



Job Description

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Job Title Quality Assurance Officer	Job Location Dar es Salaam	Category Quality Control, Production (Manufacturing)
Job Type Full Time	Job level Intermediate	Industry Poultry & Eggs
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry -
Secondary Industry -	Primary Category Quality Control: 3 Years	Secondary Category Production (Manufacturing): 3 Years
Certificate -	Qualification -	

Summary

The Quality Assurance Officer (for raw materials) is responsible for following appropriate laboratory standards set by the company in service of the formulation and production of feed, as well as controlling the quality of raw materials and finished products, to meet the expectations and objectives of the business.

Responsibilities

Roles:

At the direction of the Laboratory Manager, perform tasks in support of the Mill Laboratory operations, including:

- Conduct small scale taste test among suppliers to compare incoming samples to prior batches or lots.
- Compare test results with specification ranges to determine batch to batch consistency of the product.
- Communicate issues to Laboratory and Production Manager and assist in solving batch- specific problems.
- Assist in complaint investigation and data gathering.
- Perform daily calibration checks of lab equipment and basic maintenance of the lab equipment.
- Monitor and undertake certain plant cleaning activities, including by conducting allergen testing and other environmental microbial and pathogen swabbing and cleaning lab/glassware.
- Review production schedule to secure or order retention samples for batch comparison.
- Track quality control lab productivity.
- Conduct shelf life extension evaluations for finished products and raw material, including regular intermediate expiration evaluations.
- Order supplies and reagents.
- Organize and catalogue retention library.
- Create transmittals and associated sample request forms and labels for outside testing and gather and prepare samples for shipment.
- Build continuous improvement by developing and implementing new procedures based on trends, new issues, and analyses.
- Report feed safety issues immediately to the Laboratory Manager.
- Identify and document in writing nonconformities for raw material defects and submit them to the Laboratory Manager to ensure immediate communication and corrective action of the root cause.
- Collects data (in instructed form) on measured parameters.

1. Identify opportunities for continuous improvement in processes and make recommendations that contribute to the ongoing enhancement of process quality and control.
2. Achieve business objectives consistent with balancing the needs and expectations of three major stakeholders (employees,

- customers, and shareholders)
3. Comply with laws, regulations, and food safety standards such as ISO, HACCP, etc., as required by Tanzanian laws and organisation policies
 4. Report monthly, on time, to the Laboratory Manager on performance and ongoing projects
 5. Immediately report potential or arising issues, problems, situations and provide proposals and solutions with a list of required resources (time, financial, human) to ameliorate or reduce the impact of such events
 6. Monitor the teams KPIs and lead corrective action plans when required
 7. Other duties as assigned.

Education & Qualifications

Minimum:

- Diploma or bachelor's degree in related field preferred.

Preferred, but not required:

- Minimum 2-5-years' experience required in Food/Feed Manufacturing environment, preferred experienced with raw material qualification program for feed industry.
- Professional qualification in dactylography; high degree of competency in use of the Microsoft suite of programs (i.e., MSWord, Excel, PowerPoint)
- Excellent knowledge of the Company's products
- Extensive knowledge of analytical testing procedures of various types
- Familiar with risk assessment (risk priority numbers)
- Familiar with techniques on supply chain preventative controls
- Experience with remote and on-site audits for GMP compliance
- Able to communicate in a timely matter and ability to work within a busy environment
- Work closely with purchasing department when qualifying vendors
- Creative thinker who will bring new ideas and approaches to solve problems and seize opportunities

Requirements

Preferred, but not required:

- Experience as quality assurance officer raw materials and finished products. The ideal candidates will have at least two (2) years of relevant experience.
- A track record of operational excellence. The ideal QA raw materials and finished products will be regularly engaging with local partners and clients, and must have the capacity to engage a diverse range of people, organizations and challenges effectively
- An ability to communicate effectively. The candidate must be able to clearly write laboratory reports and present them to the laboratory manager.

Reporting To

Laboratory Manager

Driving Licence

Not Required

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