



## JOB DESCRIPTION

<b>Job Title</b>	QA/QC Engineer
<b>Reporting To</b>	Operations Manager
<b>Office/Site Based</b>	Office 25%; Site 75%

### 1. Job Purpose

To apply QA/QC knowledge within the QA/QC team to ensure all relative systems and requirements are monitored and upheld throughout work awarded to NSCC. To ensure all work is achieved efficiently, with tasks executed in accordance to plans and specification, without comprising quality and, in turn, the reputation of the company.

### 2. Key result areas

1. Determine and sustain Quality documentation and records to ensure synchronization with established Quality Systems, including that of sub-contracting bodies, and contract.
2. Monitor and plan QA tasks, in coordination with planning department and Project Manager, and procedures so as to be able to report disparity and source to Project and Quality Managers.
3. Investigate and act in an advisory capacity to the Project Manager to ensure defensive forecasting and action in terms of non-conformity of work executed.
4. Establish and review ITP's and QC forms/reports in coordination with Engineers in order to ensure their effective implementation.
5. Direct non-conformities, disposition and corrective actions to assure production of reports and registers.
6. Involvement with information in material requisitions and SRV to ensure statement of QA requirements.

### 1. Job context

NSCC's expanding range of abilities is apparent by its rapidly increasing portfolio and the company is looking to deliver its progressive vision more intensely than ever before. With such high demand in output for the company, the job holder plays a crucial part in working with the project manager, QA/QC teams and external consultants to maintain and organize QA/QC standards and deal with relevant issues

Alongside this main mission the role requires vision in line with the company's business objectives and, also, the ability to direct all team members towards attaining this vision, whilst having the ability to execute assigned tasks in a professional manner.

## **2. Communications & Working Relationships**

The role requires constant communication across working teams concerning anything that is related to the areas of QA and QC to stipulate quality, cost-effective work, and to assist in the maintaining of excellent client relations.

Due to the nature of the position the jobholder needs to be effective in clearly communicating instructions and systematic procedures to others from a multitude of backgrounds.

## **3. Framework, Boundaries, Decision Making Authority & Responsibility**

This role involves making independent decisions concerning working performance of staff and dealing with some technical matters. Satisfactory health, safety and quality are principal areas of concern for the jobholder.

The position is entrusted with responsibility to work autonomously, and as a team member, to organize the individual team members and execute the project within the time periods set.

## **4. Knowledge, Skills & Experience**

Degree in civil engineering. Minimum 5 years experience in similar engineering environment. Computer literate with working knowledge of MS Office utilities. Excellent verbal and written English, Arabic is an advantage. Profound proven knowledge and 2 years experience in application of ISO 9000 and quality systems management and their implementation. Good communication up to and including a multi-cultural level. Skilled in report writing. Current knowledge of most recent engineering techniques.