



JOB DESCRIPTION

A IDENTIFICATION INFORMATION

- A1 Job title:** ISO Officer
A2 Department/Programme: Administration
A3 Section/Project: General Admin
A4 Reports to (position): Management Systems Co-Ordinator
A5 Supervises (Name of Positions): - Nil

B JOB DESCRIPTION

Coordinate ISO and system maintenance

Key Responsibilities

- Ensuring that processes needed for management systems are established, implemented and maintained in areas where you will be deployed the Management Systems Coordinator by developing procedures, work instructions, manuals and relevant documentation required.
- Ensuring the promotion of awareness of customer requirements, health and safety of employees and environmental compliance throughout Kakira's operations.
- Liaising with relevant persons to ensure that the legal obligations in standards (ISO 9001, 14001 and 45001) are up to date and following up of conditions given in each respective permit/licence.
- Making annual work plan for management systems activities in consultation with Management Systems Coordinator.
- Monitoring work place nonconformances against all implemented ISO standards as raised by process owners, internal audit team and the annual audits by certification body. Manage the process of closing these NCs and conduct tests for the effectiveness of preventive actions undertaken.
- Making follow ups on nonconformances and recommendations made during audits and routine inspections to ensure they are effectively closed.
- Taking an active role in the establishment, implementation and follow up of Hazard Identification and Risk Assessment, Life Cycle Analysis and Environmental operational controls as required by ISO Standards.
- Working as the Lead Internal Auditor for Safety, Health and Environmental Management Systems based on ISO 14001 and ISO 45001.
- In consultation with Management Systems Coordinator, plan for and organise training of ISO Internal Auditors in understanding of the management systems and for all staff.
- Identifying areas which need improvements by conducting planned and periodic internal audits as and when required.
- Assisting the Management Systems Coordinator in undertaking stakeholder engagements and other reporting tasks as may be necessary.
- Making periodic reports to management on the performance measurement and analysis and any need for improvement of the management systems using appropriate tools available.
- Taking an active role in Kakira's efforts towards Climate Change initiatives by being involved in awareness, training and reporting on climate change related issues.
- Assisting the management systems coordinator in managing compliance obligations.
- Performing any other management systems work as may be directed by your immediate supervisor and/or management from time to time.

C Knowledge, qualifications & Experience

A minimum of Bachelor's Degree in Industrial Chemistry / Bachelors in any engineering course.
C1.2 Experience, Skills and Competences: A minimum of three (3) years working experience in a similar job with a reputable organization. Good Supervisory skills, skills in promoting safety practices, good communication and interpersonal skills.

Communication Skills: The position demands constant interactions with employees, management, and stakeholders throughout the business and, therefore, communication skills are an absolute necessity.



JOB DESCRIPTION

Ms Office: A candidate for this position must be proficient in the use of Ms Word, Ms Excel, and PowerPoint, all necessary for the creation of not only visually but verbally engaging materials, reports, presentations, and proposals for departmental heads and management, stakeholders.

Analytical Skills: A candidate for this position must be capable of gathering and interpreting raw information and data, documenting findings, and drawing appropriate recommendations.

Interpersonal Skills: The candidate must be a helpful, calm and professional individual and demonstrate calmness during times of uncertainty.

People Skills: individual who is able to garner the trust and respect of departmental heads and management.