

The Agricultural Research Council (ARC) is a premier science institution that conducts research with partners, develops human capital and foster innovation in support of the agricultural sector. It provides diagnostic, laboratory, analytical, agricultural engineering services, post-harvest technology development, agrochemical evaluation, consultation and advisory services, food processing technology services as well as various surveys and training interventions. Through its wider network of research institutes and experimental farms, the ARC provides a strong scientific base and a broadly distributed technology transfer capacity to the entire agricultural industry in South Africa.

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***The ARC-Animal Production (ARC-AP) seeks to appoint a highly skilled, experienced and dynamic person to the following position at Irene, Pretoria:***

**QUALITY ASSURANCE OFFICER: QUALITATIVE AND QUANTITATIVE ANALYSIS**

***Key Performance Areas:***

- Maintenance of the accreditation status of the laboratory through good laboratory practices in line with South Africa National Accreditation System (SANAS) and the ISO/IEC 17025:2005,
- Uphold the quality management system to ensure that management and technical requirements are met and to constantly seek to improve the system,
- Ensure that allocated personnel are trained, optimally utilised and evaluated to contribute to successful sustainability of the accreditation status,
- Ensure that the budget is managed in a cost effective and pro-active manner and timeous execution of financial administrative activities/tasks takes place,
- Scheduling of internal audit, handling complaints and non-conforming work, etc.,
- Assist all other relevant ARC-AP Business units to meet or achieve a quality management system and accreditation,
- Be the liaison contact person between the laboratory and SANAS.

***Requirements:***

- Minimum BSc/B-Tech/National Diploma in Quality Management,
- At least a minimum of 3 years' experience in quality management system/s,
- Knowledge and experience in ISO17025,
- Knowledge of SANAS documentation and requirements,
- Good communication skills written and verbal,
- Computer literacy and proficiency in MS Office Suite,
- A valid SA driver's license.



Enquiries: Prof NA Maiwashe, Tel: (012) 672 9028

**CLOSING DATE FOR APPLICATIONS: 03 FEBRUARY 2021**

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A competitive remuneration package will be congruent with the scope, responsibilities and the stature of the position. The appointment will be subject to a positive security clearance and preference will be given to South African citizens.

Applications accompanied by covering letter, detailed CV (Including certificates, supporting documents, copy of driver's license and nationality. NB: Non-RSA Citizens/work permit holders must attach certified copies) as well as the names and particulars of three (3) traceable referees must be e-mail to [APICV@arc.agric.za](mailto:APICV@arc.agric.za).

SAQA evaluation report must accompany foreign qualifications. Incomplete applications will not be considered. Applicants who do not receive any response four (4) weeks after the closing date must regard their applications as unsuccessful. The Agricultural Research Council is an equal opportunity employer and is committed to the principles and processes of Employment Equity. The company has the right not to appoint.

