the National Enquiry Point;
- e) Initiating the preparation of annual budgets for the centre;
- f) Supervising staff under his/her charge in the Centre;
- g) Scheduling for the maintenance of information centre materials;
- h) Ensuring cleanliness of the centre;
- i) Advising the Senior Standards Information Officer on matters pertaining to information resources;
- j) Preparing and timely submitting technical progress reports; and
- k) Appraising the performance of SASIO, ASIO, SIA.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor's Degree in Library Science, Information Science, Records Management
- At least 3 years' working experience.

1.0 JOB IDENTIFICATION FACTORS

1.1	Job title	: Senior Assistant Standards Information Officer
1.2	Grade	: BS7
1.3	Reporting to	: Standards Information Officer
1.4	Department	: Standards Development
1.5	Section	: Standards Information Centre
1.6	Responsible for	: Assistant Standards Information Officer

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To provide standards information services.

2.2. Key roles and responsibilities

- a) Initiating the process of collation, storage and retrieval of information resources;
- b) Ensuring proper recording of incoming standards, books and other information resources;
- c) Ensuring proper classification and cataloguing of information resources;
- d) Initiating the preparation of annual budgets for the centre;
- e) Supervising staff under his/her charge in the Centre;
- f) Supervising maintenance of standards information centre records;
- g) Ensuring that appropriate lending and selling procedures for library documents are followed;
- h) Supporting the Standards Information Officer in the running of the National Enquiry Point;
- i) Ensuring proper shelving of books, standards and other information resources;
- j) Updating and circulating standards catalogue periodically;
- k) Ensuring proper storage of information centre materials;
- l) Checking that library materials are kept up to date;
- m) Preparing quarterly reports and individual work plan; and
- n) Appraising the performance of staff under direct supervision.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Diploma in Library Science, Information Science, Records Management.
- At least 4 years' experience at Assistant Standards Information Officer level.

1.0 JOB IDENTIFICATION FACTORS

1.1	Job title	: Assistant Standards Information Officer
1.2	Grade	: BS8
1.3	Reporting to	: Senior Assistant Standards Information Officer
1.4	Department	: Standards Development
1.5	Section	: Standards Information Centre
1.6	Responsible for	: Standards Information Assistant

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To provide standards information services.

2.2. Key roles and responsibilities

- a) Coordinating proper classification and cataloguing of information resources;
- b) Ensuring a proper custody of a register for incoming standards, books and other information resources;
- c) Participating in the preparation of annual budgets for the centre;
- d) Supervising maintenance and storage of information centre records or materials;
- e) Ensuring that appropriate lending and selling procedures for information centre documents are followed;
- f) Initiating the proper shelving of books, standards and other information resources;
- g) Updating and circulating standards catalogue periodically;
- h) Appraising the performance of staff under direct supervision.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Diploma in Library Science, Information Science, Records Management.
- At least 2years' experience.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Standards Information Assistant
I.2	Grade	: BS10
I.3	Reporting to	: Assistant Standards Information Officer
I.4	Department	: Standards Development
I.5	Section	: Standards Information Centre
I.6	Responsible for	: None

3.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose

To provide standards information services.

2.2. Key roles and responsibilities

- a) Maintaining records of information centre materials;
- b) Lending documents, standards books and other information resources to users;
- c) Selling standards;
- d) Shelving books, standards and other information resources;
- e) Maintaining loans register;
- f) Retrieving standards, books and other information resources for users;
- g) Recording incoming standards, books and other information resources;
- h) Classifying and cataloguing of information resources; and
- i) Preparing quarterly reports and individual work plan.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- MSCE plus MALA or Records Management Certificate.
- At least 2years' experience in library services.

PART 3

JOB DESCRIPTIONS FOR THE DEPARTMENT OF QUALITY ASSURANCE SERVICES

- I. Director of Quality Assurance Services

PRODUCT CERTIFICATION AND INSPECTION DIVISION

- I. Deputy Director of Quality Assurance Services

Factory Auditing Section

1. Senior Certification Officer
2. Certification Officer
3. Senior Certification Technician
4. Certification Technician

Product Auditing Section

1. Senior Certification Officer
2. Certification Officer
3. Senior Certification Technician
4. Certification Technician

Inspection Section

1. Senior Certification Officer
2. Certification Officer
3. Senior Certification Technician
4. Certification Technician

Records Management Section

1. Senior Certification Assistant
2. Certification Assistant

QUALITY MONITORING SERVICES DIVISION

1. Deputy Director of Quality Assurance Services

Export Certification Section

1. Senior Certification Officer
2. Certification Officer
3. Senior Certification Technician
4. Certification Technician

Inspection and Sampling Section

1. Senior Certification Officer
2. Certification Officer
3. Senior Certification Technician
4. Certification Technician

Records Management Section

1. Senior Certification Assistant
2. Certification Assistant

Reporting Section

1. Senior Quality Monitoring Officer
2. Quality Monitoring Officer
3. Senior Quality Monitoring Technician
4. Quality Monitoring Technician

MANAGEMENT SYSTEMS CERTIFICATION DIVISION

1. Deputy Director of Quality Assurance Services

Quality Management Systems Section

1. Senior Management Systems Certification Officer
2. Management Systems Certification Officer

Food Safety Management Systems Section

1. Senior Management Systems Certification Officer
2. Management Systems Certification Officer

Education Management Systems Section

1. Senior Management Systems Certification Officer
2. Management Systems Certification Officer

Occupational Safety, Health and Environmental Systems Section

1. Senior Management Systems Certification Officer
2. Management Systems Certification Officer

Product Certification Services Section

1. Senior Certification Officer
2. Certification Officer

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Director of Quality Assurance Services
I.2	Grade	: BS3
I.3	Reporting to	: Director General
I.4	Department	: Quality Assurance Development
I.5	Section	: N/A
I.6	Responsible for	: All Deputy Directors

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To oversee all quality assurance efforts, including enforcement to standards and quality requirements of both locally manufactured, imported products; and services.

2.2. Key roles and responsibilities

- a) Preparing quality assurance policies, strategies, enforcement and promotional plans for submission to management for consideration and approval;
- b) Directing the development and implementation of quality assurance programmes within and outside the Bureau;
- c) Coordinating and supervising quality assurance activities for local, imported and export products as well as quality management systems based on relevant national and international requirements;
- d) Leading audits for management systems based on relevant national and international requirements;
- e) Conducting executive quality audits for product certification scheme based on relevant national and international requirements;
- f) Developing and reviewing of operational documents for the Quality Assurance Services based on relevant national and international requirements;
- g) Consolidating annual, quarterly, monthly and weekly operational plans and reports for the Department, and presenting the same to management;
- h) Providing advice to top management on matters pertaining to quality assurance services;
- i) Conducting performance appraisals for departmental staff;
- j) Coordinating preparation of departmental budget and presentation of the same to management; and
- k) Monitoring the implementation of the approved departmental budget.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.I Minimum academic and professional qualifications and experience

- Masters in Natural related sciences plus a professional qualification in quality assurance with respect to international conformity assessment standards.
- At least 6 years' practical experience in related field.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Deputy Director of QAS (Certification and Inspection)
I.2	Grade	: BS4
I.3	Reporting to	: Director of Quality Assurance Services
I.4	Department	: Quality Assurance Development
I.5	Section	: Certification and Inspection
I.6	Responsible for	: All Senior Certification Officer.

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure effective and efficient certification of local products processes and services based on national and international requirements.

2.2. Key roles and responsibilities

- a) Overseeing the execution of industrial quality audits;
- b) Coordinating in-house training of Quality Auditors;
- c) Organizing the preparation of fee schedules for all units under relevant schemes in time;
- d) Analysing audit reports and providing professional certification recommendations to the Director;
- e) Ensuring proper conduct of market surveys;
- f) Organising activities related to certificate awards, withdrawals exemptions from compliance;
- g) Coordinating consumer complaints handling scheme.
- h) Facilitating the preparation of work programmes, work plans and progress reports for the division;
- i) Providing technical advice to the Director on matters pertaining to certification and inspection schemes;
- j) Ensuring proper management of records for the division;
- k) Supervising certification and inspection activities;
- l) Conducting performance appraisals for the divisional staff;
- m) Coordinating preparation of divisional budget and presentation of the same to the Director;
- n) Monitoring the implementation of the approved divisional budget.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Masters in Natural Sciences OR Engineering.
- At least 4 years' industrial experience in quality related field.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Certification Officer (Inspections)
I.2	Grade	: BS5
I.3	Reporting to	: Deputy Director of Quality Assurance Services
I.4	Department	: Quality Assurance Development
I.5	Section	: Certification and Inspection
I.6	Responsible for	: All Certification Officers.

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure efficient and effective implementation of market surveillance and consumer complaint handling schemes.

2.2. Key roles and responsibilities

- a) Facilitating the preparation of budgets, work schedules and work plans for open market surveillance activities;
- b) Ensuring effective execution of scheduled market surveys as per the annual approved schedule and budget;
- c) Ensuring proper registration, processing and reporting of consumer complaints.
- d) Coordinating disposal of defective products;
- e) Conducting market surveys on all imported and locally produced products and services;
- f) Facilitating compilation on status reports on market surveillances and consumer complaints;
- g) Facilitating compilation or review of work procedures, guidelines and instructions;
- h) Facilitating compilation of weekly, monthly and quarterly progress for the division;
- i) Conducting industrial quality audits;
- j) Providing technical advice to the Deputy Director on matters relating to market surveillances and consumer complaints; and
- k) Conducting performance appraisals on Certification Officers (Inspections).

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor's Degree in Natural Sciences OR Engineering.
- At least 4years' industrial experience in quality assurance field.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Certification Officer (Inspections)
I.2	Grade	: BS6
I.3	Reporting to	: Deputy Director of Quality Assurance Services
I.4	Department	: Quality Assurance Development
I.5	Section	: Certification and Inspection
I.6	Responsible for	: Senior Certification Technicians

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure efficient and effective implementation of market surveillance and consumer complaint handling schemes.

2.2. Key roles and responsibilities

- a) Preparing budgets, work schedules and work plans for open market surveillance activities;
- b) Executing scheduled market surveys as per the annual approved schedule and budget;
- c) Supervising the registration, processing and reporting of consumer complaints.
- d) Supervising the disposal of defective products;
- e) Conducting market surveys on all imported and locally produced products and services;
- f) Compiling status reports on market surveillances and consumer complaints;
- g) Compiling and reviewing of work procedures, guidelines and instructions;
- h) Compiling weekly, monthly and quarterly progress for the division;
- i) Conducting industrial quality audits;
- j) Providing technical advice to the Senior Certification Officer (Inspections) on matters relating to market surveillances and consumer complaints; and
- k) Conducting performance appraisals on Senior Certification Technician (Inspections).

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor's Degree in natural sciences or engineering.
- At least 3 years' industrial experience in quality assurance field.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Certification Technician (Inspections)
I.2	Grade	: BS7
I.3	Reporting to	: Certification Officer (Inspection)
I.4	Department	: Quality Assurance Development
I.5	Section	: Certification and Inspection
I.6	Responsible for	: Certification Technician

3.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure efficient and effective implementation of market surveillance and consumer complaint handling schemes.

2.2. Key roles and responsibilities

- a) Monitoring the registration, processing and reporting of consumer complaints;
- b) Initiating the disposal of defective products;
- c) Conducting market surveys on all imported and locally produced products and services;
- d) Consolidating data for the compilation of status reports on market surveillances and consumer complaints;
- e) Compiling weekly, monthly and quarterly progress for the division;
- f) Conducting scheduled market surveys as per the annual approved schedule and budget;
- g) Initiating the preparation of budgets, work schedules and work plans for open market surveillance activities;
- h) Identifying gaps for review in work procedures, guidelines and instructions;
- i) Initiating the industrial quality audits;
- j) Conducting performance appraisals on Senior Certification Technician (Inspections).

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Diploma in natural sciences or engineering.
- At least 3 years' experience at Certification Technician level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Certification Technician (Inspections)
I.2	Grade	: BS8
I.3	Reporting to	: Senior Certification Technician
I.4	Department	: Quality Assurance Development
I.5	Section	: Certification and Inspection
I.6	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose

To ensure efficient and effective implementation of market surveillance and consumer complaint handling schemes.

2.2. Key roles and responsibilities

- a) Compiling status reports on market surveillances and consumer complaints;
- b) Identifying gaps for review in work procedures, guidelines and instructions;
- c) Registering, processing and reporting consumer complaints;
- d) Undertaking disposal of defective products;
- e) Conducting market surveys on all imported and locally produced products and services;
- f) Conducting industrial quality audits; and
- g) Providing technical advice to the Senior Certification Technician (Inspections) on matters relating to market surveillances and consumer complaints.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Diploma in natural sciences or engineering.
- At least 2 years' Industrial experience.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Certification Technician (Inspections)
I.2	Grade	: BS8
I.3	Reporting to	: Senior Certification Technician
I.4	Department	: Quality Assurance Development
I.5	Section	: Certification and Inspection
I.6	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose

To ensure efficient and effective implementation of market surveillance and consumer complaint handling schemes.

2.2. Key roles and responsibilities

- i) Compiling status reports on market surveillances and consumer complaints;
- ii) Identifying gaps for review in work procedures, guidelines and instructions;
- iii) Registering, processing and reporting consumer complaints;
- iv) Undertaking disposal of defective products;
- v) Conducting market surveys on all imported and locally produced products and services;
- vi) Conducting industrial quality audits; and
- vii) Providing technical advice to the Senior Certification Technician (Inspections) on matters relating to market surveillances and consumer complaints.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Diploma in natural sciences or engineering.
- At least 2 years' Industrial experience.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Certification Assistant (Inspections)
I.2	Grade	: BS9
I.3	Reporting to	: Certification Technician
I.4	Department	: Quality Assurance Development
I.5	Section	: Records Management
I.6	Responsible for	: Certification Assistant

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose

To ensure efficient and effective management of records.

2.2. Key roles and responsibilities

- a) Ensuring that records on disposal of defective products are properly recorded;
- b) Maintaining and updating records, reports and documents in a database.
- c) Keep records in a safe and secure manner under lock and key;
- d) Ensuring access to records with permission to authorized personnel;
- e) Facilitating the safe and secure custody of all relevant records;
- f) Compiling, gathering and organizing reports, documents and records;
- g) Ensuring that all records for viewing and processing for the concerned personnel are available;
- h) Coordinating with other departments in maintaining and managing records, reports and documents;
- i) Keeping all consumer complaints;
- j) Conducting performance appraisals on Certification Assistant (Inspections).

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- MSCE
- At least 2years' experience at Certification Assistant level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Certification Assistant (Inspections)
I.2	Grade	: BS10
I.3	Reporting to	: Senior Certification Assistant
I.4	Department	: Quality Assurance Development
I.5	Section	: Records Management
I.6	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose

To ensure efficient and effective management of records.

2.2. Key roles and responsibilities

- a) Making records on disposal of defective products;
- b) Providing access to records with permission to authorized personnel;
- c) Maintaining and updating records, reports and documents in a database.
- d) Keeping records in a safe and secure manner under lock and key;
- e) Compiling, gathering and organizing reports, documents and records;
- f) Recording and keeping all consumer complaints;
- g) Processing, scanning and indexing records.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- MSCE
- 2 years' work related experience.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Certification Officer (Factory Audit)
I.2	Grade	: BS5
I.3	Reporting to	: Deputy Director of Quality Assurance Services
I.4	Department	: Quality Assurance Development
I.5	Section	: Factory Auditing
I.6	Responsible for	: Certification Officer.

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose

To ensure efficient and effective execution of factory quality audits.

2.2. Key roles and responsibilities

- a) Facilitating preparation of schedules and budgets for factory quality audits;
- b) Compiling of certification fees schedules;
- c) Ensuring effective execution of factory audits;
- d) Ensuring proper registration of new units;
- e) Facilitating compilation of status reports for the factory auditing activities;
- f) Facilitating compilation of work procedures, guidelines and instructions;
- g) Facilitating compilation of weekly, monthly and quarterly progress reports;
- h) Conducting industrial quality audits;
- i) Conducting market surveillances; and
- j) Conducting performance appraisal on Certification Officers (Factory Quality Audits).

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor's Degree in Natural Sciences OR Engineering.
- At least 4 years' experience at Certification Officer level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Certification Officer (Factory Audit)
I.2	Grade	: BS6
I.3	Reporting to	: Deputy Director of Quality Assurance Services
I.4	Department	: Quality Assurance Development
I.5	Section	: Factory Auditing
I.6	Responsible for	: Senior Certification Technician.

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure efficient and effective execution of factory quality audits.

2.2. Key roles and responsibilities

- a) Coordinating the implementation of product quality audits according to schedules;
- b) Supervising receipt, verification and registration of certification samples;
- c) Tracking of certification samples, results and reports;
- d) Distributing certification sample laboratory test results;
- e) Analysing and interpreting sample results;
- f) Developing work procedures, guidelines and instructions;
- g) Compiling of weekly, monthly and quarterly progress and status reports;
- h) Conducting industrial quality audits;
- i) Conducting market surveillances;
- j) Conducting performance appraisal on Senior Certification Technicians (Products Audits); and
- k) Providing technical advice to the Senior Certification Officer on matters relating to product quality audits.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor's Degree in Natural Sciences OR Engineering.
- At least 3 years' industrial experience in quality assurance field.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Certification Technician (Factory Audit)
I.2	Grade	: BS7
I.3	Reporting to	: Deputy Director of Quality Assurance Services
I.4	Department	: Quality Assurance Development
I.5	Section	: Factory Auditing
I.6	Responsible for	: Certification Technician.

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure efficient and effective execution of factory quality audits.

2.2. Key roles and responsibilities

- a) Coordinating the receipt, verification and registration of certification samples;
- b) Tracking of certification samples, results and reports;
- c) Initiating the distribution of certification sample laboratory test results;
- d) Drafting product quality audit reports;
- e) Initiating the development of work procedures, guidelines and instructions;
- f) Conducting industrial quality audits;
- g) Carrying out market surveillances;
- h) Appraising performance of Certification Technicians (Products Audits); and
- i) Providing technical advice to the Certification Officer on matters relating to product quality audits.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Diploma in Natural Sciences OR Engineering.
- At least 3 years' experience at Certification Technician level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Certification Technician (Factory Audit)
I.2	Grade	: BS8
I.3	Reporting to	: Deputy Director of Quality Assurance Services
I.4	Department	: Quality Assurance Development
I.5	Section	: Factory Auditing
I.6	Responsible for	: None.

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose : To ensure efficient and effective execution of factory quality audits.

2.2. Key roles and responsibilities

- a) Conducting product quality audits according to schedules;
- b) Receiving, verifying and registering certification samples;
- c) Retrieving certification samples, results and reports;
- d) Initiating the distribution of certification sample laboratory test results;
- e) Compiling data for drafting product quality audit reports;
- f) Initiating the development of work procedures, guidelines and instructions;
- g) Conducting industrial quality audits;
- h) Carrying out market surveillances;

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Diploma in Natural Sciences OR Engineering.
- At least 2 years' industrial experience in the related field.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Certification Officer (Product Auditing)
I.2	Grade	: BS5
I.3	Reporting to	: Deputy Director of Quality Assurance Services
I.4	Department	: Quality Assurance Development
I.5	Section	: Product Auditing
I.6	Responsible for	: Certification Officer (Product Auditing).

3.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure efficient and effective execution and implementation of product audits.

2.2. Key roles and responsibilities

- a) Planning and facilitating product quality audits;
- b) Coordinating receipt, verification and registration of certification samples;
- c) Facilitating tracking of certification sample;
- d) Facilitating distribution of certification sample laboratory test results; Supervising and tracking typing of certification reports by the typists and secretaries;
- e) Facilitating effective analysis of sample results;
- f) Facilitating compilation of status reports;
- g) Facilitating compilation of work procedures, guidelines and instructions;
- h) Facilitating compilation of weekly, monthly and quarterly progress reports;
- i) Conducting industrial quality audits;
- j) Carrying out market surveillances; and
- k) Appraising performance of Certification Officers (Products audits).

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor's Degree in Natural Sciences OR Engineering.
- At least 4years' experience at Certification Officer level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Certification Officer (Product Auditing)
I.2	Grade	: BS6
I.3	Reporting to	: Deputy Director of Quality Assurance Services
I.4	Department	: Quality Assurance Development
I.5	Section	: Product Auditing
I.6	Responsible for	: Senior Certification Technician (Product Auditing).

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure efficient and effective execution and implementation of product audits.

2.2. Key roles and responsibilities

- a) Coordinating the implementation of product quality audits;
- b) Supervising receipt, verification and registration of certification samples;
- c) Tracking of certification samples, results and reports;
- d) Distributing certification sample laboratory test results;
- e) Analysing and interpreting sample results;
- f) Developing work procedures, guidelines and instructions;
- g) Compiling of weekly, monthly and quarterly progress and status reports;
- h) Conducting industrial quality audits;
- i) Conducting market surveillances;
- j) Conducting performance appraisal on Senior Certification Technicians (Products Audits);
- k) Providing technical advice to the Senior Certification Officer on matters relating to product quality audits.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor's Degree in Natural Sciences OR Engineering.
- At least 3years' industrial experience.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Certification Technician (Product Auditing)
I.2	Grade	: BS7
I.3	Reporting to	: Deputy Director of Quality Assurance Services
I.4	Department	: Quality Assurance Development
I.5	Section	: Product Auditing
I.6	Responsible for	: Certification Technician (Product Auditing).

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose

To ensure efficient and effective execution and implementation of product audits.

2.2. Key roles and responsibilities

- a) Coordinating the receipt, verification and registration of certification samples;
- b) Tracking of certification samples, results and reports;
- c) Initiating the distribution of certification sample laboratory test results;
- d) Drafting product quality audit reports;
- e) Initiating the development of work procedures, guidelines and instructions;
- f) Conducting industrial quality audits;
- g) Carrying out market surveillances;
- h) Appraising performance of Certification Technicians (Products Audits);
- i) Providing technical advice to the Certification Officer on matters relating to product quality audits.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Diploma in Natural Sciences OR Engineering.
- At least 3years' experience at Certification Technician level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Certification Technician (Product Auditing)
I.2	Grade	: BS8
I.3	Reporting to	: Deputy Director of Quality Assurance Services
I.4	Department	: Quality Assurance Development
I.5	Section	: Product Auditing
I.6	Responsible for	: None.

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure efficient and effective execution of product quality audits.

2.2. Key roles and responsibilities

- a) Conducting product quality audits according to schedules;
- b) Receiving, verifying and registering certification samples;
- c) Retrieving certification samples, results and reports;
- d) Distributing certification sample laboratory test results;
- e) Compiling data for drafting product quality audit reports;
- f) Initiating the development of work procedures, guidelines and instructions;
- g) Conducting industrial quality audits;
- h) Carrying out market surveillances;

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Diploma in Natural Sciences OR Engineering.
- At least 2years industrial experience in the related field.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Deputy Director of QAS (Quality Monitoring)
I.2	Grade	: BS4
I.3	Reporting to	: Director of Quality Assurance Services
I.4	Department	: Quality Assurance Development
I.5	Section	: Quality Monitoring
I.6	Responsible for	: Senior Quality Monitoring Officer.

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure efficient and effective implementation of Export Quality Certification Scheme (EQCS) and Import Quality Monitoring Scheme (IQMS) services.

2.2. Key roles and responsibilities

- a) Facilitating the preparation of work programmes, work plans and progress reports for the division;
- b) Ensuring proper management of records for the division;
- c) Overseeing the preparation and updating list of IQMS designated products;
- d) Conducting industrial quality audits for product certification based on national and international requirements;
- e) Providing technical advice to the Director on matters pertaining to import and export schemes;
- f) Supervising import and export quality monitoring activities;
- g) Preparing, updating and recommending fee schedules for IQMS and EQCS to management for approval;
- h) Conducting performance appraisals for the divisional staff;
- i) Coordinating preparation of divisional budget and presentation of the same to the Director;
- j) Monitoring the implementation of the approved divisional budget.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Masters in Natural related sciences.
- At least 4 years' experience at Senior Officer level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Quality Monitoring Officer (Export)
I.2	Grade	: BS5
I.3	Reporting to	: Deputy Director of Quality Assurance Services
I.4	Department	: Quality Assurance Development
I.5	Section	: Quality Monitoring
I.6	Responsible for	: Quality Monitoring Officer.

3.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure efficient and effective implementation of inspection and sampling activities for export products.

2.2. Key roles and responsibilities

- a) Coordinating registration of export inspection requests;
- b) Conducting industrial quality audits for product certification based on national and international requirements;
- c) Providing technical advice to the Deputy Director on matters pertaining to inspection and sampling of exported products;
- d) Ensuring efficient inspection and sampling of exported products;
- e) Ensuring proper handling of export samples;
- f) Ensuring proper management of records related to export inspection and sampling;
- g) Supervising the compilation of weekly, monthly and quarterly plans and progress reports;
- h) Conducting performance appraisals for the export inspection and sampling officers.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor's Degree in Natural related sciences.
- At least 4 years' experience at Officer level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Quality Monitoring Officer (Export)
I.2	Grade	: BS6
I.3	Reporting to	: Deputy Director of Quality Assurance Services
I.4	Department	: Quality Assurance Development
I.5	Section	: Quality Monitoring
I.6	Responsible for	: Senior Quality Monitoring Technician.

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure efficient and effective implementation of inspection and sampling activities for export products.

2.2. Key roles and responsibilities

- a) Supervising registration of export inspection requests;
- b) Conducting industrial quality audits for product certification based on national and international requirements;
- c) Providing technical advice to the Senior Quality Monitoring Services Officer (Export Inspection and sampling) on matters pertaining to inspection and sampling of export products;
- d) Supervising the inspection and sampling of export products;
- e) Ensuring proper handling of export samples;
- f) Facilitating the tracking of sample results;
- g) Supervising management of records related to export inspection and sampling;
- h) Compiling weekly, monthly and quarterly plans and progress reports;
- i) Undertaking quality monitoring market surveys; and
- j) Conducting performance appraisals of Senior Quality Monitoring Technicians.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor's Degree in Natural related sciences.
- At least 3 years' industrial experience in quality assurance fields.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Quality Monitoring Technician (Export)
I.2	Grade	: BS7
I.3	Reporting to	: Deputy Director of Quality Assurance Services
I.4	Department	: Quality Assurance Development
I.5	Section	: Export Inspection
I.6	Responsible for	: Quality Monitoring Technician (Export).

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To facilitate implementation of inspection and sampling activities for export products.

2.2. Key roles and responsibilities

- a) Supervising the technicians in the registration of export inspection requests;
- b) Conducting industrial quality audits for product certification based on national and international requirements;
- c) Providing technical advice to the Quality Monitoring Services Officer (Export Inspection and sampling) on matters pertaining to inspection and sampling of export products;
- d) Supervising the technicians in inspection and sampling of export products;
- e) Providing on-the job training to technicians in handling export samples;
- f) Tracking of sample results;
- g) Ensuring proper management of records related to export inspection and sampling;
- h) Carrying out quality monitoring market surveys; and
- i) Conducting performance appraisals for the export inspection and sampling technicians.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Diploma in Natural Sciences or Engineering.
- At least 3 years' industrial experience in quality assurance fields.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Quality Monitoring Technician (Export)
I.2	Grade	: BS8
I.3	Reporting to	: Deputy Director of Quality Assurance Services
I.4	Department	: Quality Assurance Development
I.5	Section	: Export Inspection
I.6	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To effectively implement the inspection and sampling of export products.

2.2. Key roles and responsibilities

- a) Registering of export inspection requests;
- b) Conducting industrial quality audits for product certification based on national and international requirements;
- c) Providing technical advice to the Senior Quality Monitoring Services Technician (Export Inspection and sampling) on matters pertaining to inspection and sampling of export products;
- d) Inspecting and sampling of export products;
- e) Handling of export samples;
- f) Managing records related to export inspection and sampling; and
- g) Conducting quality monitoring market surveys.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Diploma in Natural Sciences or Engineering.
- At least 2 years' industrial experience in quality assurance.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Quality Monitoring Officer (Inspection and Sampling)
I.2	Grade	: BS5
I.3	Reporting to	: Deputy Director of Quality Assurance Services
I.4	Department	: Quality Assurance Development
I.5	Section	: Inspection and Sampling
I.6	Responsible for	: Quality Monitoring Officer.

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure efficient and effective implementation of inspection and sampling activities for export products.

2.2. Key roles and responsibilities

- a) Coordinating registration of export inspection requests;
- b) Conducting industrial quality audits for product certification based on national and international requirements;
- c) Ensuring proper management of records related to export inspection and sampling;
- d) Providing technical advice to the Deputy Director on matters pertaining to inspection and sampling of exported products;
- e) Facilitating efficient inspection and sampling of exported products;
- f) Ensuring proper handling of export samples;
- g) Supervising the compilation of weekly, monthly and quarterly plans and progress reports;
- h) Conducting performance appraisals for the export inspection and sampling officers;

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor's Degree in Natural related sciences.
- At least 4 years' experience at Quality Monitoring Officer level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Quality Monitoring Officer (Inspection and Sampling)
I.2	Grade	: BS6
I.3	Reporting to	: Deputy Director of Quality Assurance Services
I.4	Department	: Quality Assurance Development
I.5	Section	: Inspection and Sampling
I.6	Responsible for	: Senior Quality Monitoring Technician

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure efficient and effective implementation of inspection and sampling activities.

2.2. Key roles and responsibilities

- a) Coordinating registration of inspection requests;
- b) Conducting industrial quality audits for product certification based on national and international requirements;
- c) Ensuring proper management of records related to export inspection and sampling;
- d) Providing technical advice to the Senior Quality Monitoring Officer on matters pertaining to inspection and sampling of exported products;
- e) Facilitating efficient inspection and sampling of products;
- f) Ensuring proper handling of all samples;
- g) Supervising the compilation of weekly, monthly and quarterly plans and progress reports;
- h) Conducting performance appraisals Quality Monitoring Officers.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor's Degree in Natural related sciences.
- At least 3years' experience Industrial experience.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Quality Monitoring Technician (Inspection and Sampling)
I.2	Grade	: BS7
I.3	Reporting to	: Quality Monitoring Officer
I.4	Department	: Quality Assurance Development
I.5	Section	: Inspection and Sampling
I.6	Responsible for	: Quality Monitoring Technician

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To facilitate implementation of inspection and sampling activities.

2.2. Key roles and responsibilities

- a) Supervising the technicians in the registration of inspection requests;
- b) Conducting industrial quality audits for product certification based on national and international requirements;
- c) Providing technical advice to the Quality Monitoring Services Officer (Inspection and sampling) on matters pertaining to inspection and sampling of products;
- d) Supervising the technicians in inspection and sampling of products;
- e) Providing on-the job training to technicians in handling samples;
- f) Tracking of sample results;
- g) Ensuring proper management of records related to inspection and sampling;
- h) Carrying out quality monitoring market surveys; and
- i) Conducting performance appraisals for Quality Monitoring Technicians.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Diploma in Natural Sciences or Engineering.
- At least 3 years' industrial experience in quality assurance fields.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Quality Monitoring Technician (Inspection and Sampling)
I.2	Grade	: BS8
I.3	Reporting to	: Deputy Director of Quality Assurance Services
I.4	Department	: Quality Assurance Development
I.5	Section	: Inspection and Sampling
I.6	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To effectively implement the inspection and sampling of products.

2.2. Key roles and responsibilities

- a) Registering of inspection requests;
- b) Conducting industrial quality audits for product certification based on national and international requirements;
- c) Providing technical advice to the Senior Quality Monitoring Services Technician (Inspection and sampling) on matters pertaining to inspection and sampling of products;
- d) Inspecting and sampling of products;
- e) Handling of all samples;
- f) Managing records related to inspection and sampling; and
- g) Conducting quality monitoring market surveys.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.I Minimum academic and professional qualifications and experience

- Diploma in Natural Sciences or Engineering.
- At least 2years' industrial experience in quality assurance.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Quality Monitoring Officer (Reporting)
I.2	Grade	: BS5
I.3	Reporting to	: Deputy Director of Quality Assurance Services
I.4	Department	: Quality Assurance Development
I.5	Section	: Reporting
I.6	Responsible for	: Quality Monitoring Officer.

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure efficient and effective implementation of imports and exports results processing activities.

2.2. Key roles and responsibilities

- a) Ensuring effective and efficient receipt and distribution of imports and exports sample results for processing;
- b) Overseeing the efficient and effective drafting process for imports and exports reports and certificates in line with set procedures;
- c) Monitoring results processing progress and quality of reports and certificates in line with set standards;
- d) Coordinating the dispatch process for reports, certificates and other documents in line with set procedures;
- e) Facilitating the processing of annual imports certificates for clients;
- f) Ensuring proper management of records related to the reporting process;
- g) Conducting industrial quality audits for product certification based on national and international requirements;
- h) Producing weekly, monthly and quarterly progress reports relating to the reporting process;
- i) Conducting quality monitoring market surveys;
- j) Providing technical advice to the Deputy Director on matters pertaining to inspection and sampling of imported products;
- k) Ensuring proper management of records related to reports processing and dispatch; and
- l) Undertaking performance appraisals for Quality Monitoring Officer.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor's Degree in natural related sciences.
- At least 4 years' experience at Quality Monitoring Officer level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Quality Monitoring Officer (Reporting)
I.2	Grade	: BS6
I.3	Reporting to	: Deputy Director of Quality Assurance Services
I.4	Department	: Quality Assurance Development
I.5	Section	: Reporting
I.6	Responsible for	: Senior Quality Monitoring Technician.

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure efficient and effective implementation of imports and exports results processing activities.

2.2. Key roles and responsibilities

- a) Receiving and distributing imports and exports sample results for processing;
- b) Supervising the drafting process of imports and exports reports and certificates in line with set procedures;
- c) Supervising the dispatch process for reports, certificates and other documents in line with set procedures;
- d) Processing of annual imports certificates for clients;
- e) Supervising management of records related to the reporting process;
- f) Conducting industrial quality audits for product certification based on national and international requirements;
- g) Producing weekly, monthly and quarterly progress reports relating to the reporting process;
- h) Conducting quality monitoring market surveys;
- i) Providing technical advice to the Senior Quality Monitoring Officer (Reporting) on matters pertaining to inspection and sampling of imported products; and
- j) Conducting performance appraisals for Senior Quality Monitoring Technician.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor's Degree in natural related sciences.
- At least 3 years' industrial experience.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Quality Monitoring Technician (Reporting)
I.2	Grade	: BS7
I.3	Reporting to	: Deputy Director of Quality Assurance Services
I.4	Department	: Quality Assurance Development
I.5	Section	: Reporting
I.6	Responsible for	: Quality Monitoring Technician.

3.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose

To facilitate implementation of imports and exports results processing activities.

2.2. Key roles and responsibilities

- a) Overseeing the drafting process of imports and exports reports and certificates in line with set procedures;
- b) Supervising the technicians in the dispatching process for reports, certificates and other documents in line with set procedures;
- c) Ensuring proper management of records related to the reporting process;
- d) Conducting industrial quality audits for product certification based on national and international requirements;
- e) Conducting quality monitoring market surveys;
- f) Providing technical advice to the Quality Monitoring Officer (Reporting) on matters pertaining to inspection and sampling of imported products; and
- g) Conducting performance appraisals for the Quality Monitoring Technician.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor's Degree in natural related sciences.
- At least 3 years' experience at Quality Monitoring Technician level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Quality Monitoring Technician (Reporting)
I.2	Grade	: BS8
I.3	Reporting to	: Deputy Director of Quality Assurance Services
I.4	Department	: Quality Assurance Development
I.5	Section	: Reporting
I.6	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To effectively process imports and exports reports.

2.2. Key roles and responsibilities

- a) Drafting imports and exports reports and certificates in line with set procedures;
- b) Managing records related to the reporting process;
- c) Conducting industrial quality audits for product certification based on national and international requirements;
- d) Conducting quality monitoring market surveys;
- e) Providing technical advice to the Senior Quality Monitoring Technician (Reporting) on matters pertaining to inspection and sampling of imported products; and
- f) Analyzing conformance assessment results and reporting.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Diploma in natural related sciences.
- At least 2 years' industrial experience in related field.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Certification Assistant (Quality Monitoring)
I.2	Grade	: BS9
I.3	Reporting to	: Certification Technician
I.4	Department	: Quality Assurance Development
I.5	Section	: Records Management
I.6	Responsible for	: Certification Assistant

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure efficient and effective management of records.

2.2. Key roles and responsibilities

- a) Ensuring that records on disposal of defective products are properly recorded;
- b) Maintaining and updating records, reports and documents in a database.
- c) Keep records in a safe and secure manner under lock and key;
- d) Ensuring access to records with permission to authorized personnel;
- e) Facilitating the safe and secure custody of all relevant records;
- f) Compiling, gathering and organizing reports, documents and records;
- g) Ensuring that all records for viewing and processing for the concerned personnel are available;
- h) Coordinating with other departments in maintaining and managing records, reports and documents;
- i) Keeping all consumer complaints;
- j) Conducting performance appraisals on Certification Assistant (Quality Monitoring).

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- MSCE
- At least 3years' experience at Certification Assistant level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Certification Assistant (Quality Monitoring)
I.2	Grade	: BSI0
I.3	Reporting to	: Senior Certification Assistant
I.4	Department	: Quality Assurance Development
I.5	Section	: Records Management
I.6	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose

To ensure efficient and effective management of records.

2.2. Key roles and responsibilities

- a) Making records on disposal of defective import products;
- b) Providing access to records with permission to authorized personnel;
- c) Maintaining and updating records, reports and documents in a database.
- d) Keeping records in a safe and secure manner under lock and key;
- e) Compiling, gathering and organizing reports, documents and records;
- f) Recording and keeping all consumer complaints;
- g) Processing, scanning and indexing records.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- MSCE
- At least 2 years' industrial experience.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Deputy Director of QAS (Management Systems Certification)
I.2	Grade	: BS4
I.3	Reporting to	: Director of Quality Assurance Services
I.4	Department	: Quality Assurance Development
I.5	Section	: Management Systems Certification
I.6	Responsible for	: Senior Management Systems Certification Officer.

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure effective and efficient certification of management systems based on national and international requirements.

2.2. Key roles and responsibilities

- a) Coordinating activities related to certification of quality management systems, food safety management systems, environmental management systems, occupational safety and health management systems based on ISO 17021 requirements;
- b) Overseeing the process of preparing internal and external assessments/audits in accordance with ISO 17021, ISO 22000 series, ISO 9000 series, ISO 14000 series and ISO 18000 series requirements;
- c) Undertaking root cause assessments on system non conformities and resolving causes to the non-conformities in accordance with prevailing international standards and MBS policies;
- d) Coordinating the development of quality management systems documents based on ISO 17021 requirements;
- e) Consolidating work plans, reports and budgets for the division;
- f) Coordinating preparation and review of audit schedules;
- g) Providing technical advice to the Director for Quality Assurance Services on matters pertaining to certification of management systems;
- h) Monitoring implementation of the plans and budgets for the management systems certification division;
- i) Conducting performance appraisals for staff of the division.
- j) Carrying out quality audits;
- k) Conducting market surveillances; and
- l) Coordinating performance assessment for the pool of auditors.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Masters in Natural related sciences or Risk Management Studies
- At least 4 years' experience at Senior Officer level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Management Systems Certification Officer (FSMS)
I.2	Grade	: BS5
I.3	Reporting to	: Deputy Director of Quality Assurance Services (MS)
I.4	Department	: Quality Assurance Development
I.5	Section	: Food Safety Management Systems
I.6	Responsible for	: Management Systems Certification Officer (FSMS)

3.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To facilitate efficient and effective certification of food safety management systems based on national and international requirements.

2.2. Key roles and responsibilities

- a) Coordinating activities related to certification of food safety management systems, based on ISO 22000 requirements;
- b) Organizing the preparation of assessments/audits in accordance with ISO 22000 series;
- c) Supervising the development of food safety management systems documents based on ISO 22000 requirements;
- d) Consolidating work plans, reports and budgets for the division;
- e) Preparing and reviewing audit schedules;
- f) Providing technical advice to the Deputy Director (Management Systems) on matters pertaining to certification of food safety management;
- g) Oversee the implementation of the plans and budgets for the quality management systems certification division;
- h) Conducting performance appraisals for Officers in the Section.
- i) Undertaking quality audits; and
- j) Conducting market surveillances.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor's Degree in Natural related sciences or Risk Management Studies
- At least 4 years' experience at Officer level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Management Systems Certification Officer (FSMS)
I.2	Grade	: BS6
I.3	Reporting to	: Senior Management Systems Certification Officer
I.4	Department	: Quality Assurance Development
I.5	Section	: Food Safety Management Systems
I.6	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To efficiently and effectively implement certification activities for food safety management systems based on national and international requirements.

2.2. Key roles and responsibilities

- a) Implementing activities related to certification of food safety management systems, based on ISO 22000 requirements;
- b) Preparing assessments/audits in accordance with ISO 22000 requirements;
- c) Developing food safety management systems documents based on ISO 22000 requirements;
- d) Providing technical advice to the Senior Management Systems Certification Officer (SFMS) on matters pertaining to certification of food safety management systems;
- e) Conducting quality audits;
- f) Carrying out market surveillances;
- g) Undertaking quality audits;
- h) Preparing work plans and budgets estimates for the Section; and
- i) Drafting monthly and annual reports.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor's Degree in Natural related sciences or Engineering
- At least 3years' experience in quality assurance related activities.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Management Systems Certification Officer (EMS)
I.2	Grade	: BS5
I.3	Reporting to	: Deputy Director of Quality Assurance Services (MS)
I.4	Department	: Quality Assurance Development
I.5	Section	: Education Management Systems (EMS)
I.6	Responsible for	: Management Systems Certification Officer (EMS)

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To facilitate efficient and effective certification of food safety management systems based on national and international requirements.

2.2. Key roles and responsibilities

- a) Coordinating all activities related to certification of environmental management systems, based on ISO 14000 series requirements;
- b) Supervising the preparation of internal and external assessments/audits in accordance with ISO 14000 series requirements;
- c) Supervising the development of environmental management systems documents based on ISO 14000 series requirements;
- d) Consolidating work plans, reports and budgets for the division;
- e) Preparation and review of audit schedules;
- f) Providing technical advice to the Deputy Director (Management Systems) on matters pertaining to certification of environmental management systems;
- g) Overseeing the implementation of the plans and budgets for the quality management systems certification division;
- h) Conducting quality audits;
- i) Carrying out market surveillances; and
- j) undertaking performance appraisals for Officers (Environmental Management Systems);

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor's Degree in Natural related sciences or Risk Management Studies
- At least 4 years' experience at Officer level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Management Systems Certification Officer (EMS)
I.2	Grade	: BS6
I.3	Reporting to	: Senior Management Systems Certification Officer
I.4	Department	: Quality Assurance Development
I.5	Section	: Educational Management Systems (EMS)
I.6	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To efficiently and effectively implement certification activities for food safety management systems based on national and international requirements.

2.2. Key roles and responsibilities

- a) Implementing activities related to certification of environmental management systems, based on ISO 14000 series requirements;
- b) Preparing internal and external assessments/audits in accordance with ISO 14000 series requirements;
- c) Developing environmental management systems documents based on ISO 14000 requirements;
- d) Providing technical advice to the Senior Management Systems Certification Officer (EMS) on matters pertaining to certification of Environmental management systems;
- e) Conducting quality audits;
- f) Carrying out market surveillances;
- g) Preparing work plans and budgets estimates for the Section; and
- h) Drafting monthly and annual reports.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.2 Minimum academic and professional qualifications and experience

- Bachelor's Degree in Natural related sciences or Engineering
- At least 3 years' experience in quality assurance related activities.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Management Systems Certification Officer (OSHES)
I.2	Grade	: BS5
I.3	Reporting to	: Deputy Director of Quality Assurance Services (MS)
I.4	Department	: Quality Assurance Development
I.5	Section	: Occupational Safety, Health and Env. Systems (OSHES)
I.6	Responsible for	: Management Systems Certification Officer (OSHES)

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To facilitate efficient and effective certification of food safety management systems based on national and international requirements.

2.2. Key roles and responsibilities

- i) Coordinating all activities related to certification of occupational health and safety systems, based on ISO 18000 series requirements;
- ii) Supervising the preparation of internal and external assessments/audits in accordance with ISO 18000 series requirements;
- iii) Supervising the development of environmental management systems documents based on ISO 18000 requirements;
- iv) Consolidating work plans, reports and budgets for the division;
- v) Preparation and review of audit schedules
- vi) Providing technical advice to the Deputy Director (Management Systems) on matters pertaining to certification of occupational health and safety management systems;
- vii) Overseeing the implementation of the plans and budgets for the quality management systems certification division;
- viii) Conducting quality audits;
- ix) Carrying out market surveillances; and
- x) Conducting performance appraisals for Officers (Occupational Health and Safety Systems)

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor's Degree in Natural related sciences or Risk Management Studies
- At least 4years' experience at Officer level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Management Systems Certification Officer (EMS)
I.2	Grade	: BS6
I.3	Reporting to	: Senior Management Systems Certification Officer
I.4	Department	: Quality Assurance Development
I.5	Section	: Occupational Safety, Health and Env. Systems (OSHES)
I.6	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To efficiently and effectively implement certification activities for food safety management systems based on national and international requirements.

2.2. Key roles and responsibilities

- a) Implementing activities related to certification of occupational health and safety systems, based on ISO 18000 series requirements;
- b) Preparing internal and external assessments/audits in accordance with ISO 18000 series requirements;
- c) Developing environmental management systems documents based on ISO 18000 series requirements;
- d) Providing technical advice to the Senior Management Systems Certification Officer (OHSAS) on matters pertaining to certification of occupational health and safety management systems;
- i) Conducting quality audits;
- j) Carrying out market surveillances;
- k) Preparing work plans and budgets estimates for the Section; and
- l) Drafting monthly and annual reports.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor's Degree in Natural related sciences or Engineering
- At least 3 years' experience in quality assurance related activities.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Management Systems Certification Officer (Product Cert.)
I.2	Grade	: BS5
I.3	Reporting to	: Deputy Director of Quality Assurance Services (MS)
I.4	Department	: Quality Assurance Development
I.5	Section	: Product Certification Services
I.6	Responsible for	: Management Systems Certification Officer

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose

To facilitate efficient and effective certification of product management systems based on national and international requirements.

2.2. Key roles and responsibilities

- a) Coordinating all activities related to certification product;
- b) Supervising the preparation of internal and external assessments/audits;
- c) Supervising the development of product certification systems documents;
- d) Consolidating work plans, reports and budgets for the division;
- e) Preparation and review of audit schedules
- f) Providing technical advice to the Deputy Director (Management Systems) on matters pertaining to certification of products management systems;
- g) Overseeing the implementation of the plans and budgets for the quality management systems certification division;
- h) Conducting quality audits;
- i) Carrying out market surveillances; and
- j) Conducting performance appraisals for Officers (Occupational Health and Safety Systems)

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor's Degree in Natural related sciences or Risk Management Studies
- At least 4years' experience at Officer level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Management Systems Certification Officer (PCS)
I.2	Grade	: BS6
I.3	Reporting to	: Senior Management Systems Certification Officer
I.4	Department	: Quality Assurance Development
I.5	Section	: Product Certification Services (PCS)
I.6	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To efficiently and effectively implement certification activities for product management systems based on national and international requirements.

2.2. Key roles and responsibilities

- a) Implementing activities related to certification of product Certification systems;
- b) Preparing internal and external assessments/audits;
- c) Developing product certification management systems documents;
- d) Providing technical advice to the Senior Management Systems Certification Officer (PCS) on matters pertaining to certification of product systems;
- e) Conducting quality audits;
- f) Carrying out market surveillances;
- g) Preparing work plans and budgets estimates for the Section; and
- h) Drafting monthly and annual reports.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Diploma in Natural related sciences or Engineering
- At least 3 years' experience in quality assurance related field.

PART 4

JOB DESCRIPTIONS
FOR
THE DEPARTMENT OF TESTING SERVICES

1. Director of Testing Services

CHEMICAL TECHNOLOGY DIVISION

1. Deputy Director of Testing Services

General Chemistry Section

1. Senior Scientific Officer
2. Scientific Officer
3. Senior Laboratory Technician
4. Laboratory Technician
5. Senior Laboratory Assistant
6. Laboratory Assistant

Pesticides Section

1. Senior Scientific Officer
2. Scientific Officer
3. Senior Laboratory Technician
4. Laboratory Technician
5. Senior Laboratory Assistant
6. Laboratory Assistant

Petrochemicals Section

1. Senior Scientific Officer
2. Scientific Officer
3. Senior Laboratory Technician
4. Laboratory Technician
5. Senior Laboratory Assistant

6. Laboratory Assistant

FOOD TECHNOLOGY DIVISION

1. Deputy Director of Testing Services

Food Microbiology Section

1. Senior Scientific Officer
2. Scientific Officer
3. Senior Laboratory Technician
4. Laboratory Technician
5. Senior Laboratory Assistant
6. Laboratory Assistant

Food Chemistry Section

1. Senior Scientific Officer
2. Scientific Officer
3. Senior Laboratory Technician
4. Laboratory Technician
5. Senior Laboratory Assistant
6. Laboratory Assistant

Radiochemistry Section

1. Senior Scientific Officer
2. Scientific Officer
3. Senior Laboratory Technician
4. Laboratory Technician
5. Senior Laboratory Assistant
6. Laboratory Assistant

ENGINEERING AND MATERIALS DIVISION

1. Deputy Director of Testing Services

Textiles and Leather Section

1. Senior Scientific Officer
2. Scientific Officer
3. Senior Laboratory Technician
4. Laboratory Technician

5. Senior Laboratory Assistant
6. Laboratory Assistant

Civil Engineering Section

1. Senior Scientific Officer
2. Scientific Officer
3. Senior Laboratory Technician
4. Laboratory Technician
5. Senior Laboratory Assistant
6. Laboratory Assistant

Electrical Engineering Section

1. Senior Scientific Officer
2. Scientific Officer
3. Senior Laboratory Technician
4. Laboratory Technician
5. Senior Laboratory Assistant
6. Laboratory Assistant

Mechanical Engineering Section

1. Senior Scientific Officer
2. Scientific Officer
3. Senior Laboratory Technician
4. Laboratory Technician
5. Senior Laboratory Assistant
6. Laboratory Assistant

Chemical Engineering Section

1. Senior Scientific Officer
2. Scientific Officer
3. Senior Laboratory Technician
4. Laboratory Technician
5. Senior Laboratory Assistant
6. Laboratory Assistant

Instrument Support Section

1. Senior Scientific Officer
2. Scientific Officer
3. Senior Laboratory Technician
4. Laboratory Technician
5. Senior Laboratory Assistant
6. Laboratory Assistant

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Director of Testing Services
I.2	Grade	: BS3
I.3	Reporting to	: Director General
I.4	Department	: Testing Services Development
I.5	Section	: N/A
I.6	Responsible for	: All Deputy Directors

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To provide strategic direction for effective and efficient operation of the Department.

2.2. Key roles and responsibilities

- a) Coordinating activities of Testing Services Department;
- b) Developing annual work plans, budgets, fees schedules and procedures for the department;
- c) Ensuring implementation of annual work plans, budgets, fees schedules and procedures for the department;
- d) Monitoring the performance of the department;
- e) Determining appropriate human and material resource levels for the department;
- f) Ensuring that appropriate equipment is expeditiously sourced, installed, maintained and calibrated;
- g) Supervising departmental staff;
- h) Ensuring timely submission of results to clients;
- i) Ensuring that laboratory staff are trained and evaluated for competence in the operations of instruments, analytical skills and management systems;
- j) Identifying the need for new positions and initiating recruitment;
- k) Implementing and maintaining the requirements of MS-ISO 17025 for Laboratory Accreditation;
- l) Coordinating the participation of MBS in proficiency testing schemes for local as well as regional bodies;
- m) Initiating and implementing key projects for revenue and efficiency improvement;
- n) Organizing and coordinating national and regional PT schemes; and
- o) Appraising performance of Deputy Directors and Secretary.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Master's Degree in Applied Sciences/Engineering.
- At least 6 years' practical experience.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Deputy Director of Testing Services (Chemicals/Food/Eng. Tech)
I.2	Grade	: BS4
I.3	Reporting to	: Director of Testing Services
I.4	Department	: Testing Services Development
I.5	Section/Division	: Chemicals/Food/Engineering & Materials Technology
I.6	Responsible for	: Senior Scientific Officers

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To provide headship and provide overall supervision for efficient provision of testing services.

2.2. Key roles and responsibilities

- a) Planning and coordinating procurement of equipment and installation;
- b) Verifying laboratory results;
- c) Training on the job laboratory personnel;
- d) Ensuring that appropriate equipment and consumables are adequately available all the times;
- e) Planning, organizing and coordinating work programmes for the division;
- f) Coordinating the preparation of divisional budget and presentation of the same to the Director;
- g) Monitoring and evaluating implementation of laboratory quality systems;
- h) Monitoring the implementation of the approved divisional budget;
- i) Consolidating progress reports;
- j) Appraising the performance of Senior Scientific Officer.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Master's Degree in Applied Sciences/Engineering.
- At least 4 years' practical experience at a Senior Scientific Officer level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Scientific Officer (General Chemistry/Food Chemistry/Microbiology/Petrochemicals)
I.2	Grade	: BS5
I.3	Reporting to	: Deputy Director of Testing Services
I.4	Department	: Testing Services Development
I.5	Section	: General Chemistry/Petrochemicals/Food Chemistry/
I.6	Responsible for	: Scientific Officers

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To head and manage laboratory sections for the efficient the provision of testing services.

2.2. Key roles and responsibilities

- a) Planning for maintenance and calibration for equipment;
- b) Supervising scientific officers;
- c) Preparing annual budgets for the sections;
- d) Conducting relevant consultancies;
- e) Compiling and consolidating progress reports for the sections;
- f) Validating Standard Operating Procedures;
- g) Appraising performance of Scientific Officers; and
- h) Implementing laboratory quality system.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor's Degree in Applied Sciences/Engineering obtained from a recognized institution.
- At least 4 years' practical experience at a Scientific Officer Level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Scientific Officer (General Chemistry/Food Chemistry/Microbiology/Petrochemicals/Engineering)
I.2	Grade	: BS6
I.3	Reporting to	: Senior Scientific Officer
I.4	Department	: Testing Services Development
I.5	Section	: General Chemistry/Petrochemicals/Food Chemistry/Engineering
I.6	Responsible for	: Senior Laboratory Technician

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To oversee daily operations of the laboratory sections

2.2. Key roles and responsibilities

- a) Checking on test data and compilation of test reports in the laboratory;
- b) Supervising senior laboratory technicians;
- c) Ensuring that reagents are correctly prepared and standardized at all times;
- d) Preparing progress reports and annual budgets for the sections;
- e) Conducting relevant consultancies;
- f) Checking and consolidating progress reports for the sections;
- g) Developing Standard Operating Procedures;
- h) Appraising performance of Senior Technicians;
- i) Supervising the collection of samples;
- j) Preparing reference materials; and
- k) Assigning samples to Laboratory Technicians.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor's Degree in Applied Sciences/Engineering obtained from a recognized institution.
- At least 3 years' practical experience in a related field.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Laboratory Technician (General Chemistry/Food Chem. /Microbiology/Petrochemicals/Pesticides/Radiochemistry /Instrument Support
I.2	Grade	: BS7
I.3	Reporting to	: Scientific Officer
I.4	Department	: Testing Services Development
I.5	Section	: General Chemistry/Petrochemicals/Food Chemistry/
I.6	Responsible for	: Laboratory Technician

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To oversee daily operations of the laboratory sections

2.2. Key roles and responsibilities

- a) Facilitating receipts and issuing of supplies;
- b) Ensuring that all breakages of glassware and breakdowns of equipment are investigated, reported and actioned accordingly;
- c) Testing samples with High Tech equipment
- d) Assisting implementation of Quality Management system (ISO 17025: 2017)
- e) Distributing samples to Laboratory Technician;
- f) Compiling sample results;
- g) Preparing and standardizing of laboratory reagents and solutions;
- h) Supervising the analysis of assorted samples by various methods;
- i) Ensuring proper operation and minor maintenance of laboratory equipment;
- j) Initiating the requisition of laboratory reagents and chemicals;
- k) Supervising Laboratory Technicians; and
- l) Appraising the performance of Laboratory Technicians.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Diploma in Industrial Laboratory Technology obtained from a recognized institution plus at least 4 years' practical experience at Laboratory Technician level. **OR**
- Bachelor's Degree in Applied Sciences/Engineering obtained from a recognized institution plus at least 3 years' practical experience at a Laboratory Technician level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Laboratory Technician (General Chemistry/Food Chem. /Microbiology/Petrochemicals/Pesticides/Radiochemistry
I.2	Grade	: BS8
I.3	Reporting to	: Senior Laboratory Technician
I.4	Department	: Testing Services Development
I.5	Section	: General Chemistry/Petrochemicals/Food Chemistry
I.6	Responsible for	: Senior Laboratory Assistant

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To generate analytical data.

2.2. Key roles and responsibilities

- a) Preparing, reagents, glassware and samples for analysis;
- b) Analyzing samples and recording of analytical results in workbooks;
- c) Reporting results to supervisor;
- d) Ensuring that all equipment is in good working condition
- e) Reporting faulty equipment to the supervisor;
- f) Initiating acquisition of laboratory supplies such as glassware, equipment and other consumables;
- g) Ensuring that work benches, equipment, glassware and the Laboratory in general is clean at all times;
- h) Organizing disposal of obsolete samples from the laboratory;
- i) Undertaking calibration checks for equipment and arranging for their calibration;
- j) Initiating preventive and corrective maintenance of equipment;
- k) Sampling of test items; and
- l) Appraising the performance of Senior Laboratory Assistants.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Diploma in Applied Sciences from a recognized institution PLUS at least 2 years' practical experience in a similar field
- OR
- Bachelor's Degree in Applied Sciences/Engineering obtained from a recognized institution plus at least 1-year practical experience in a similar field.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Laboratory Technician (Instrument Support)
I.2	Grade	: BS8
I.1	Reporting to	: Senior Laboratory Technician
I.2	Department	: Testing Services Development
I.3	Section	: Instrument Support
I.4	Responsible for	: Senior Laboratory Assistant

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To generate analytical data.

2.2. Key roles and responsibilities

- a) Diagnosing general condition of faulty equipment received from clients;
- b) Repairing and maintaining equipment;
- c) Calibrating equipment;
- d) Preparing periodic Report;
- e) Installing laboratory equipment;
- f) Training users in correct usage of laboratory equipment;
- g) Carrying out inspections and testing of imported Electrical and Electronic Equipment.
- h) Appraising the performance of Senior Laboratory Assistants.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.2 Minimum academic and professional qualifications and experience

- Diploma in Electrical and Electronics Engineering.
- At least 2 years' practical experience in Electrical and Electronics Engineering

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Laboratory Technician (Instrument Support)
I.2	Grade	: BS8
I.3	Reporting to	: Senior Laboratory Technician
I.4	Department	: Testing Services Development
I.5	Section	: Instrument Support
I.6	Responsible for	: Senior Laboratory Assistant

3.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose

To generate analytical data.

2.2. Key roles and responsibilities

- a) Diagnosing general condition of faulty equipment received from clients;
- b) Repairing and maintaining equipment;
- c) Calibrating equipment;
- d) Preparing periodic Report;
- e) Installing laboratory equipment;
- f) Training users in correct usage of laboratory equipment;
- g) Carrying out inspections and testing of imported Electrical and Electronic Equipment.
- h) Appraising the performance of Senior Laboratory Assistants.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Diploma in Electrical and Electronics Engineering.
- At least 2 years' practical experience in Electrical and Electronics Engineering

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Laboratory Technician (Engineering and Materials)
I.2	Grade	: BS8
I.3	Reporting to	: Senior Laboratory Technician
I.4	Department	: Testing Services Development
I.5	Section	: Engineering and Materials
I.6	Responsible for	: Senior Laboratory Assistant

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To effectively and efficiently generate analytical data.

2.2. Key roles and responsibilities

- a) Preparing reagents, glassware and samples for analysis;
- b) analyzing samples and recording of analytical results in workbooks;
- c) Reporting results to supervisor;
- d) Ensuring that all equipment is in good working condition
- e) Reporting faulty equipment to the supervisor;
- f) Initiating acquisition of laboratory supplies such as glassware, equipment and other consumables;
- g) Ensuring that work benches, equipment, glassware and the Laboratory in general is clean at all times;
- h) Organizing disposal of obsolete samples from the laboratory;
- i) Undertaking calibration checks for equipment and arranging for their calibration;
- j) Initiating preventive and corrective maintenance of equipment;
- k) Sampling of test items; and
- l) Appraising work performance of Senior Laboratory Assistant.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Diploma in Engineering or Applied Science.
- At least 2 years' practical experience in a similar field.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Laboratory Technician (Food Microbiology)
I.2	Grade	: BS8
I.3	Reporting to	: Senior Laboratory Technician (Food Microbiology)
I.4	Department	: Testing Services Development
I.5	Section	: Food Microbiology
I.6	Responsible for	: Senior Laboratory Assistant

3.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To effectively and efficiently generate analytical data.

2.2. Key roles and responsibilities

- a) Preparing media, reagents, glassware and samples for analysis;
- b) analyzing samples and recording of analytical results in workbooks;
- c) Reporting results to supervisor;
- d) Ensuring that all equipment is in good working condition;
- e) Reporting faulty equipment to the supervisor;
- f) Initiating acquisition of laboratory supplies such as glassware, equipment and other consumables.
- g) Ensuring that work benches, equipment, glassware and the Laboratory in general is clean at all times;
- h) Organizing disposal of used media, cultures and obsolete samples from the laboratory;
- i) Undertaking calibration checks for equipment and arranging for their calibration;
- j) Initiating preventive and corrective maintenance of equipment;
- k) Sampling of test items; and
- l) Appraising the performance of Senior Laboratory Assistant.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.2 Minimum academic and professional qualifications and experience

- Diploma in Applied Sciences.
- At least 2 years' practical experience in a similar field.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Laboratory Assistant
I.2	Grade	: BS9
I.3	Reporting to	: Laboratory Technician
I.4	Department	: Testing Services Development
I.5	Section/Division	: Chemicals/Food/Engineering and Materials
I.6	Responsible for	: Senior Laboratory Assistant

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure a clean laboratory environment.

2.2. Key roles and responsibilities

- a) Distributing and reconciling glassware;
- b) Preparing duty roster;
- c) Allocating work to Laboratory Assistant;
- d) Ensuring that laboratory apparatus and equipment are cleaned;
- e) Verifying that the laboratories are swept, mopped and dusted;
- f) Ensuring that laboratory coats are washed and pressed;
- g) Registering obsolete samples for disposal;
- h) Disposing off obsolete samples and waste;
- i) Ensuring that samples are prepared for physical and chemical testing;
- j) Writing weekly progress reports of their activities;
- k) Initiating acquisition of cleaning materials; and
- l) Appraising the performance of Laboratory Assistants.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Malawi School Certificate of Education.
- At least 4years' experience at Laboratory Assistant level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Laboratory Assistant
I.2	Grade	: BS9
I.3	Reporting to	: Laboratory Technician
I.4	Department	: Testing Services Development
I.5	Section/Division	: Chemicals/Food/Engineering and Materials
I.6	Responsible for	: Senior Laboratory Assistant

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To keep the laboratory environment clean.

2.2. Key roles and responsibilities

- a) Supervising laboratory Assistants
- b) Cleaning laboratory apparatus and equipment;
- c) Sweeping, mopping and dusting the laboratory
- d) Washing and pressing laboratory coats
- e) Initiating the dispose of obsolete samples and waste;
- f) Preparing samples for physical and chemical testing; and
- g) Producing and presenting weekly progress reports of their activities.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Malawi School Certificate of Education.
- At least 4 years' practical experience at Laboratory Assistant level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Laboratory Assistant
I.2	Grade	: BS10
I.3	Reporting to	: Laboratory Technician
I.4	Department	: Testing Services Development
I.5	Section/Division	: Chemicals/Food/Engineering and Materials
I.6	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To keep the laboratory environment clean.

2.2. Key roles and responsibilities

- a) Cleaning laboratory apparatus and equipment;
- b) Sweeping, mopping and dusting the laboratory
- c) Washing and pressing laboratory coats
- d) Disposing of obsolete samples and waste;
- e) Setting samples for physical and chemical testing; and
- f) Drafting progress reports of their activities.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Malawi School Certificate of Education.
- At least 2 years' experience in a similar job or related field.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Laboratory Technician (Sample Management)
I.2	Grade	: BS7
I.3	Reporting to	: Director of Testing Services
I.4	Department	: Testing Services Development
I.5	Section	: Sample Management
I.6	Responsible for	: Laboratory Technician

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure that registry in the Testing Department is properly management.

2.2. Key roles and responsibilities

- a) Facilitating receipt of samples from clients and their registration in sample register books;
- b) Sorting and dispatching samples to appropriate laboratories;
- c) Updating manual and electronic sample registers;
- d) Filing manual and electronic sample reports;
- e) Supervising laboratory assistants in the registry
- f) Reconciling samples, reports and invoices on a regular basis;
- g) Keeping instrument operational manuals, standards, analytical methods, supplier catalogues, test reports and other documents; and
- h) Consolidating sample statistics result statistics to the Director of Testing Services.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- MSCE plus Diploma in Records Management.
- At least 3 years work experience at Laboratory Technician level

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Laboratory Technician (Sample Management)
I.2	Grade	: BS8
I.3	Reporting to	: Senior Laboratory Technician
I.4	Department	: Testing Services Development
I.5	Section	: Sample Management
I.6	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To provide sample registry services

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2.2. Key roles and responsibilities

- a) Receiving samples from clients and registering them in sample register books;
- b) Sorting and dispatching samples to appropriate laboratories;
- c) Updating manual and electronic sample registers;
- d) Filing manual and electronic sample reports;
- e) Participating in reconciling samples, reports and invoices on a regular basis;
- f) Keeping instrument operational manuals, standards, analytical methods, supplier catalogues, test reports and other documents; and
- g) Compiling sample statistics result statistics to the Director of Testing Services.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Malawi School Certificate of Education plus Diploma in records management.
- At least 2 years work experience in a similar field.

PART 5

JOB DESCRIPTIONS
FOR
THE DEPARTMENT OF METROLOGY SERVICES

1. Director of Metrology Services

LEGAL METROLOGY SERVICES DIVISION

2. Deputy Director of Metrology Services (Legal)
3. Senior Legal Metrology Services
4. Legal Metrology Officer
5. Senior Legal Metrology Technician
6. Legal Metrology Technician

INDUSTRIAL METROLOGY SERVICES DIVISION

7. Deputy Director of Metrology Services (Industrial)
8. Senior Industrial Metrology Services
9. Industrial Metrology Officer
10. Senior Industrial Metrology Technician
11. Industrial Metrology Technician

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Director of Metrology Services
I.2	Grade	: BS3
I.3	Reporting to	: Director General
I.4	Department	: Metrology Services
I.5	Section	: N/A
I.6	Responsible for	: All Deputy Directors of Metrology Services

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose

To provide strategic direction for effective and efficient delivery of metrology services.

2.2. Key roles and responsibilities

- a) Formulating in consultation with public and private sector agencies, policies and reviews of legislation on metrological activities and requirements;
- b) Ensuring that metrology standards are maintained and are traceable to international standards;
- c) Developing annual work plans, budgets, fees schedules and procedures for the department;
- d) Ensuring implementation of annual work plans, budgets, fees schedules and procedures for the department;
- e) Monitoring the performance of the department;
- f) Determining appropriate human and material resource levels for the department;
- g) Providing a leading role in directing research on measurement standards;
- h) Acting as a liaison officer for international metrological organizations and accreditation institutions;
- i) Implementing and maintaining the requirements of MS-ISO 17025 for Laboratory Accreditation;
- j) Consolidating progress reports on the activities of the department;
- k) Endorsing certification on calibration and verification; and
- l) Appraising performance of Deputy Directors and the Secretary.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Master's Degree in Metrology/Physics/Engineering.
- At least 6 years' practical experience at managerial level with knowledge in standardization, Quality Assurance, Accreditation and Metrology issues.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Deputy Director of Metrology Services (Legal)
I.2	Grade	: BS4
I.3	Reporting to	: Director of Metrology Services
I.4	Department	: Metrology Services
I.5	Section	: Legal Metrology
I.6	Responsible for	: Senior Legal Metrology Officer

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose

To oversee activities of Legal Metrology Services Division.

2.2. Key roles and responsibilities

- a) Overseeing the verification of weighing and measuring instruments in various businesses and public establishments;
- b) Planning sequence of testing and calibration procedures for instruments and equipment.
- c) Ensuring that there is proper maintenance and up keep of standards of mass, length, volume, electric current, temperature, etc.;
- d) Instituting legal proceedings against those not complying with laws;
- e) Initiating the formulation of policies and review of legislation on verification of instruments, weights and measures;
- f) Supervising metrological operations at the satellite offices;
- g) Organising license of competence examinations for weighing and measuring instruments Technicians;
- h) Maintaining weighing and measuring instruments Technician register;
- i) Consolidating monthly progress reports for the division; and
- j) Appraising the performance of Senior Legal Metrology Officers.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Master's Degree in Metrology/Physics/Engineering.
- At least 4 years' practical experience at Senior Legal Metrology Officer level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Legal Metrology Officer
I.2	Grade	: BS5
I.3	Reporting to	: Deputy Director of Metrology Services
I.4	Department	: Metrology Services
I.5	Section	: Legal Metrology
I.6	Responsible for	: Legal Metrology Officer

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure proper and effective implementation of metrology activities (legal).

2.2. Key roles and responsibilities

- a) Verifying and approving data generated during calibrations;
- b) Facilitating the verification exercise of measuring instruments;
- c) Ensuring the maintenance and safe keeping of standards;
- d) Devising and using formulae to solve problems in measurement and calibration.
- e) Supervising the conducting of inspections on equipment used for trade;
- f) Instituting legal proceedings against contraveners of the Act;
- g) Supervising Legal Metrology Officers;
- h) Appraising the performance of Legal Metrology Officers; and
- i) Preparing monthly report

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor of Science Degree in Physics/Engineering/Technical Education/Metrology.
- At least 4 years' practical experience at Legal Metrology Officer level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Legal Metrology Officer
I.2	Grade	: BS6
I.3	Reporting to	: Senior Legal Metrology Officer
I.4	Department	: Metrology Services
I.5	Section	: Legal Metrology
I.6	Responsible for	: Senior Legal Metrology Technician

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure the effective and efficient verification of weighing and measuring equipment.

2.2. Key roles and responsibilities

- a) Facilitating the verification of weighing and measuring instruments;
- b) Planning verification and inspection trips;
- c) Supervising Senior Legal Metrology Technicians;
- d) Maintaining accuracy of legal metrology working standards;
- e) Initiating legal proceedings against contraveners of the Act;
- f) Verifying working standards;
- g) Keeping and updating records for verification equipment;
- h) Initiating maintenance of equipment;
- i) Compiling weekly progress reports; and
- j) Appraising the performance of Senior Legal Metrology Technicians.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor of Science Degree in Physics/Engineering/Technical Education/Metrology.
- At least 3years' practical experience in a related field.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Legal Metrology Technician
I.2	Grade	: BS7
I.3	Reporting to	: Metrology Officer
I.4	Department	: Metrology Services
I.5	Section	: Legal Metrology
I.6	Responsible for	: Legal Metrology Technician

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To facilitate the effective and efficient verification of weighing and measuring equipment

2.2. Key roles and responsibilities

- a) Verifying weighing instruments, weights and measures;
- b) Reporting non-compliant traders to the Legal Metrology Officer to pursue Legal proceedings;
- c) Attending to consumer complaints
- d) Ensuring that clients equipment submitted for verification are registered;
- e) Preparing monthly progress reports;
- f) Supervising Legal Metrology Technicians; and
- g) Appraising the performance of Legal Metrology Technicians

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Diploma in Engineering.
- At least 3 years' practical experience at Metrology Technician level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Legal Metrology Technician
I.2	Grade	: BS8
I.3	Reporting to	: Senior Legal Metrology Technician
I.4	Department	: Metrology Services
I.5	Section	: Legal Metrology
I.6	Responsible for	: None

3.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To facilitate the effective and efficient verification of weighing and measuring equipment.

2.2. Key roles and responsibilities

- a) Verifying weighing instruments, weights and measures;
- b) Checking trader's compliance to the requirements of the Weights and Measures Act;
- c) Preparing weekly progress reports;
- d) Registering equipment submitted for verification;
- e) Making sure that standards and testing equipment are kept in a clean condition all the time;
- f) Calibrating and repairing of all types of test, measurement and diagnostic equipment;
- g) Documenting and maintaining records to meet quality standards and expectations;
- h) Completing facility documentation including calibration data sheets.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Diploma in Engineering.
- At least 2 years' practical experience in a related field.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Deputy Director of Metrology Services (Industrial)
I.2	Grade	: BS4
I.3	Reporting to	: Director of Metrology Services
I.4	Department	: Metrology Services
I.5	Section	: Industrial Metrology
I.6	Responsible for	: Senior Industrial Metrology Officer

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To oversee activities of Industrial Metrology Services Division.

2.2. Key roles and responsibilities

- a) Participating in the formulation of policies and review of legislation on calibration of instruments, weights and measures;
- b) Providing technical advice on industrial metrology issues to the Director;
- c) Preparing work programs for the Division;
- d) Overseeing the calibration of weighing and measuring instruments;
- e) Preparing budget estimates for the Division;
- f) Ensuring that there is proper maintenance and up keep of standards to ensure traceability of measurements to international standards;
- g) Supervising industrial metrological operations at the head and satellite offices;
- h) Consolidating monthly progress reports for the division; and
- i) Appraising the performance of Senior Industrial Metrology Officers.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Master's Degree in Metrology/Physics/Engineering.
- At least 4years' practical experience at Senior Industrial Metrology Officer level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Industrial Metrology Officer
I.2	Grade	: BS5
I.3	Reporting to	: Deputy Director of Metrology Services (Industrial)
I.4	Department	: Metrology Services
I.5	Section	: Industrial Metrology
I.6	Responsible for	: Industrial Metrology Officer

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure effective and efficient implementation of industrial metrology activities.

2.2. Key roles and responsibilities

- a) Supervising the calibration of measuring instruments;
- b) Maintaining and updating the calibration system database using approved policies and procedures.
- c) Ensuring the maintenance and safe keeping of standards;
- d) Supervising Industrial Metrology Officers;
- e) Ensuring that clients are reminded on equipment due for calibration;
- f) Appraising the performance of Industrial Metrology Officers; and
- g) Preparing monthly report.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor of Science Degree Metrology/Physics/Engineering/Technical Education.
- At least 4 years' practical experience at Industrial Metrology Officer level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Industrial Metrology Officer
I.2	Grade	: BS6
I.3	Reporting to	: Senior Legal Metrology Officer
I.4	Department	: Metrology Services
I.5	Section	: Industrial Metrology
I.6	Responsible for	: Senior Metrology Technician

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure effective and efficient implementation of industrial metrology activities.

2.2. Key roles and responsibilities

- a) Supervising Senior Industrial Metrology Technicians;
- b) Facilitating the calibration of weighing and measuring instruments;
- c) Planning calibration trips;
- d) Maintaining accuracy of working standards;
- e) Creating and maintaining equipment files for measuring and test equipment requiring calibration;
- f) Drafting reminder letters to clients on equipment due for calibration;
- g) Keeping and updating records for calibrated equipment;
- h) Initiating maintenance of equipment;
- i) Compiling weekly progress reports; and
- j) Appraising the performance of Senior Industrial Metrology Technicians.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor of Science Degree Metrology/Physics/Engineering/Technical Education.
- At least 3 years' practical experience in a related field.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Industrial Metrology Technician
I.2	Grade	: BS8
I.3	Reporting to	: Senior Industrial Metrology Technician
I.4	Department	: Metrology Services
I.5	Section	: Industrial Metrology
I.6	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To conduct the calibration of weighing and measuring equipment and machines.

2.2. Key roles and responsibilities

- a) Calibrating weighing instruments, weights and measuring instruments in compliance to the requirements of ISO 17025;
- b) Advising clients on equipment not fit for use;
- c) Registering equipment submitted for calibration;
- d) Keeping standards and testing equipment clean;
- e) Reporting any equipment/instrument fault to Senior Industrial Metrology Technician ;
- f) Replacing, repairing, cleaning equipment and facility utilities as needed;
- g) Setting up standard and specialized laboratory equipment to test, evaluate and calibrate other measuring and test equipment;
- h) Disassembling measuring and testing equipment to inspect components for defect;
- i) Aligning, repairing, and replacing component parts and circuitry; and
- j) Collecting data for the preparation of weekly progress reports;

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Diploma in Engineering.
- At least 2 years' industrial experience in a related field.

PART 6

JOB DESCRIPTIONS FOR THE DEPARTMENT OF FINANCE

I. Director of Finance

FINANCIAL ACCOUNTING SERVICES DIVISION

1. Deputy Director of Finance
2. Senior Financial Accountant
3. Senior Assistant Accountant
4. Assistant Accountant

MANAGEMENT ACCOUNTING DIVISION

7. Senior Management Accountant
8. Management Accountant
9. Supplies Officer
10. Assistant Supplies Officer
11. Supplies Supervisor
12. Supplies Assistant

REVENUE DIVISION

1. Senior Revenue Accountant
2. Revenue Accountant
3. Senior Assistant Accountant
4. Assistant Accountant

I.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Director of Finance
I.2	Grade	: BS3
I.3	Reporting to	: Director General
I.4	Department	: Finance
I.5	Section	: N/A
I.6	Responsible for	: Deputy Director, Senior Accountant (Revenue & Management)

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To have an overall responsibility for prudent financial management of the Bureau.

2.2. Key roles and responsibilities

- a) Providing strategic financial leadership to the Bureau to ensure that it achieves its objectives.
- b) Controlling and enforcing financial management procedures;
- c) Implementing a system of accounting and financial controls that comply with Public Finance management policies and standards and financial regulations.
- d) Ensuring that all financial, corporate, legal requirements and obligations are complied with and consistently applied;
- e) Taking lead in consolidating the Bureau's budgets and forecasts for Board's approval;
- f) Reviewing final accounts and engaging external auditors to conduct audits as and when they are due;
- g) Ensuring a close working relationships with any external auditors that may be appointed to prepare opinions, assist them access data and information required for effective and efficient audit in order to produce audit reports in time.
- h) Producing additional financial information and reports for management decision;
- i) Developing, implementing and maintaining sound financial management and control systems, policies and procedures;
- j) Providing secretarial services to Finance and Audit Committee of the Board.
- k) Preparing final accounts and reports timely and presenting to the Board in liaison with the Director General.
- l) Participating in the recruitment, induction, performance appraisal, career management and other personnel administration for staff under charge.
- m) Producing monthly, quarterly and annual financial reports on the performance of the department for management information and decision making.
- n) Appraising the performance of the Deputy Director, Senior Accountants and Secretary;

- o) Supervising staff under charge to ensure that the department provides an acceptable level of financial, administration and management services support to core functions of the Bureau.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.I Minimum academic and professional qualifications and experience

- Masters in Accounting/Finance/Commerce/Business Administration, PLUS relevant bachelor's degree in accounting or its equivalent from a recognisable institution and;
- A Chartered Professional Qualified with ACCA or CIMA plus
- At least 6 years' experience at senior level in Finance.
- Must be a member of ICAM

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Deputy Director of Finance
I.2	Grade	: BS4
I.3	Reporting to	: Director of Finance
I.4	Department	: Finance
I.5	Section	: Senior Financial Accounting
I.6	Responsible for	: Accountant

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure that the Bureau's financial accounting records are properly maintained.

2.2. Key roles and responsibilities

- a) Overseeing operations of Finance division to ensure it is effectiveness and efficiency in making payments to suppliers of goods, services and statutory payments while ensuring that expenditure returns are produced on time;
- b) Initiating the review and maintenance of sound management systems, including ensuring adherence to established rules, policies, and regulations on finance matters;
- c) Monitoring and controlling expenditure to ensure that appropriate action is taken by management to curtail any foreseeable negative impact on the Bureau's operations.
- d) Processing payments according to the established approval procedure, ensuring that payment requisitions are properly supported and authorized, and that statutory and all other payment as required are made on a timely basis.
- e) Ensuring that relevant and right taxes are deducted and remitted to the revenue authorities within the set timeframes.
- f) Ensuring that effective internal financial controls are implemented in liaison with all stakeholders.
- g) Ensuring that all payments are duly sanctioned by an IPC and have supporting documents.
- h) Monitoring Bureau's daily bank balances;
- i) In collaboration with the Director of Finance ensuring that suppliers are paid timely;
- j) Preparing annual budgets and work plans for the division;
- k) Maintaining books of accounts effectively to fulfil the requirements for management decision making, reporting and external audit.
- l) Processing payments according to the established approval procedure, ensuring that payment requisitions are properly supported and authorised, and ensures that statutory and all other payments as required on a timely basis

- m) Providing information and assistance to internal or external Auditors in times of audit activities;
- n) Conducting performance appraisals for staff of the division.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.I Minimum academic and professional qualifications and experience

- Master of Accountancy or Professional qualification in Accountancy/ Finance such as ACCA or CIMA **PLUS**
- At least 4 years post ACCA, or CIMA qualification experience.
- Must be a member of ICAM

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Accountant (Finance)
I.2	Grade	: BS5
I.3	Reporting to	: Director of Finance
I.4	Department	: Finance
I.5	Section	: Financial Accounting
I.6	Responsible for	: Accountant

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure that the Bureau's financial management and reporting meet the highest standards in line with generally accepted standards.

2.2 Key roles and responsibilities

- a) Implementing sound management systems, including adherence to established rules, policies, and regulations on finance matters;
- b) Processing payments according to the established approval procedure, ensuring that payment requisitions are properly supported and authorized, and that statutory and all other payment as required are made on a timely basis;
- c) Coordinating the deduction and remittance of relevant and right taxes to the revenue authorities within the set timeframes.
- d) Vetting all payments vouchers and supporting documents prior to payments;
- e) Preparing annual budgets and work plans for the division;
- f) Overseeing the preparation of accounting schedules and variance analysis for monthly management accounts and annual financial statements;
- g) Developing effective risk management systems;
- h) Preparing bank reconciliation Statements and relevant control accounts reconciliations
- i) Providing information and assistance to internal or external Auditors in times of audit activities;
- j) Conducting performance appraisals for staff under charge;
- k) Providing information and assistance to internal or external Auditors in times of audit activities;
- l) Coordinating the update and maintenance of books of accounts effectively to fulfil the requirements for management decision making, reporting and external audit;
- m) Consolidating financial reports.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- A Bachelor's Degree in Accounting or professional qualifications in CIMA, ACCA.
- At least three 4 years' experience at Accountant level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Accountant
I.2	Grade	: BS6
I.3	Reporting to	: Deputy Director of Finance
I.4	Department	: Finance
I.5	Section	: Financial Accounting
I.6	Responsible for	: Senior Assistant Accountant

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure that the Bureau's financial management and reporting meet the highest standards in line with generally accepted standards.

2.2 Key roles and responsibilities

- a) Supervising the processing of payments in line with laid down policies, standards and legislation according to the established approval procedure;
- b) Ensuring that all financial transactions are properly supported, authorized and recorded;
- c) Preparing bank reconciliation Statements and relevant control accounts reconciliations
- d) Keeping and issuing accountable documents;
- e) Issuing receipts and preparing cheques;
- f) Preparing accounting schedules and variance analysis for monthly management accounts and annual financial statements
- g) Ensuring that effective risk management systems are developed and implemented;
- h) Managing taxes, statutory and other regulatory remittances;
- i) Producing financial reports;
- j) Managing audits and other risk mitigation procedures;
- k) Providing information and assistance to internal or external Auditors in times of audit activities;
- l) Conducting performance appraisals for staff under charge.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Bachelor of Accountancy plus
 - At least at least 3 years' experience in Accounting
- Or*
- Diploma in Accounting; Studying towards Professional Qualification such as – ACCA or CIMA **plus**
 - At least four 4 years' experience at Senior Assistant Accountant level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Assistant Accountant
I.2	Grade	: BS7
I.3	Reporting to	: Accountant
I.4	Department	: Finance
I.5	Section	: Financial Accounting
I.6	Responsible for	: Assistant Accountant

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure that the MBS's financial accounting records are properly maintained.

2.2. Key roles and responsibilities

- a) Preparing bank reconciliation Statements and relevant control accounts reconciliations;
- b) Supervising staff under charge;
- c) Checking payment and journal vouchers;
- d) Keeping and issuing accountable documents;
- e) Verifying budget allocation against proposed procurement;
- f) Monitoring Bureau's Cash and Treasury Management;
- g) Issuing receipts and preparing cheques;
- h) Updating cash books;
- i) Managing the Financial Filing System;
- j) Conducting regular verification of filing system in place;
- k) Managing taxes, statutory and other regulatory remittances;
- l) Supporting the preparations of annual budgets;
- m) Managing the Financial Filing System
- n) Appraising the performance of Assistant Accountants

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Diploma in Accountancy/Finance studying towards ACCA, CIMA or ACA, PLUS
- At least five 3years' experience at Assistant Accountant level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Assistant Accountant
I.2	Grade	: BS8
I.3	Reporting to	: Senior Assistant Accountant
I.4	Department	: Finance
I.5	Section	: Financial Accounting
I.6	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To provide accounting and financial management services in the Bureau.

2.2. Key roles and responsibilities

- a) Maintaining cash books and other books of accounts;
- b) Capturing financial data to appropriate accounts in an automated accounting system;
- c) Preparing bank reconciliation Statements and control accounts reconciliations
- d) Keeping and issues accountable documents;
- e) Processing monthly salaries journals (Cost analysis) for financial statements;
- f) Filing accounting documents
- g) Preparing and remitting taxes and other statutory and regulatory deductions;
- h) Making bank deposits and withdrawals;
- i) Preparing and recording daily payment voucher list and cheques;
- j) Administering signing in the dispatch register by beneficiaries
- k) Disbursing cash

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum academic and professional qualifications and experience

- Diploma in Finance and Accounting, PLUS
- At least 2 years' experience in a busy organization.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Accountant (Management)
I.2	Grade	: BS5
I.3	Reporting to	: Director of Finance
I.4	Department	: Finance
I.5	Section	: Management Accounting
I.6	Responsible for	: Accountant

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure that the Bureau's management accounting records are properly maintained to fulfil the requirements for management decision making.

2.2. Key roles and responsibilities

- a) Maintaining and updating Fixed Assets Register and preparing depreciation schedules;
- b) Initiating accounting activities in respect of preparing and maintaining books of management accounts and stores in the Bureau
- c) Monitoring expenditure in the Bureau and providing advice on any deviations, overruns and flexing of budgets;
- d) Ensuring effective management systems, procedures and internal controls are in place for accurate and timely management accounts and stores reports;
- e) Implementing a system of stores, accounting and financial controls that comply with Stores and Disposal of Assets Act and Public Finance management policies and standards and financial regulations.
- f) Monitoring expenditure patterns and stores of the Bureau;
- g) Consolidating monthly revenue and expenditure returns;
- h) Participating in negotiations with financial institutions within and outside the country in order to facilitate financing of projects.
- i) Preparing expenditure reports that conform to Board and Government financial regulations and international financial reporting standards
- j) Ensuring close working relationships with any external auditors that may be appointed to prepare opinions, assisting them access data and information required for effective and efficient audit in order to produce audit reports in time.
- k) Supervising staff under charge;
- l) Coordinating the budget preparation process and ensuring that it is prepared in conformity with the Bureau's policies and Public Finance Management guidelines.
- m) Conducting performance appraisal for staff in the Division.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.I Minimum academic and professional qualifications and experience.

- A Bachelor's Degree in Accounting, professional qualifications in CIMA, ACCA, CA, PLUS
- At least 4 years' experience at Accountant level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Accountant (Management)
I.2	Grade	: BS6
I.3	Reporting to	: Senior Accountant (Management)
I.4	Department	: Finance
I.5	Section	: Management Accounting
I.6	Responsible for	: Senior Assistant Accountant

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure that the Bureau's management accounting records are properly maintained to fulfil the requirements for management decision making.

2.2. Key roles and responsibilities

- a) Ensuring timely maintenance and update of Fixed Assets Register;
- b) Oversee the preparation and maintenance of books of management accounts in the Bureau;
- c) Producing reconciliation statements;
- d) Preparing monthly expenditure returns;
- e) Initiating the preparation of annual work-plans and budgets for the Division;
- f) Implementing a system of accounting and financial controls that comply with Public Finance management policies and standards and financial regulations;
- g) Drafting the financial statements;
- h) Providing up-to-date information on expenditure vote balances;
- i) Checking and authenticating payment vouchers and other security documents;
- j) Conducting quarterly stock taking at head office and in Regional Offices for stock reconciliation;
- k) Coordinating and managing projects accounts;
- l) Undertaking performance appraisal for staff in the Division.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Bachelor of Accountancy plus
- At least at least 3 years' experience in Accounting

Or

- Diploma in Accounting and studying towards Professional Qualification such as – ACCA or CIMA **plus**
- At least four 4 years' experience at Senior Assistant Accountant level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Assistant Accountant (Management)
I.2	Grade	: BS7
I.3	Reporting to	: Accountant (Management)
I.4	Department	: Finance
I.5	Section	: Management Accounting
I.6	Responsible for	: Senior Assistant Accountant

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose

To ensure that the Bureau's management accounting records are properly maintained to fulfil the requirements for management decision making.

2.2. Key roles and responsibilities

- a) Maintaining and updating Fixed Assets Register
- b) Preparing and maintaining books of management accounts in the Bureau;
- c) Maintaining reconciliation statements
- d) Preparing monthly expenditure returns;
- e) Participating in the preparation of annual work-plans and budgets for the Division;
- f) Implementing a system of accounting and financial controls that comply with Public Finance management policies and standards and financial regulations.
- g) Participating in the preparations of financial statements;
- h) Undertaking performance appraisal for staff under charge.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Bachelor of Accountancy,
Or
- Diploma in Accounting and studying towards Professional Qualification such as – ACCA or CIMA **plus**
- At least 3years' experience at Assistant Accountant level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Assistant Accountant (Management)
I.2	Grade	: BS8
I.3	Reporting to	: Accountant (Management)
I.4	Department	: Finance
I.5	Section	: Management Accounting
I.6	Responsible for	: Senior Assistant Accountant

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure that the Bureau's management accounting records are properly maintained to fulfil the requirements for management decision making.

2.2. Key roles and responsibilities

- a) Updating Fixed Assets Register
- b) Maintaining books of management accounts in the Bureau;
- c) Undertaking bank reconciliations;
- d) Preparing monthly expenditure returns;
- e) Participating in the preparation of annual work-plans and budgets for the Division;
- f) Compiling data for the preparations of financial statements;
- g) Providing up-to-date information on expenditure vote balances;
- h) Processing payment vouchers;
- i) Undertaking performance appraisal for staff in the Division.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Diploma in Accounting and studying towards Professional Qualification such as – ACCA or CIMA **plus**
- At least four 3years' experience in accounting field.

1.0 JOB IDENTIFICATION FACTORS

1.1	Job title	: Supplies Officer
1.2	Grade	: BS6
1.3	Reporting to	: Senior Accountant (Management)
1.4	Department	: Finance
1.5	Section	: Management Accounting
1.6	Responsible for	: Supplies Supervisor

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To provide supplies and stocking services following stores standards and procedures.

2.2 Key Duties and Responsibilities

- a) Taking overall charge of custody of Bureau supplies and preparing monthly reports of stock and consumption levels
- b) Ensuring that the receiving and issuing of stock is done according to procedures and that goods received conform with specification as well as budgeted prices approved by the Internal Procurement Committee
- c) Conducting monthly stock taking while ensuring that minimum stock levels and maximum stock levels are maintained to avoid stock piling of non- fast moving items.
- d) Authorising inventory issues;
- e) Facilitating capacity building for stores staff and monitoring zonal stock registers during monthly stock taking errands and reporting findings to management;
- f) Conducting performance appraisal for staff in the Division.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Degree in Procurement and Supplies, **PLUS**
- At least 3years' experience in stores/supplies field.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Supplies Supervisor
I.2	Grade	: BS8
I.3	Reporting to	: Supplies Officer
I.4	Department	: Finance
I.5	Section	: Management Accounting
I.6	Responsible for	: Supplies Assistant

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To provide supplies and stocking services following stores standards and procedures.

2.2 Key Duties and Responsibilities

- a) Supervising Supplies Assistant in his/her day to day stores activities
- b) Reconciling stocks accounts;
- c) Setting inventory re-order levels;
- d) Receipting goods on delivery from procurement unit and verifying that goods delivered are in good order, match with delivery note and specification details appearing on both requisition orders and invoices;
- e) Ensuring proper recording of stocks and updating in bin cards and all record registers in use;
- f) Issuing of stocks to respective user Departments/Sections/Units;
- g) Identifying obsolete and redundant items for timely management action;
- h) Updating and capturing inventory records into accounting system, and stock taking;
- i) Alerting Management when re-order levels of stock items are reached and preparing routine reports;
- j) Conducting performance appraisal for staff in the Section.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Diploma in Procurement and Supplies
- At least 4years' experience at Supplies Assistant level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Supplies Assistant
I.2	Grade	: BS10
I.3	Reporting to	: Supplies Supervisor
I.4	Department	: Finance
I.5	Section	: Management Accounting
I.6	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To provide supplies and stocking services following stores standards

2.2 Key Duties and Responsibilities

- a) Receiving goods on delivery from procurement unit;
- b) Verifying that goods delivered are in good order by matching with delivery note and specification details appearing on both requisition orders and invoices;
- c) Recording stocks;
- d) Updating bin cards and all record registers in use;
- e) Issuing of stocks to respective user Departments/ Sections/ Units;
- f) Reconciling stocks accounts;
- g) Maintaining a re-order point of stock items and preparing routine reports.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Malawi School Certificate of Education, PLUS
- Certificate in Procurement and Supplies

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Accountant (Revenue)
I.2	Grade	: BS5
I.3	Reporting to	: Director of Finance
I.4	Department	: Finance
I.5	Section	: Revenue Account
I.6	Responsible for	: Accountant

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose

To ensure that the Bureau's revenue account records are properly maintained.

2.2. Key roles and responsibilities

- a) Overseeing operations of revenue division to ensure it is effective and efficient in mobilizing resources from debtors
- b) Ensuring that both cash books and debtors ledger are timely updated;
- c) Preparing revenue reports and debtors aged analysis reports as required.
- d) Coordinating activities in the revenue division to ensure that all revenue is duly accounted for.
- e) Preparing revenue budget estimates and monitoring their implementation;
- f) Providing timely response to audit queries on revenues to facilitate the production of audited final accounts each year;
- g) Enforcing appropriate revenue accounting procedures and reporting standards in the division to ensure that the Bureau's revenue is properly accounted for.
- h) Taking approved measures for meeting cash flow deficits.
- i) Authorising Revenue transfers.
- j) Overseeing deposits transactions to ensure they are deposited according to the established procedures.
- k) Verifying journal vouchers to ensure they are prepared according to the required standard and appropriately authorized.
- l) Overseeing bills, receipts, cash sales from all collecting agencies in the country.
- m) Conducting performance appraisal for Accountants.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- A Bachelor's Degree in Accounting or professional qualifications in CIMA or ACCA
PLUS
- At least 4 years' experience at Accountant level.

1.0 JOB IDENTIFICATION FACTORS

1.1	Job title	: Accountant (Revenue)
1.2	Grade	: BS6
1.3	Reporting to	: Senior Accountant
1.4	Department	: Finance
1.5	Section	: Revenue Account
1.6	Responsible for	: Assistant Accountant

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure that the Bureau's revenue account records are properly maintained.

2.2. Key roles and responsibilities

- a) Coordinating revenue collection activities;
- b) Ensuring that revenues collected are properly accounted for;
- c) Monitoring and controlling revenue accounting processes in the Bureau;
- d) Providing advice to Senior Accountant (Revenue) on any deviations and overruns;
- e) Overseeing deposits transactions to ensure they are deposited according to established procedures and properly supported with Bank Slips
- f) Managing the Financial Filing system;
- g) Implementing approved measures to address cash-flow deficits;
- h) Carrying out debt collection programmes;
- i) Conducting performance appraisal for Assistant Accountant.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Bachelor of Accountancy plus
 - At least at least 3 years' experience in Accounting
- Or*
- Diploma in Accounting studying towards Professional Qualification such as –ACCA or CIMA **plus**
 - At least four 4 years' experience at Senior Assistant Accountant level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Assistant Accountant (Revenue)
I.2	Grade	: BS7
I.3	Reporting to	: Accountant
I.4	Department	: Finance
I.5	Section	: Revenue Account
I.6	Responsible for	: Assistant Accountant

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure that the Bureau's revenue account records are properly maintained.

2.2. Key roles and responsibilities

- a) Initiating revenue collection activities;
- b) Accounting for revenues collected in an appropriate format;
- c) Monitoring and controlling revenue accounting processes in the Bureau;
- d) Identifying area of improvement to avoid any revenue deviations and overruns;
- e) Ensuring that revenues are deposited according to established procedures and properly supported with Bank Slips
- f) Filing financial documents using the filing system;
- g) Implementing approved measures to address cash-flow deficits;
- h) Carrying out debt collection programmes;
- i) Conducting performance appraisal for Assistant Accountant.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Bachelor of Accountancy

Or

- Diploma in Accounting and studying towards Professional Qualification such as – ACCA or CIMA, **plus**
- At least 3years' experience at Assistant Accountant level.

1.0 JOB IDENTIFICATION FACTORS

1.1	Job title	: Senior Assistant Accountant (Revenue)
1.2	Grade	: BS7
1.3	Reporting to	: Accountant
1.4	Department	: Finance
1.5	Section	: Revenue Account
1.6	Responsible for	: Assistant Accountant

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure that the Bureau's revenue account records are properly maintained.

2.2. Key roles and responsibilities

- a) Filing accounting documents
- b) Carrying out revenue collection exercises and properly accounting for revenues collected;
- c) Implementing approved measures to address cash-flow deficits
- d) Participating in debt collection activities;
- e) Maintaining ledgers and debtor's registers;
- f) Recording receipts and cheques in Cash books;
- g) Balancing and updating ledgers.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Bachelor of Accountancy

Or

- Diploma in Accounting studying towards Professional Qualification such as –ACCA or CIMA **plus**
- At least 3years' experience at Assistant Accountant level.

PART 7

JOB DESCRIPTIONS FOR THE DEPARTMENT OF HUMAN RESOURCE AND ADMINISTRATION

1. Director of Human Resource and Administration

HUMAN RESOURCE MANAGEMENT & DEVELOPMENT DIVISION

1. Deputy Director of HR, Management and Development
2. Senior HR Management and Development Officer
3. Human Resource Management Officer
4. Senior Assistant Human Resource Officer
5. Assistant Human Resource Management Officer
6. Human Resources Officer (Welfare)
7. Senior Registry Clerk
8. Registry Clerk

ADMINISTRATION DIVISION

1. Senior Administration Officer

Office Services

1. Administration Officer
2. Assistant Administration Officer
3. Administrative Assistant
4. Receptionist
5. Head Messenger
6. Registry Clerk
7. Assistant Head Messenger
8. Messenger

Fleet Management Section

1. Senior Assistant Administration Officer

2. Truck Operator
3. Chauffer
4. Senior Motor Vehicle Driver
5. Motor Vehicle Driver

Security Services Section

1. Head Security Guard
2. Assistant Head Security Guard
3. Security Guard

PHYSICAL ASSETS MANAGEMENT DIVISION

1. Maintenance Supervisor
2. Electrician
3. Plumber
4. Head Ground Worker
5. Grounds Worker

ICT DIVISION

1. Senior ICT Officer
2. ICT Officer
3. Senior ICT Technician
4. Senior Printing Technician
5. ICT Technician
6. Printing Technician
7. Printing Assistant

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Director of Human Resource and Administration
I.2	Grade	: BS4
I.3	Reporting to	: Director General
I.4	Department	: Human Resource and Administration
I.5	Section	: N/A
I.6	Responsible for	: Deputy Director of Human Resource and Administration,

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To provide policy guidance in human resource and administrative functions for Malawi Bureau of Standards for the effective and efficient delivery of human resource and administrative services.

2.2. Key roles and responsibilities

- a) Overseeing the formulation, implementation and maintenance of human resource management strategy, policies, standards and procedures for the management of human resources that conform to prevailing labor laws, best management practice and current governance requirements;
- b) Providing technical support to other members of the leadership team in the management of human resources at organizational and departmental levels;
- c) Ensuring that Bureau is adequately staffed with qualified, experienced, competent and motivated personnel;
- d) Monitoring the production, maintenance and implementation of human resource plans to ensure the adequate supply of staff at all levels;
- e) Ensuring the formulation of departmental budgets and prudent management of resources allocated to the department;
- f) Coordinating training needs analysis and development of staff training calendar to meet staff training and development needs for good job performance taking into account budgetary and other constraints;
- g) Administering performance and fair reward management systems, processes and procedures in accordance with MBS performance and reward policy;
- h) Ensuring the development and maintenance of MBS staff records database in an appropriate format enabling quick access and retrieval;
- i) Maintaining leave, performance appraisal, training records, and other personnel administration;
- j) Providing professional technical support to the Bureau at both strategic and technical levels to ensure that management style and decisions made in the management of human resources are in

line with the applicable Malawian labour laws and reflect good human resource management practices.

- k) Providing leadership in the management of policies and procedures relating to the maintenance of discipline and good working relationships within the Bureau;
- l) Ensuring that the Bureau's approved and authorized establishment is properly controlled.
- m) Participating in interviews, performance counselling, disciplinary enquiry hearing for senior management staff and providing technical and professional advice in all cases;
- n) Overseeing the management and implementation of cross cutting issues such as HIV and AIDS, gender mainstreaming and environment climate change awareness at work place;
- o) Advising management on all human resource and administrative issues;

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Masters in Human Resource Management/Business Administration/Public Administration or related field; *PLUS*
- 6 years' experience at Senior Management position.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Deputy Director of Human Resource and Administration
I.2	Grade	: BS4
I.3	Reporting to	: Director of Human Resource and Administration
I.4	Department	: Human Resource and Administration
I.5	Section	: Human Resource Management and Administration
I.6	Responsible for	: Senior Human Resource Management Officer, Senior Procurement Officer, Senior ICT Officer

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure effective and efficient delivery of services of human resource management and development services.

2.2. Key roles and responsibilities

- a) Coordinating the provision of high quality human resource management, training and development matters;
- b) Providing direction in the development and implementation of performance management system and recommendation of appropriate rewards.
- c) Coordinating the management of pension, medical and other insurance policies for the MBS.
- d) Initiating the development of Human Resource Management, Human Resource planning and development policies and strategies;
- e) Monitoring the implementation of staff development programmes;
- f) Conducting a salary survey and proposing a review of salary and other benefits;
- g) Developing a structured approach to talent management and succession planning that offer effective development for the staff and ensuring long term business continuity;
- h) Overseeing the development and maintenance of Human Resource Management systems and procedures;
- i) Overseeing the management and administration of the payroll;
- j) Facilitating the review and drafting of Human Resource policies from time to time;
- k) Overseeing the Management of medical and life insurance schemes;
- l) Consolidating human resource and administration reports;
- m) Facilitating the preparing budgets and work plan for the division; and
- n) Appraising the performance of Senior Human Resource Management Officer, Senior Procurement Officer, Senior Information Communication and Technology Officer.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Masters in Human Resources Management/Business Administration/Public Administration or related field; *PLUS*
- 3 years' experience in human resource management or administration or a serving officer at officer's (BS5) level with at least 5 years' experience.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Human Resource Management Officer
I.2	Grade	: BS5
I.3	Reporting to	: Deputy Director of HR Management and Administration
I.4	Department	: Human Resource and Administration
I.5	Section	: Human Resource Management and Development
I.6	Responsible for	: Human Resource Management Officer

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To provide policy guidance in human resource functions in order to effectively and efficiently realize the strategic goals of the Malawi Bureau of Standards.

2.2. Key roles and responsibilities

- a) Coordinating staff recruitment and selection processes;
- b) Reviewing and drafting HR policies from time to time;
- c) Monitoring the Bureau's salary and wage structure and benefits provisions and providing advice to Management on the need to balance between cost, attraction and retention of quality people in the Bureau;
- d) Advising on human resource capital forecast (planning, succession and career plans to ensure right skills and competencies;
- e) Initiating the coaching and mentoring staff at all levels;
- f) Developing and implementing training programs based on identified needs;
- g) Coordinating the implementation of HIV and AIDS work place policy and programs;
- h) Facilitating the implementation of Occupation Health and safety matters;
- i) Participating in the remuneration surveys and providing advice on the compensation, recruitment, selection, placement and retention of key people in the Bureau;
- j) Ensuring that staff welfare issues are efficiently and properly handled;
- k) Interpreting staff terms and conditions of service, code of conduct and ethical behaviors to the employees;
- l) Providing secretarial services to the training sub-committee;
- m) Managing and implementing cross cutting issues such as HIV and AIDS, gender mainstreaming and environment climate change awareness at work place;
- n) Advising management on best labour practices to minimize civil suits resulting from unfair labour practices;
- o) Representing the Malawi Bureau of Standards in courts in all labour related matters;
- p) Developing and maintaining Human Resource Management systems and procedures;

- q) Supervising the administration of medical and life insurance schemes;
- r) Preparation of Human Resource quarterly reports;
- s) Processing loans and advances
- t) Participating in the preparation of budgets and work plan for the section; and
- u) Appraising the performance of Human Resource Management Officer.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Bachelor's Degree in Human Resource Management Business Administration/Public Administration; *PLUS*
- 3 years' experience in human resource management or a serving officer at Human Resource Management Officers level with at least 4 years' experience.

1.0 JOB IDENTIFICATION FACTORS

1.1	Job title	: Human Resource Management Officer
1.2	Grade	: BS5
1.3	Reporting to	: Senior Human Resource Management Officer
1.4	Department	: Human Resource and Administration
1.5	Section	: Human Resource Management and Development
1.6	Responsible for	: Senior Assistant Human Resource Management Officer

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose

To provide policy guidance in human resource issues for the effective and efficient delivery of services.

2.2. Key roles and responsibilities

- a) Administering performance management process and providing direction on management of outcomes
- b) Administering performance and reward management systems, processes and procedures in accordance with code of conduct in a way that ensures the legal, consistent and fair reward for performance and discipline of staff.
- c) Developing and maintaining HR record systems in accordance with current employment legislation;
- d) Coordinating and managing the Malawi Bureau of Standards pension, medical and other insurance policies.
- e) Administering salaries and submitting monthly, quarterly and annual payroll progress reports.
- f) Mentoring and supervising sectional staff through provision of feedback to ensure that staff achieve the highest level of performance
- g) Developing and maintaining database of staff records in appropriate format enabling quick access and retrieval;
- h) Handling all disciplinary matters for staff;
- i) Handling workers' compensations;
- j) Preparing Personal Emoluments Budget Estimates
- k) Interpreting and implementing staff terms and conditions of service
- l) Managing leave days for the members of staff;

- m) Developing and updating Job Descriptions in liaison with Heads Departments or Divisions
- n) Processing and short listing application letters for employment
- o) Coordinating and handling of industrial relations matters

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Bachelor's Degree in Human Resources Management/Business Administration/Public Administration or related field; *PLUS*
- At least 3years in the HR field.

1.0 JOB IDENTIFICATION FACTORS

1.1	Job title	: Senior Assistant Human Resource Management Officer
1.2	Grade	: BS7
1.3	Reporting to	: Human Resource Management Officer
1.4	Department	: Human Resource and Administration
1.5	Section	: Human Resource Management and Development
1.6	Responsible for	: Assistant Human Resource Management Officer

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To provide policy guidance in human resource issues for the effective and efficient delivery of services.

2.2. Key roles and responsibilities

- a) Maintaining the Bureau's Establishment and preparing quarterly staff returns
- b) Initiating the process of staff recruitment, selection, placement and deployment
- c) Updating job descriptions for each position in liaison with heads of department;
- d) Drafting adverts for vacant positions;
- e) Arranging for interviews and providing secretarial services during interviews
- f) Arranging for induction in liaison with heads of departments;
- g) Implementing measures to adhere to the strictest health, safety and hygiene standards;
- h) Identifying training and development needs through proper mechanism such as performance appraisal;
- i) Appraising the performance of Staff under charge.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Diploma in Human Resources Management; *PLUS*
- At least 4 years' experience at Assistant HRMO level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Assistant Human Resource Management Officer
I.2	Grade	: BS7
I.3	Reporting to	: Senior Assistant Human Resource Management Officer
I.4	Department	: Human Resource and Administration
I.5	Section	: Human Resource Management and Development
I.6	Responsible for	: Senior Registry Clerk

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure that human resource management activities are done according to goals and objectives of the organization.

2.2. Key roles and responsibilities

- a) Maintaining staff records and preparing quarterly staff returns;
- b) Processing staff recruitment, selection, placement and deployment;
- c) Interpreting, implementing and enforcing staff terms and conditions of service;
- d) Initiating matters relating to confirmation in appointment, retiring etc Participating in the overall administration of pension benefits plan in liaison with pension fund trustees;
- e) Updating job descriptions for each position in liaison with heads of department;
- f) Shortlisting job applications;
- g) Updating staff records;
- h) Providing secretarial services during interviews
- i) Preparing and consolidating leave rosters for all members of staff
- j) Implementing measures to adhere to the strictest health, safety and hygiene standards;
- k) Participating in training needs analysis;
- l) Supervising Registry Clerks
- m) Appraising the performance of Staff under charge.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Diploma in Human Resources Management; *PLUS*
- At least 3years' experience at Senior Registry Clerk level.

1.0 JOB IDENTIFICATION FACTORS

1.1	Job title	: Senior Registry Clerk
1.2	Grade	: BS9
1.3	Reporting to	: Assistant Human Resource Management Officer
1.4	Department	: Human Resource and Administration
1.5	Section	: Human Resource Management and Administration
1.6	Responsible for	: Registry Clerk

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To interpret, implement and enforce terms and conditions of service.

2.2. Key roles and responsibilities

- a) Supervising Registry Clerks;
- b) Initiating matters relating to confirmation in appointment, retiring etc;
- c) Supervising Registry Services
- d) Opening and indexing and general filing of correspondences
- e) Sorting ordinary mail from post office and directs it to action officers
- f) Maintaining and updating personal files
- g) Processing applications for staff advances and loans
- h) Implementing and enforcing conditions of service
- i) Initiating matters relating to confirmation in appointment, retirement, etc
- j) Interpreting Board's conditions of service
- k) Providing training and inducting newly recruited Clerical Officers
- l) Ensuring files are classified in line with the coding system in the Registry
- m) Recording and dispatching of mails;
- n) Appraising the performance of Registry Clerks.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Diploma in Human Resources Management; *PLUS*
- At least 2years experience at Registry Clerk level.

1.0 JOB IDENTIFICATION FACTORS

- | | | |
|-----|-----------------|---|
| 1.1 | Job title | : Registry Clerk |
| 1.2 | Grade | : BS9 |
| 1.3 | Reporting to | : Senior Registry Clerk |
| 1.4 | Department | : Human Resource and Administration |
| 1.5 | Section | : Human Resource Management and Development |
| 1.6 | Responsible for | : None |

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To interpret, implement and enforce terms and conditions of service.

2.2. Key roles and responsibilities

- a) Maintaining and updating personal files
- b) Opening and closing of files
- c) Minuting files to action officers and tracking file movements
- d) Registering outgoing official mail and envelopes it before it is passed to messengers for dispatch
- e) Recording and dispatching of mails
- f) Updating personnel records;
- g) Updating Morning list on daily basis;
- h) Classifying files in line with the coding system in the Registry
- i) Maintaining file index and being in custody of files in the registry
- j) General filing of correspondences.
- k) Archiving of files
- l) Recording holidays taken by staff.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Malawi Schools Certificate of Education;
- At least 2years experience in related field.

1.0 JOB IDENTIFICATION FACTORS

1.1	Job title	: Senior Administration Officer
1.2	Grade	: BS5
1.3	Reporting to	: Director of HR and Administration
1.4	Department	: Human Resource and Administration
1.5	Section	: Administration
1.6	Responsible for	: Administration Officer

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To provide guidance on administrative issues for the effective and efficient delivery of services.

2.2. Key roles and responsibilities

- a) Ensuring proper utilization of office equipment and Bureau's utility property and arranging for their maintenance;
- b) Ensuring that motor vehicles and other insurable property are properly insured; and insurance claims processed;
- c) Preparing and updating schedule of property to be insured and ensuring that the property is timely and properly insured;
- d) Advising management on assets due for disposal;
- e) Overseeing office accommodation and land acquisition and administration.
- f) Providing guidelines and developing system for allocation, movements, operations, maintenance and safe custody of the vehicles;
- g) Facilitating the organization of logistics for welfare of staff and their official trips, workshops, seminars, retreats and Conference of the Bureau abroad and local;
- h) Verifying invoices on utilities for all MBS and rented property;
- i) Coordinating the process of preparing terms of reference for services to be procured
- j) Coordinating the preparing budgets and work plans for the Division;
- k) Compiling work progress reports for the Division;
- i) Conducting performance appraisal of Administrative Officer.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Bachelor of Human Resource Management, or Business Administration or Public Administration; **PLUS**
- 4 years' experience at Administration Officer level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Administration Officer
I.2	Grade	: BS6
I.3	Reporting to	: Administration Officer
I.4	Department	: Human Resource and Administration
I.5	Section	: Administration
I.6	Responsible for	: Assistant Administration Officer, Senior Assistant Administration Officer (Fleet), Head Security Guard, Maintenance Supervisor.

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure effective and efficient provision of administrative support services.

2.2. Key roles and responsibilities

- a) Arranging for requisitioning and ordering of all office items including furniture and equipment;
- b) Ensuring speedy provision of information and general services for the use of all Department and Divisions of the Bureau;
- c) Setting out procedures on mail delivery, reception, distribution, storage and confidentiality;
- d) Allocating vehicles to drivers and departments;
- e) Ensuring that all Bureau's vehicles are maintained and serviced regularly;
- f) Ensuring proper utilization and allocation of fuel;
- g) Processing leases for staff houses;
- h) Identifying the items/equipment to be disposed of;
- i) Providing information and request for services to the Director of Human Resource and Administration on all matters affecting administration of staff;
- j) Initiating the process of maintaining the office of the Bureau;
- k) Monitoring the performance of organizations providing cleaning, landscaping and other outsourced services by the Bureau;
- l) Facilitating the organization of logistics for welfare of staff and their official trips, workshops, seminars, retreats and Conference of the board abroad and local;
- m) Conducting performance appraisal of Assistant Administration Officer.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Bachelor of Human Resource Management or Business Administration or Public Administration; **PLUS**
- At least 3years post qualification experience in administration.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Assistant Administration Officer
I.2	Grade	: BS6
I.3	Reporting to	: Administration Officer
I.4	Department	: Human Resource and Administration
I.5	Section	: Administration
I.6	Responsible for	: Truck Operator, Chauffeur

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure effective and efficient provision of administrative support services.

2.2. Key roles and responsibilities

- a) Supervising truck drivers;
- b) Controlling fuel to ensure its efficient and rational use;
- c) Allocating vehicles to drivers and departments;
- d) Ensuring that all Bureau's vehicles are maintained and serviced regularly;
- e) Controlling fuel to ensure its efficient and rational use;
- f) Processing all insurance claims;
- g) Identifying the items/equipment to be disposed of;
- h) Providing information to the Director of Human Resource and Administration on all matters of fleet management;
- i) Facilitating the organization of logistics for welfare of staff and their official trips, workshops, seminars, retreats and Conference of the board abroad and local;
- j) Conducting performance appraisal of Assistant Administration Officer.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Advanced Diploma in Human Resource Management OR Business Administration or Public Administration; **PLUS**
- At least 3years' experience at Assistant Administration Officer level.

1.0 JOB IDENTIFICATION FACTORS

1.1	Job title	: Assistant Administration Officer
1.2	Grade	: BS8
1.3	Reporting to	: Senior Assistant Administration Officer
1.4	Department	: Human Resource and Administration
1.5	Section	: Administration
1.6	Responsible for	: Administrative Assistant, Receptionist, Head Messenger, Senior Registry Clerk.

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To provide administrative support services.

2.2. Key roles and responsibilities

- a) Providing information and general services for the use of all Department and Divisions of the Bureau;
- b) Supervise office messengers, cleaners and telephone operators;
- c) Processing leases for staff houses;
- d) Identifying the items/equipment to be disposed of;
- e) Providing information and request for services to the Director of Human Resource and Administration on all matters affecting administration of staff;
- f) Initiating the process of maintaining the office of the Bureau;
- g) Monitoring the performance of organizations providing cleaning, landscaping and other outsourced services by the Bureau;
- h) Facilitating the organization of logistics for welfare of staff and their official trips, workshops, seminars, retreats and Conference of the board abroad and local;
- i) Conducting performance appraisal of staff under charge.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience.

- Diploma Human Resource Management or Business Administration or Public Administration; **PLUS**
- At least 2years experience at Senior Registry Clerk level.

1.0 JOB IDENTIFICATION FACTORS

- | | | |
|-----|-----------------|-------------------------------------|
| 1.1 | Job title | : Administrative Assistant |
| 1.2 | Grade | : BS8 |
| 1.3 | Reporting to | : Administration Officer |
| 1.4 | Department | : Human Resource and Administration |
| 1.5 | Section | : Administration |
| 1.6 | Responsible for | : None |

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To provide administrative and secretarial services.

2.2. Key roles and responsibilities

- a) Taking dictation, transcription, and composing correspondence for the Director/Manager.
- b) Handling telephone calls for the Department/Division.
- c) Maintaining the Directors diary.
- d) Arranging appointments and engagements, and assisting in planning the Directors itinerary.
- e) Making and coordinating the Director's travel arrangements.
- f) Indexing the Directors business correspondence.
- g) Participating in preparing, collating, distributing board packs to Board Members and Ex-officials.
- h) Participating in the making logistical arrangements for Board Members;
- i) Controlling and monitoring utility usage of telephones, consumables/ refreshments, and stationary
- j) Consolidating work progress reports.
- k) Welcoming visitors for the Director and other staff within the department.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Minimum of Diploma in Secretarial Studies and Shorthand Certificate of 120 words per minute; **PLUS**
- At least 2years practical experience in Secretarial field.

I.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Receptionist
I.2	Grade	: BSII
I.3	Reporting to	: Assistant Administration Officer
I.4	Department	: Human Resource and Administration
I.5	Section	: Administration
I.6	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To provide administrative support services.

2.2. Key roles and responsibilities

- a) Serving visitors by greeting, welcoming, and directing them appropriately;
- b) Notifying company personnel of visitor arrival;
- c) Maintaining security and telecommunications system;
- d) Informing visitors by answering or referring inquiries;
- e) Directing visitors by maintaining employee and department directories;
- f) Answering and addressing income calls in a timely and polite manner;
- g) Receiving, sorting and distributing mail/deliveries;
- h) Providing basic and accurate information in-person and phone/email
- i) Booking meetings
- j) Ensuring reception area is tidy and presentable, with all necessary stationery and material (E.g. pens, forms and brochures);
- k) Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook);
- l) Provide excellent customer service;
- m) Scheduling appointments;
- n) Maintaining visitor logs.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Malawi School Certificate of Education; **PLUS**
- At least 2years practical experience.

1.0 JOB IDENTIFICATION FACTORS

1.1	Job title	: Head Messenger
1.2	Grade	: BSII
1.3	Reporting to	: Assistant Administration Officer
1.4	Department	: Human Resource and Administration
1.5	Section	: Administration
1.6	Responsible for	: Assistant Head Messenger

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To provide administrative support services.

2.2. Key roles and responsibilities

- a) Consolidating duty roster;
- b) Assigning duties to Assistant Head Messengers and supervising them;
- c) Training newly recruited Messengers;
- d) Handling messengerial complaints/grievances as refereed to him/her;
- e) Ensuring that all offices are clean and that messengerial services are rendered properly;
- f) Preparing and submitting requests for cleaning materials;
- g) Preparing and submitting reports pertaining to messengerial matters.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Malawi Schools Certificate Education (MSCE); **PLUS**
- At least 2years experience at Assistant Head Messenger Level

1.0 JOB IDENTIFICATION FACTORS

1.1	Job title	: Assistant Head Messenger
1.2	Grade	: BSI2
1.3	Reporting to	: Head Messenger
1.4	Department	: Human Resource and Administration
1.5	Section	: Administration
1.6	Responsible for	: Messenger

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To provide administrative support services.

2.2. Key roles and responsibilities

- a) Performing clerical duties but not limited to mailing and filing correspondences and answering calls;
- b) Ensuring cleanliness of offices and premises;
- c) Monitoring the level of supplies and handling shortages by reporting the same to head messenger;
- d) Allocating job to and supervising messengers;
- e) Initiating posting and collection of mail at the post office;
- f) Moving files from one office to another;
- g) Preparing and serving tea and refreshments for staff;
- h) Running official errands;
- i) Photocopying, scanning and filing documents appropriately;
- j) Arranging meetings by reserving rooms and managing refreshments;
- k) Interacting with clients, visitors and vendors;
- l) Resolving office-related malfunctions and responding requests or issues.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Malawi Schools Certificate Education (MSCE); **PLUS**
- At least 2years experience at Messenger Level

1.0 JOB IDENTIFICATION FACTORS

1.1	Job title	: Messenger
1.2	Grade	: BSI3
1.3	Reporting to	: Head Messenger
1.4	Department	: Human Resource and Administration
1.5	Section	: Administration
1.6	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To provide administrative support services.

2.2. Key roles and responsibilities

- a) Cleaning offices and premises;
- b) Posting and collecting mail at the post office;
- c) Moving files from one office to another;
- d) Preparing and serving tea and refreshments for staff;
- e) Running official errands;
- f) Photocopying, scanning and filing documents appropriately;
- g) Arranging meetings by reserving rooms and managing refreshments;
- h) Interacting with clients, visitors and vendors;
- i) Performing clerical duties but not limited to mailing and filing correspondences and answering calls;
- j) Performing receptionist duties when needed;
- k) Performing any other duties relevant to the post.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Malawi Schools Certificate Education (MSCE); **PLUS**
- At least 2years experience in messengerial duties.

1.0 JOB IDENTIFICATION FACTORS

1.1	Job title	: Forklift Truck Operator
1.2	Grade	: BS8
1.3	Reporting to	: Senior Assistant Administration Officer
1.4	Department	: Human Resource and Administration
1.5	Section	: Fleet Management
1.6	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To provide administrative support services.

2.2. Key roles and responsibilities.

- a) Preparing items to be forklifted/moved;
- b) Inspecting goods before and after shipping to identify imperfections or damage;
- c) Driving truck and delivering goods to appropriate destination;
- d) Operating the fork lift;
- e) Loading and unloading cargo/goods;
- f) Recording data of the products being moved/delivered;
- g) Refueling and cleaning the forklift truck/vehicle;
- h) Reporting any accidents to the Supervisor;
- i) Following traffic laws;
- j) Inspecting trucks and recording issues;
- k) Following accident procedures;
- l) Keeping an activity log and log hours;
- m) Reporting mechanical problems to maintenance personnel;
- n) Keeping a driver license up to date and valid.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Malawi Schools Certificate of Education (MSCE); **Plus**
- A valid Driving Licence
- At least 2years experience in a similar job.

1.0 JOB IDENTIFICATION FACTORS

1.1	Job title	: Chauffeur
1.2	Grade	: BS8
1.3	Reporting to	: Senior Assistant Administration Officer
1.4	Department	: Human Resource and Administration
1.5	Section	: Fleet Management
1.6	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To provide administrative motor driving services.

2.2. Key roles and responsibilities

- a) Transporting executive employees and VIP guests via automobiles;
- b) Helping passengers in running errands and carrying their luggage;
- c) Abiding by road regulations at all times;
- d) Maintaining log books for each trip, daily mileage, fuel consumption, oil changes and greasing
- e) Reporting vehicle breakdowns or accidents following the laid down steps
- f) Maintaining schedules of Road Tax, COF and Insurance for vehicles and informing administration when renewal is due;
- g) Carrying routine and day to day care and minor maintenance of official vehicles;
- h) Ensuring that the vehicle remains pristine and in excellent working order.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Malawi Schools Certificate Education (MSCE); **Plus**
- A valid Driving Licence and defensive certificate
- At least 2years experience at Senior Head Driver Level.

1.0 JOB IDENTIFICATION FACTORS

1.1	Job title	: Senior Motor Vehicle Driver
1.2	Grade	: BS10
1.3	Reporting to	: Senior Assistant Administration Officer
1.4	Department	: Human Resource and Administration
1.5	Section	: Fleet Management
1.6	Responsible for	: Motor Vehicle Driver

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To provide administrative motor driving services.

2.2. Key roles and responsibilities

- a) Supervising drivers in his/her charge;
- b) Driving vehicles assigned to Directors;
- c) Ensuring that log books are properly maintained for each trip, daily mileage, fuel consumption, oil changes and greasing;
- d) Ensuring that all steps regarding reporting of breakdowns or accidents are followed;
- e) Coordinating maintenance of schedule of Road Tax, COF and Insurance for vehicles and informing administration when renewal is due;
- f) Abiding by road regulations at all times;
- g) Carrying routine and day to day care and minor maintenance of official vehicles;
- h) Performing any other duties relevant to the post;
- i) Ensuring that the vehicle remains pristine and in excellent working order by, among others checking and advising on vehicle licenses.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Malawi Schools Certificate Education (MSCE); **Plus**
- A valid Driving Licence (Category P.G)
- At least 4years experience at Driver Level

1.0 JOB IDENTIFICATION FACTORS

1.1	Job title	: Motor Vehicle Driver
1.2	Grade	: BSII
1.3	Reporting to	: Senior Assistant Administration Officer
1.4	Department	: Human Resource and Administration
1.5	Section	: Fleet Management
1.6	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To drive MBS motor vehicles.

2.2. Key roles and responsibilities

- a) Driving vehicles on official errands;
- b) Loading or unloading baggage, documents or goods;
- c) Maintaining log books for each trip, daily mileage, fuel consumption, oil changes and greasing;
- d) Reporting vehicle breakdowns or accidents following the laid down steps;
- e) Maintaining schedules of Road Tax, COF and Insurance for vehicles and informing administration when renewal is due;
- f) Carrying routine and day to day care and minor maintenance of official vehicles;
- g) Performing any other duties relevant to the post.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Malawi Schools Certificate Education (MSCE); **Plus**
- A valid Driving Licence (Category P.G)
- At least 2years experience.

1.0 JOB IDENTIFICATION FACTORS

1.1	Job title	: Head Security Guard
1.2	Grade	: BSI2
1.3	Reporting to	: Senior Assistant Administration Officer
1.4	Department	: Human Resource and Administration
1.5	Section	: Security Services
1.6	Responsible for	: Assistant Head Security Guard

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To drive MBS motor vehicles.

2.2. Key roles and responsibilities

- a) Initiating new security measures and advancements in line with the Bureau's requirements;
- b) Supervising assistant head Security guards;
- c) Ensuring proper planning and preparation of duty roster for security guards;
- d) Ensuring security of all Bureau's property and premises;
- e) Controlling and supervising hired security guards through security supervisor of the hired service provider and ensuring that discipline is upheld;
- f) Facilitating contracting out of hiring security for the Bureau by regularly checking on contract period;
- g) Investigating and reporting incidents such as thefts, illegal activities etc;
- h) Monitoring the operations and scheduling of hired security personnel;
- i) Ensuring that all security infrastructures such as alarms are in good working condition;

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Malawi Schools Certificate Education (MSCE); **Plus**
- At least 4years experience at Assistant Head Security Guard level.

1.0 JOB IDENTIFICATION FACTORS

1.1	Job title	: Security Guard
1.2	Grade	: BSI3
1.3	Reporting to	: Senior Assistant Administration Officer
1.4	Department	: Human Resource and Administration
1.5	Section	: Security Services
1.6	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To drive MBS motor vehicles.

2.2. Key roles and responsibilities

- a) Providing security to premises and personnel by patrolling property;
- b) monitoring surveillance equipment;
- c) inspecting buildings, equipment, and access points;
- d) permitting entry.
- e) Obtains help by sounding alarms.
- f) Prevents losses and damage by reporting irregularities;
- g) informing violators of policy and procedures;
- h) restraining trespassers.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Malawi School Certificate of Education (JCE); **Plus**
- At least 2years experience in a busy working environment.

1.0 JOB IDENTIFICATION FACTORS

1.7	Job title	: Maintenance Supervisor
1.1	Grade	: BS8
1.2	Reporting to	: Senior Administration Officer
1.3	Department	: Human Resource and Administration
1.4	Section	: Administration
1.5	Responsible for	: Electrician, Plumber

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To manage and maintain physical assets of the Bureau.

2.2. Key roles and responsibilities

- a) Overseeing the day to day operations of physical assets management Section,
- b) Performing a variety of maintenance activities as and when needed;
- c) Supervise artisans under his/her charge;
- d) Coordinating the installation, maintenance and repair of electrical, plumbing, ventilation and other building systems;
- e) Ensuring that repair materials are in safe custody all the time;
- f) Making requests for tools and consumables for repair, maintenance and installation works;
- g) Conducting performance appraisal of staff under charge.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Diploma in General fitting/Electrical Engineering/City and Guilds in Plumbing or joinery; **PLUS**
- At least 3 years' experience in a related field.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Electrician
I.2	Grade	: BS9
I.3	Reporting to	: Maintenance Supervisor
I.4	Department	: Human Resource and Administration
I.5	Section	: Administration
I.6	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To provide electrical engineering services.

2.2. Key roles and responsibilities

- a) Examining, repairing and servicing faulty electrical equipment in the Bureau;
- b) Ensuring the availability of spare parts in variety and quantities adequate for continuous operation of all electrical systems;
- c) Managing all tasks of electrical installation, generators;
- d) Inspecting plant machinery and makes recommendations to management for rectification of any anticipated machine failures or faults;
- e) Testing electrical equipment before re-installation
- f) Generating report to management for all maintenance activities;
- g) Recording and producing summery reports of equipment status and maintenance checklist, detailing any environmental issues whether related to installation modification;
- h) Verifying standards and quality in the installation of new plant equipment done in the Bureau by other contractors.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Diploma in Electrical Engineering; *Or* Grade I City and Guilds Certificate in Electrical with 2years experience in related field.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Plumber
I.2	Grade	: BS9
I.3	Reporting to	: Maintenance Supervisor
I.4	Department	: Human Resource and Administration
I.5	Section	: Administration
I.6	Responsible for	: None

3.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To provide plumbing services in the Board.

2.2. Key roles and responsibilities

- a) Undertaking routine and planned piped water maintenance works in compliance with standards;
- b) Marking frequently bursting pipes within the area and arranging for replacement of the same;
- c) Following water board bye-laws in any undertaking to replace water systems;
- d) Making inquiries to water suppliers on matters related to water supply aspects;
- e) Monitoring water resource utilization in the Bureau;
- f) In liaison with water suppliers, implementing a water system replacement programs;
- g) Preparing daily work reports for management;

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Level 3 TEVET or City and Guilds grade 1 in Plumbing; *PLUS*
- At least 2years relevant experience.

1.0 JOB IDENTIFICATION FACTORS

1.1	Job title	: Head Ground Worker
1.2	Grade	: BSI3
1.3	Reporting to	: Maintenance Supervisor
1.4	Department	: Human Resource and Administration
1.5	Section	: Administration
1.6	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To oversee the provision labour services in the Board.

2.2. Key roles and responsibilities

- a) Maintaining condition and appearance of lawns, grounds and fields;
- b) Keeping facilities and surrounding areas free from trash, litter, debris and weeds;
- c) Scheduling specialty services such as ground levelling or patio installation;
- d) Cleaning and maintaining gardening and landscaping equipment and materials;
- e) Following applicable safety procedures;
- f) Mowing, watering and fertilizing lawns;
- g) Trimming hedges;
- h) Cleaning the bushes around the office;
- i) Painting benches, poles and signs;
- j) Loading and offloading goods or other materials for office use.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Junior Certificate of Education; *PLUS*
- At least 2 years' experience as Grounds worker.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Ground Worker
I.2	Grade	: BSI4
I.3	Reporting to	: Maintenance Supervisor
I.4	Department	: Human Resource and Administration
I.5	Section	: Administration
I.6	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To provide labour services in the Board.

2.2. Key roles and responsibilities

- a) Maintaining condition and appearance of lawns, grounds and fields;
- b) Keeping facilities and surrounding areas free from trash, litter, debris and weeds;
- c) Scheduling specialty services such as ground levelling or patio installation;
- d) Cleaning and maintaining gardening and landscaping equipment and materials;
- e) Following applicable safety procedures;
- f) Mowing, watering and fertilizing lawns;
- g) Trimming hedges;
- h) Cleaning the bushes around the office;
- i) Painting benches, poles and signs;
- j) Loading and offloading goods or other materials for office use.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Junior Certificate of Education; *PLUS*
- No prior experience required

PART 8

JOB DESCRIPTIONS
FOR
INFORMATION AND COMMUNICATION
TECHNOLOGY DIVISION

1. Senior ICT Officer
2. ICT Officer
3. Senior ICT Technician
4. ICT Technician
5. Printing Technician
6. Printing Assistant

1.0 JOB IDENTIFICATION FACTORS

- | | | |
|-----|-----------------|-------------------------------------|
| 1.1 | Job title | : Senior ICT Officer |
| 1.2 | Grade | : BS5 |
| 1.3 | Reporting to | : Director of HR and Administration |
| 1.4 | Department | : Human Resource and Administration |
| 1.5 | Section | : ICT |
| 1.6 | Responsible for | : ICT Officer |

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To ensure that information systems, Board's IT database, network and its components are maintained and that business continuity is aligned with emerging technologies.

2.2. Key roles and responsibilities

- a) Monitoring computer systems and networks
- b) Managing the roll-out of new applications;
- c) Controlling software licensing
- d) Prioritization of IT needs in each financial year
- e) Ensuring data and network security
- f) Providing technical and operational advice to Management;
- g) Formulating specific IT projects and development of long-term IT strategies
- h) Ensuring an efficient and effective email and internet access
- i) Reviewing the design and maintenance of the MBS web site
- j) Consolidating sectional budget and work plan
- k) Overseeing and ensuring the success of data entry, storage, processing and retrieval
- l) Advising management on technological changes on the computer market
- m) Monitoring the design and implementation of training programmes for computer users
- n) Monitoring maintenance of IT equipment and facilities database
- o) Consolidating quarterly reports on the status performance of all computers and its accessories
- p) Appraising performance of the ICT Officer

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Bachelor's Degree in Computing or Computer Science, Information & Communication Technology, or Information Systems, Information Management;
- At least 4years relevant work experience.

1.0 JOB IDENTIFICATION FACTORS

- | | | |
|-----|-----------------|-------------------------------------|
| 1.1 | Job title | : ICT Officer |
| 1.2 | Grade | : BS6 |
| 1.3 | Reporting to | : Senior ICT Officer |
| 1.4 | Department | : Human Resource and Administration |
| 1.5 | Section | : ICT |
| 1.6 | Responsible for | : Senior ICT Technician |

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose. To provide ICT services

2.2. Key roles and responsibilities

- a) Managing MBS's LANs, WANs, internet and intranet systems and network segments and ensuring safety of networks and infrastructure;
- b) Maintaining an accurate and up to date documentation of all networks and their Infrastructure, and upgrading network components;
- c) Administering computer networks, systems and Antivirus protections for all computers, data servers and email servers meant that are meant for internal and remote connections;
- d) Maintaining a disaster recovery site and providing a network administration support services where necessary;
- e) Controlling the patch management process; anticipating, mitigating, identifying, troubleshooting, and correcting hardware and software issues to servers and workstations;
- f) Supporting the roll-out of new applications;
- g) Recommending of IT needs in each financial year
- h) Providing data and network security
- i) Providing technical and operational advice to Senior ICT Officer;
- j) Produce quarterly reports on the status performance of all computers and its accessories
- k) Appraising performance of the Senior ICT Technician

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Bachelor's Degree in Computing or Computer Science, Information & Communication Technology, or Information Systems, Information Management;
- At least 3years relevant work experience.

1.0 JOB IDENTIFICATION FACTORS

- | | | |
|-----|-----------------|-------------------------------------|
| 1.1 | Job title | : Senior ICT Technician |
| 1.2 | Grade | : BS7 |
| 1.3 | Reporting to | : ICT Officer |
| 1.4 | Department | : Human Resource and Administration |
| 1.5 | Section | : ICT |
| 1.6 | Responsible for | : ICT Technician |

3.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To provide ICT services

2.2. Key roles and responsibilities

- a) Rolling-out new applications in the Bureau;
- b) Identifying IT needs in each financial year
- c) Providing data and network security
- d) Providing technical and operational advice to Senior ICT Officer;
- e) Controlling and maintaining of user accounts
- f) Designing and maintaining of the MBS web site
- g) Preparing sectional work plans and budget
- h) Designing and conducting training for computer users
- i) Maintaining a database of IT equipment and facilities
- j) Compiling data for the production of reports on the status performance of all computers and its accessories
- k) Appraising performance of the ICT Technician

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Advanced Diploma in Computing or Computer Science, Information & Communication Technology, or Information Systems, Information Management;
- At least 3years experience at ICT Technician level.

1.0 JOB IDENTIFICATION FACTORS

- | | | |
|-----|-----------------|-------------------------------------|
| 1.1 | Job title | : ICT Technician |
| 1.2 | Grade | : BS8 |
| 1.3 | Reporting to | : Senior ICT Technician |
| 1.4 | Department | : Human Resource and Administration |
| 1.5 | Section | : ICT |
| 1.6 | Responsible for | : None |

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose: To provide ICT support services

2.2. Key roles and responsibilities

- a) Maintaining and repairing of IT hardware and software
- b) Installing and updating of hardware and software
- c) Trouble shooting network system and solving hardware/software errors.
- d) Maintaining an efficient and effective email and internet access
- e) Identifying of IT needs in each financial year
- f) Designing and typesetting small jobs submitted for processing.
- g) Assisting users in backing up user systems and data files
- h) Servicing and cleaning up computer viruses periodically
- i) Training and assisting users in proper usage of ICT equipment
- j) Maintaining a register on IT services rendered to users including replacement of parts of IT equipment.
- k) Preparing quarterly reports
- l) Preparing individual work plan
- m) Providing input to the budget

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Diploma in Computing or Computer Science, Information & Communication Technology, or Information Systems, Information Management;
- At least 2years experience in related field.

1.0 JOB IDENTIFICATION FACTORS

1.1	Job title	: Senior Printing Technician
1.2	Grade	: BS7
1.3	Reporting to	: ICT Officer
1.4	Department	: Human Resource and Administration
1.5	Section	: ICT
1.6	Responsible for	: Printing Technician

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose To ensure effective and efficient printing of MBS documents.

2.2. Key roles and responsibilities

- a) Coordinating and supervising printing activities in the Bureau;
- b) Ensuring that there is availability of relevant printing materials
- c) Ensuring that printing equipment is in good operating and clean condition all the time
- d) Appraising performance of the Printing Technicians;
- e) Making specification and preparations of materials to be printed
- f) Consolidating quarterly reports for the section
- g) Ensuring proper recording of printing jobs
- h) Checking reconciled records of processed jobs
- i) Ensuring occupational health and safety measures are adhered to
- j) Advising the head of the Division on printing operations.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Advance Diploma in Printing, plus
- At least 3years at Printing Technician level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Printing Technician
I.2	Grade	: BS8
I.3	Reporting to	: Senior Printing Technician
I.4	Department	: Human Resource and Administration
I.5	Section	: ICT
I.6	Responsible for	: Printing Assistant

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose To effectively and efficiently provide printing services in the Bureau.

2.2. Key roles and responsibilities

- a) Initiating the sourcing of relevant printing materials
- b) Ensuring that printing equipment is in good operating and clean condition all the time
- c) Supervising and assigning job to printing Assistants
- d) Appraising performance of the Printing Assistant
- e) Making specification and preparations of materials to be printed
- f) Drafting quarterly reports for the section
- g) Ensuring proper recording of printing jobs
- h) Checking reconciled records of processed jobs
- i) Following occupational health and safety;
- j) Advising Senior Printing Technician on printing operations.

4.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

4.1 Minimum Academic and Professional Qualifications/Experience

- Diploma in Printing, plus
- At least 2 years at Printing Assistant level.

1.0 JOB IDENTIFICATION FACTORS

1.1	Job title	: Printing Assistant
1.2	Grade	: BS10
1.3	Reporting to	: Printing Technician
1.4	Department	: Human Resource and Administration
1.5	Section	: ICT
1.6	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Job Purpose. To effectively and efficiently provide printing services in the Bureau.

2.2. Key roles and responsibilities

- a) Printing of MBS catalogues and standards
- b) Checking dummies and proofs
- c) Cleaning printing machines and other printing equipment.
- d) Reconciling records of processed jobs
- e) Recording printing jobs in the register
- f) Collating, binding, stitching and trimming of printed documents and publications.
- g) Participating in the production of quarterly reports;
- h) Taking minor maintenance of the printing equipment.
- i) Identifying major machine failure and faults for maintenance.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Malawi School Certificate of Education, plus
- At least 2years working experience.

PART 9

JOB DESCRIPTIONS
FOR
PROCUREMENT AND ASSET DISPOSAL UNIT

1. Senior Procurement Officer
2. Procurement Officer
3. Assistant Procurement Officer
4. Procurement Assistant

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Senior Procurement Officer
I.2	Grade	: BS5
I.3	Reporting to	: Director General
I.4	Department	: Procurement and Asset Disposal Unit
I.5	Section	: None
I.6	Responsible for	: Procurement Officer

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Purpose of the job: To properly manage procurement of goods, works and services and disposal of assets of the Bureau.

2.2 Key Duties and Responsibilities

- a) Undertaking complex and multifaceted strategic sourcing, contracting, procurement and supplier oversight of assignments within the framework of the Public Procurement Act and Regulations.
- b) Overseeing the preparation of annual Procurement plans and quarterly/annual procurement reports,
- c) Preparing bidding documents and advertisements and Analyses bid proposals and specifications and giving advice to Internal Procurement Committee (IPC) where he/she serves as Secretary.
- d) Facilitating tender evaluation process, preparing specifications and the bidding process for commodities, services and contracts in liaison with user Departments and relevant section Heads of the Bureau.
- e) Monitoring progress of procurement projects during implementation and facilitates payments of suppliers according to contract terms.
- f) Supervising of the Procurement Division and ensuring continued capacity development of its staff.
- g) Reviewing and seeking Bureau's approval for new and improved purchasing procedures to maintain economy and efficiency of procurement services.
- h) Leading in preparing annual procurement, logistics and insurance plans and their related budget estimates including the preparation of monthly and annual implementation reports in respect of the Bureau's supply, logistics and insurance programs.

- i) Undertaking strategic sourcing, procurement and supplier oversight of assignments within the framework of the Public Procurement Act and Regulations.
- j) Ensuring accurate recording of all proceedings of Internal Procurement Committee where he/she serves as secretary to ensure timely production of IPC minutes.
- k) Reviewing bid documents and evaluating bidders in liaison with Public Procurement and Disposal of Asset Authority (PPDAA).
- l) Participating in negotiating with both financial institutions and suppliers within and outside the country on financial transfers in order to facilitate the availability of stock.
- m) Attending various meetings related to procurement issues to represent interests of the Bureau.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Bachelor's Degree in Logistics and Supply Chain Management or Business Administration; *PLUS*, four (4) years post graduate experience in procurement and supplies field at Procurement Officer level.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Procurement Officer
I.2	Grade	: BS6
I.3	Reporting to	: Senior Procurement Officer
I.4	Department	: Procurement and Asset Disposal Unit
I.5	Section	: None
I.6	Responsible for	: Assistant Procurement Officer

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Purpose of the job: To manage procurement of goods, works and services and disposal of assets of the Bureau.

2.2 Key Duties and Responsibilities

- a) Sourcing procurement quotations in accordance with Government approved procedures and conducting procurement and supplies negotiations with suppliers to achieve both quality and cost effectiveness of procurement.
- b) Preparing bid documents, TRFs and RFPs and maintaining their records appropriately.
- c) Preparing specifications for commodities, services and contracts in liaison with user Departments and relevant section Heads prior to producing evaluation reports.
- d) Preparing procurement plans and programmes and executing them timely.
- e) Preparing procurement reports for management appraisal.
- f) Conducting evaluation of bids and procurement surveys with a view to recommend for efficient and cost effective supplies and suppliers.
- g) Initiating the preparation of annual Procurement Plans and quarterly/annual procurement reports.
- h) Monitoring supplier performance on delivery, quality, price adjustments and conduct of account with MBS.

- i) Maintaining sound professional relationship with suppliers and updates approved supplier list.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Bachelor's Degree in Logistics and Supply Chain Management or Business Administration; *PLUS*,
- *At least three (3)* years procurement and supplies experience in a busy organization.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Assistant Procurement Officer
I.2	Grade	: BS8
I.3	Reporting to	: Procurement Officer
I.4	Department	: Procurement and Asset Disposal Unit
I.5	Section	: None
I.6	Responsible for	: Procurement Assistant

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Purpose of the job: To manage procurement of goods, works and services and disposal of assets of the Bureau.

2.2 Key Duties and Responsibilities

- a) Sourcing quotations in accordance with Government approved procedures
- b) Processing relevant procurement documents including bid documents and maintaining records appropriately.
- c) Assisting in preparing specifications and the bidding process for commodities, services and contracts.
- d) Participating in preparing procurement plans and programmes.
- e) Writing correspondences communicating results of the bids.
- f) Conducting procurement surveys.
- g) Monitoring supplier performance on delivery, quality, price adjustments and conduct of account with the Bureau.
- h) Updating approved supplier list.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Advanced Diploma in Procurement and Supplies; PLUS
- At least two (2) years practical experience in related fields.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Procurement Clerk/Assistant
I.2	Grade	: BS9
I.3	Reporting to	: Assistant Procurement Officer
I.4	Department	: Procurement and Asset Disposal Unit
I.5	Section	: None
I.6	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Purpose of the job: To support procurement of goods, works and services and disposal of assets in the Bureau.

2.2 Key Duties and Responsibilities

- a) Opening new files.
- b) Filing documents in respective files and cabinets.
- c) Submission of Invoices and Delivery Notes to stores for initiation of payment process.
- d) Administering sourcing of quotations from issuing to receipting.
- e) Ensuring safe custody of procurement files by recording outgoing and incoming files in a Tracking Register.
- f) Managing postage of procurement documents to suppliers and handling of incoming documents from the suppliers.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Certificate in Procurement and Supplies; *PLUS*
- At least two (2) years practical experience in related fields

PART 10

JOB DESCRIPTIONS FOR INTERNAL AUDIT UNIT

1. Internal Audit Manager
2. Internal Auditor
3. Assistant Internal Auditor

1.0 JOB IDENTIFICATION FACTORS

- | | | |
|------------|---------------------|--|
| I.1 | Job Title | : Internal Audit Manager |
| I.2 | Grade | : BS4 |
| I.3 | Department/Division | : Internal Audit Unit |
| I.4 | Reports to | : The Board of Directors/Chief Executive Officer |
| I.5 | Responsible for | : Internal Auditor |

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Purpose of the job: To provide an independent, objective assurance and risk management activities designed to add value and improve the Bureau's operations.

2.2 Key duties and Responsibilities

- a) Formulating and reviewing MBS's Internal audit policies, strategies and the Internal Audit Charter;
- b) Planning, organizing, directing and coordinating implementation of Internal Audit services operational, human resource, administrative, organizational and cultural activities in accordance with good practice and legal provisions;
- c) Ensuring that there is adequate and timely mobilization of resources for operations in respect of internal audit programs for the furtherance of the objectives of the Bureau;
- d) Preparing annual work-plans and budgets for Internal Audit Unit and ensuring that there is adequate and timely mobilization of resources and personnel in respect of audit programs for the furtherance of the objectives of MBS;
- e) Developing and maintaining a quality assurance and improvement program and continuously monitoring its effectiveness
- f) Assessing key risks and developing a risk profile for the Bureau and evaluating it periodically;
- g) Providing and efficiently managing the MBS's Internal Audit functions including reviewing, appraising and reporting on the soundness, adequacy and application of internal controls within the Bureau; the extent to which the Bureau's assets and interests are accounted for;
- h) Enforcing issues of good corporate governance within MBS;
- i) Reviewing the audited financial statements with the aim to provide advice to management;
- j) Contributing to the effective management of the Bureau by conducting various ad-hoc, value for money, efficiency and utilization-type audit;
- k) Undertaking special investigations at the request of the Director General, Heads of Departments or Audit Committee;
- l) Providing consultancy and other client services (e.g. counsel, advice, facilitation, drafting policies, training and process/operations review) to the Bureau.

- m) Assisting the MBS's External Auditors in their work by providing information relating to the method of operation of systems and procedures; and other out-sourced assurance services;
- n) Representing MBS on audit matters at various forums and serve in Bureau's Audit related committees;
- o) Presenting Internal Audit Reports to the Audit Committee of the Bureau;
- p) Building the capacity of the Internal Audit Division at all level.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Master of Science in Finance/Internal Audit or equivalent and Professional qualification in either ACCA or CIA; ACA and Bachelors in Accounting; Finance and Internal Audit ***PLUS***
- At least 4years practical audit experience at Internal Auditor level, membership to Institute of Internal Auditors (IIA) a must.

1.0 JOB IDENTIFICATION FACTORS

I.1	Job Title	: Internal Auditor
I.2	Grade	: BS6
I.3	Department/Division	: Internal Audit Unit
I.4	Reports to	: Internal Audit Manager
I.5	Responsible for	: None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Purpose of the job: To provide an independent, objective assurance and risk management activities designed to add value and improve the Bureau's operations.

2.2 Key duties and Responsibilities

- a) Preparing long term audit plans, based on assessment of the internal MBS's risks, having regards to appropriate measures of internal organisational risk;
- b) Initiating the development and maintenance of comprehensive financial monitoring systems and instilling effective internal control framework in all key financial management and accountability functions in the Bureau;
- c) Reviewing the means of safeguarding the Bureau's property and interests as appropriate, verifying existence of such property and interest;
- d) Assessing the impact of external factors such as economic, social, ethical environmental and customer expectations on the boards operations;
- e) Conducting periodic risk assessment and mitigation interventions to avoid situations from deteriorating;
- f) Conducting internal monitoring and auditing and responding promptly to detected flaws by developing preventive and corrective measures and reports findings to relevant authorities;
- g) Drafting internal audit budgets;
- h) Evaluating effectiveness of internal control system towards reducing risk and losses;
- i) Drafting internal audit reports with suggestive recommendation on areas of improvement
- j) Enforcing standards through well publicizes disciplinary guidelines and develops policies addressing dealings with sanctioned individuals;
- k) Sanctioning internal periodic and ad hoc audits and report findings to relevant authorities and raises awareness of sound financial management and corporate governance throughout the Bureau in line with relevant law's provisions and standards;

- 1) Monitoring progress against action plans based on audit recommendations and report accordingly to relevant authorities;

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Bachelor of Accountancy or Internal Audit degree; or final stages of Internal Auditing or Accountancy profession such as ACCA, MIIA, CIMA or CIA; ***PLUS***
- At least 3 years' practical audit experience in a busy organization.

1.0 JOB IDENTIFICATION FACTORS

- I.1** Job Title : Assistant Internal Auditor
I.2 Grade : BS8
I.3 Department/Division : Internal Audit Unit
I.4 Reports to : Internal Auditor
I.5 Responsible for : None

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Purpose of the job: To provide an independent, objective assurance and risk management activities designed to add value and improve the Bureau's operations.

2.2 Key duties and Responsibilities

- a) Conducting analytical reviews of financial and operational information and reports;
- b) Collecting relevant data and documentation related to specific audit assignments;
- c) Examining reconciliation statements; bank statements and others;
- d) Updating the status of the previous internal and external audit findings on a quarterly basis, auditing resolved issues and preparing quarterly status report for review by the internal auditor;
- e) Reviewing and verifying existence, use and economic performance of assets towards the meeting of strategic plans of the Bureau;
- f) Carrying out compliance, substantive and performance audits in line with Internally Internal Auditing Standards as well as relevant regulating laws and standards;
- g) Participating in stock taking activities;
- h) Participating in presentation of clear, conscience and timely working papers in line with Internal Auditing Standards for review by the internal Auditor;
- i) Drafting audit reports;
- j) Organizing and maintaining audit working papers;
- k) Conducting periodic risk assessment and mitigation interventions to avoid situations from deteriorating.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Diploma in Accountancy and studying in any Internal Auditing or Accountancy profession such as ACCA, MIIA, CIMA or CIA;
- At least 2years practical audit experience.

PART II

JOB DESCRIPTIONS FOR REGION OFFICE

I. Regional Manager

1.0 JOB IDENTIFICATION FACTORS

I.1	Job title	: Regional Manager
I.2	Grade	: BS4
I.3	Reporting to	: Deputy Director General
I.4	Department	: Region Office
I.5	Section	: N/A
I.6	Responsible for	: Senior Certification and Quality Monitoring Officer Senior Legal Metrology Officer Senior Scientific Officer Senior Assistant Accountant Human Resource and Administration Officer

2.0 PURPOSE, ROLES AND RESPONSIBILITIES

2.1 Purpose of the job: To ensure that the regional office operate more efficiently and effectively.

2.2 Key duties and Responsibilities

- a) Supervising day to day operations of the Regional Office;
- b) Liaising with the Head Office and other government agencies as the case may be;
- c) Writing performance reports for submission to the Head Office;
- d) Managing assets of the Bureau at the region;
- e) Appraising the performance of heads of all sections at Regional level.
- f) Managing financial, human and material resources for the regional office; and
- g) Preparing budgets and work plans for the Regional Office.

3.0 JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.1 Minimum Academic and Professional Qualifications/Experience

- Masters in Natural Sciences or Engineering.
- At least 4 years' industrial experience at senior level.