

# NABI/KCL OILFIELD CONSTRUCTION SERVICES GUYANA (JV)

## Job Description

<b>Job Title:</b> QA/QC Manager	<b>Division/Department:</b> Operations
<b>Responsible to:</b> Project Manager	<b>Responsible for:</b> Quality Assistant, Quality Admin
<b>Grade:</b>	<b>Date created:</b> March 2020

### **Main Job Function:**

To ensure that the quality of all site installations is consistent with the Company's policy requirements, the Client's expectation as well as with internationally accepted standards; through the coordination, inspection and/or testing of all product items and services procured for the job site; and through the keeping of meticulous records of acceptance certificates, mechanical completion certificates and other documentation in accordance with project requirements

### **Duties and Responsibilities:**

1. Implements NABI/KCL's Quality Plan through preparation of project Inspection and Test Plans (ITP) using the Company's standard templates.
2. Reviews and monitors project activities with regard to compliance with the project ITP's prepare and/or collate necessary submittals for approval.
3. Prepares and/or monitors and updates Submittal Register, ensuring it is continuously update and distributed to Site Team on a weekly basis.
4. Follows up to ensure timely receipt of submittals marked with Engineer's comment to Site Team and necessary NABI/KCL Sub-contractors and Suppliers.
5. Controls, manages, and oversees the taking and collection of necessary samples and test results as per the project specified requirements. Collates results obtained, and prepare and distribute summary reports to Project Manager and Site Team.
6. Receives and processes Inspection and Test Reports. Liaises at all times with Site Team with regard to ongoing status of Inspection Reports, with particular awareness to short term programme requirements.
7. Liaises with Subcontractors and Suppliers in respect of compliance with Project specified quality requirements, reviewing all submittals and advising of any non-compliances
8. Advises the Project Manager in respect of progress against programme of NABI/KCL and Subcontractor or Supplier submittals.
9. Promotes the safe and efficient operation of the Project Site
10. Assists in ensuring HSE hazards related to the Project Site's facilities and operations are identified to manage the HSE related risks.

11. Performs other related duties as may be required by the job function.

<b>Working Conditions:</b>	Air-conditioned office, Worksite – hot, rainy, muddy, humid.
<b>Equipment:</b>	
<b>Relationships:</b>	Contact with external clients, suppliers, co-workers and management personnel

**Job Specification:**

<b>Education:</b>	<ul style="list-style-type: none"> <li>• A first Degree in Civil Engineering.</li> <li>• Project based applications and software.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• A minimum of ten (10) years post qualification experience within a construction organization working on high end Commercial Construction Projects.</li> <li>• Familiarity with generally accepted Construction principles and practices</li> </ul>
<b>Essential Skills &amp; Attributes:</b>	<ul style="list-style-type: none"> <li>• Ability to work well under pressure and endure long hours</li> <li>• Possess pragmatism and superior problem solving/analysis skills</li> <li>• Commercially astute, numerate, risk averse and able to accurately forecast cost &amp; sales.</li> <li>• Possesses good practical organization skills, planning of resources and programme scheduling.</li> <li>• Ability for critical thinking in a systematic fashion</li> <li>• Detail and results oriented</li> <li>• Effective communication and interpersonal skills</li> <li>• Experience working with teams and a team player</li> <li>• Must be pro-active with the ability to initiate action and function with a high degree of autonomy</li> </ul>

<b>Employee's Name:</b> <i>(Please print)</i>	
	<i>Signature &amp; Date</i>
<b>Reviewed By:</b>	<b>Approved by:</b>
<b>Human Resource Manager</b> <i>(Signature &amp; Date)</i>	<b>Project Manager</b> <i>(Signature &amp; Date)</i>
<i>This document is intended to reflect those factors considered necessary to describe the principal functions of your job and should not be construed as a detailed description of all work required that may be inherent in the job.</i>	

INTERESTED PERSONS ARE ASKED TO EMAIL THEIR RESUMES TO: [recruitment@nabi-kcl.com](mailto:recruitment@nabi-kcl.com)  
WITH THE SUBJECT HEADING – **QA/QC MANAGER**

**CLOSING DATE OF APPLICATIONS: 17<sup>TH</sup> APRIL 2020**