

Position Description

Position Title: Quality Control Manager, Ghana - Oil and Gas Division

Reports to: Program Manager, Ghana - Oil and Gas Division

Effective Date:

Position Summary:

The Quality Control Manager will support the Program Operations Manager by managing, auditing and coordinating activities & operations of the Fuel Marking Program in Ghana. This role will require an enthusiastic and highly motivated individual who can work autonomously and as part of a team.

The Quality Control Manager will coordinate all activities required to direct and control the operating standards and protocols set for the program both in the field and at the fuel terminals. In particular, review quality requirements and ensure they are understood and implemented to meet the contractual obligations at all times. Support the Program Manager to ensure the accomplishments of the goals and objectives of the program within the prescribed timeframe.

This is a full time/permanent role which includes an unusual amount of domestic travel.

Key Skills:

- Effective leadership and management skills
- Working knowledge of fuel terminals and site issues
- Capable of understanding contractual terms
- Excellent problem solving and decision-making skills
- Organization, drafting, implementation and enforcement of SOP's
- Demonstrated Project management knowledge and experience
- Knowledge of procedures, standards and application of validation and documentation
- Excellent communication in written and verbal form (must be proficient in English)
- Excellent communication skills with customer and with management
- Must be creative, innovative and flexible, PC and related software applications
- Ability to exercise complex analytical skills and to make decisions based on established company guidelines
- Effective organizational skills and ability to prioritize workload effectively
- Demonstrated Quality management knowledge and experience
- Able to maintain a high level of confidentiality
- Comply with company's health and safety policies and quality system

Position Description

Roles & Responsibilities:

- To have complete oversight and management of marker storage facilities throughout the country to ensure the correct reconciliation of chemical markers.
- Perform on-site terminal audits, collect and report key data.
- Support and conduct frequent internal and external audits of all facets of the program to ensure conformance with contractual requirements.
- Report key data and write reports for internal and external use.
- Maintains, enforces, and measures quality control processes for regional field enforcement teams and in country partners.
- Coordinates with Program Manager in ensuring that the program in Ghana is operating within contractual agreed obligations and implements continuous process improvement methodologies.
- Keeps up to date on overall activities of the team, identifying problem areas and taking corrective actions.
- Ensure compliance with corporate principles, values and policies to resolve issues, as needed.
- Interface with the Project Management Office and other internal departments as required to facilitate effective communications.
- Contributes to team effort by accomplishing related results as needed.
- Comply with company's health and safety policies and quality system.

Education and Experience:

- Must have prior experience in a similar client facing role (5+ years)
- Bachelor's degree in engineering, Quality Management or technical/related field from four-year college or university is desired
- Proficiency in the use of all Microsoft programs with a specific requirement of intermediate to advanced skills in the use of Excel, PowerPoint, and Word
- Knowledge and applications of health and safety procedures

Additional Factors Resulting in Added Consideration:

- ISO-9000 experience
- Oil & Gas industry experience
- Inspections and auditing
- Working experience in Ghana
- Collect, interpret, and/or analyze complex data and information
- Client servicing experience

How to Apply

- Qualified individuals are required to send their CV's to donna.chinery@authentix.com
- Please note that only shortlisted candidates will be contacted.