

JOB ADVERTISEMENT

| TALENT PROFILE | |
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| Job Title: | FIXED-TERM HIRE- SUPPORT/ LEAD AUDITOR |
| Reporting to: | SCHEME MANAGER |
| Department | TECHNICAL |
| Effective Date | OCTOBER 2024 |
| Location | NAIROBI, KENYA |

KEY PERFORMANCE INDICATORS

1. In-depth knowledge and experience in auditing environmental standards.
2. Timely reporting; ensuring submission of quality reports observing timelines given by the scheme
3. Strong organizational skills and to ensure that all CHs are licensed on time as per the guidelines provided by each standard.
4. Ability to communicate efficiently with colleagues at different levels in the organization.
5. Coordinate collection of corrective action plans and closure evidence from audited CHs.
6. 100% compliance to standard requirements and SOPs.

| <u>Duties and Responsibilities Include:</u> | |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Carry out a limited number of audits, inspections and verifications for the following standards: Rainforest Alliance, Café Practices, EU Organic, ACELI and Global GAP. |
| 2 | Bear the highest responsibility for Quality Management and Protection against credibility risk for Rain Forest Alliance and other standards. |
| 3 | Consistently adhere to scheme protocols and requirements during audit assignments and maintain high quality standards necessary to upholding the accreditation of the company. |
| 4 | Familiarize yourself with the Quality Manual, internal standard operating procedures, HR & Finance policy and be bound to the provisions therein. |
| 5 | Consistently adhere to scheme protocols on matters to do with application and registration processes necessary to uphold accreditation of AfriCert. |
| 6 | Lead and manage a team when assigned the role of a lead auditor in an audit. |

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| 7 | Responsible for uploading audit documents in the google drive and other data management systems such as RACP for Rainforest Alliance. |
| 8 | Any other assigned duties related to the role |

We are looking for an auditor who is:

1. Willing to join the organization on fixed-term employment terms
2. Ready to learn and take up additional tasks in addition to auditing roles.
3. Able to prioritize tasks and manage time effectively.
4. A team player with good interpersonal skills.

PERSONAL ATTRIBUTES

1. Commitment to AfriCert core values
2. Purpose- driven and self-disciplined
3. Well groomed
4. Proactive and confident
5. Good communication skills both written and oral

If you meet the above requirements and are interested to work in a fulfilling and challenging work environment, forward your CV and application letter to hrm@africertlimited.co.ke and a copy to legal.hro@africertlimited.co.ke on or before 2nd October 2024.