

TALENT PROFILE	
Job Title:	Lead Auditor cum Internal Reviewer
Reporting to:	Country Manager
Department	Technical
Effective Date:	1 <sup>st</sup> July 2024
Location	Rwanda

### KEY PERFORMANCE INDICATORS

1. Collect audit reports from Lead Auditors within four weeks of the last day of audit, review and submit the reports for licensing within two weeks of receipt.
2. Timely response to internal and external communication i.e. within 12 hours of initial contact with clients and other stakeholders.
3. In-depth knowledge and experience in auditing environmental standards.
4. Timely reporting; ensuring submission of quality reports by Lead Auditors within four weeks of closing meeting.
5. Strong organizational skills and to ensure that all CHs are licensed within ten weeks of the last day of audit.
6. Ability to communicate efficiently with colleagues at different levels in the organization.
7. Coordinate collection of action plans and closure evidence from CHs by the end of seven (7) weeks of closing meeting.
8. 100% client retention
9. Refer at least twelve (12) clients annually from Rwanda, Burundi, Angola and DRC

<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 G.A.P. Grasp and Spring.
2	Bear the highest responsibility for Quality Management and Protection against credibility risk for Rainforest Alliance and other standards in Rwanda, Burundi and DRC.
3	Review of applications and RA reports within two weeks and ten days of submission respectively.
4	Generate timely and accurate weekly tracking on inspections and audits and share the same together with the marketing report with the country manager and group certification officer every Thursday.
5	Maintain an audit trail and keep such records as are part of the scope of the schemes.
6	Consistently adhere to scheme protocols and requirements during audit assignments and maintain high quality standards necessary to upholding the accreditation of the company.
7	Familiarize yourself with the Quality Manual, internal standard operating procedures, HR & Finance policy and be bound to the provisions therein.

8	Consistently adhere to scheme protocols on matters to do with application and registration processes necessary to uphold accreditation of AfriCert.
9	Lead and manage a team when assigned the role of a lead auditor in an audit.
10	100% Document retention and archiving for all audits.
11	Within ten weeks of closing meeting, make Certification Recommendation for the audit that leads to positive decision or follow up audit.
12	Within 10 weeks of closing meeting, ensure that the final audit reports are uploaded in the Rainforest Alliance Certification platform.
13	Conduct marketing activities in Rwanda, Burundi, Angola and DRC.
14	Assist the Country Manager in supervising Lead Auditors and efficiently manage client accounts assigned to you.
15	Any other duties assigned to you that are related to the role

### **DO YOU POSSESS THE FOLLOWING:**

- University degree-in Horticulture, Agriculture, Food science or Environmental Science Course
- IRCA approved/ certified Lead auditor course ISO 9001:2015
- Trained and passed in social standard and audited as a support or lead auditor in the Rainforest Alliance, EU Organic or US NOP Standard, Café Practices, Global G.A.P or Spring standards.
- Training skills
- Experience working with Enterprise Resource Planning ERP e.g. RACP and Multi trace
- Knowledge of relevant information systems and tools necessary to carry out quality monitoring activities on the certification process Such as (but not limited to) Microsoft Excel, Rainforest Alliance Learning Network, and Rainforest Alliance CB Management platform.
- Ability to communicate in English and French will be of added advantage

### **PERSONAL ATTRIBUTES**

1. Commitment to AfriCert core values
2. Self-Driven with high level of integrity
3. Excellent problem-solving skills
4. Proactive and confident
5. Attention to detail
6. Team player

If you meet the above requirements and are interested to work in a fulfilling and challenging work environment Please submit your CV and cover letter (in English), including salary expectations to [hrm@africertlimited.co.ke](mailto:hrm@africertlimited.co.ke) with a copy to [hr-adminrwanda@africertlimited.co.ke](mailto:hr-adminrwanda@africertlimited.co.ke) on or before June 10<sup>th</sup>, 2024.

Only candidates legally authorized to work in Rwanda will be considered. Africert Limited promotes social diversity and therefore welcomes applications from all qualified individuals regardless of their personal background.