

TALENT PROFILE	
Job Title:	Quality Officer
Reporting to:	Quality Management Representative
Department	Technical
Effective Date	May 2026
Location	Abidjan, Cote D'ivoire

KEY PERFORMANCE INDICATORS

1. Accurate and timely in accomplishment of internal audit tasks.
2. Compliance and adherence to company policies and the Standard Operating Procedures.
3. Effective communication and team work.
4. Proper archiving of audit documents
5. Organized and keen on details

<u>Duties and Responsibilities Include:</u>	
1	Work with the Quality Management Representative to prepare internal audit plans and conduct internal audits in accordance with the prepared plan on form AC 05X internal audit plan for the French speaking countries.
2	Conduct and complete end-to-end quality checks within 30 days of certification decision communication or post-audit closure.
3	Carry out internal audits in accordance to the provisions of ISO 17065 covering an adequate sample of case file reviews for the involved accredited standards I.e. EU Organic and Global G.A.P.
4	Compile audit results and generate a report within 10 working days after completion of the internal audit and quality checks process.
5	Communicate audit results to the concerned personnel through the prescribed reporting formats
6	Ensure that all other schemes including verification schemes are internally audited every year and using the customized check list for each standard.
7	Submit non-conformity reports at least 5 business days from the date of the QC check.
9	Carry out quality checks to confirm adherence to internal SOPs and individual scheme requirements.

9	Submit monthly reports on the 5 th of the subsequent month.
10	Any other related duties which may be assigned to you from time to time

Qualifications and Experience

1. A Bachelor's degree in Agriculture or a related field.
2. Experience in GLOBAL G.A.P and EU Organic will be an added advantage.
3. A qualified Lead Auditor having undergone ISO 9001:2025 QMS Lead Auditor Training.
4. Good understanding and experience working with ISO17065:2012 and ISO 17021-1:2015.
5. Good knowledge of the agricultural landscape.
6. Ability to work independently and collaborate effectively within a team.
7. Strong problem-solving skills and attention to detail
8. Ability to prioritize tasks and manage time effectively.
9. A team player with good interpersonal skills.
10. Strong integrity and ability to maintain confidentiality
11. Ability to clearly communicate in English and French with experience working in a Cross-cultural work environment will be an added advantage.

PERSONAL ATTRIBUTES

1. Commitment to AfriCert core values
2. Self-Driven and self-disciplined
3. Excellent problem-solving skills
4. Proactive and confident
5. Good communication skills both written and oral.

Qualified candidates should send an updated curriculum vitae ONLY to hrm@africertlimited.co.ke with a copy to info@africertlimited.co.ke by 10th April 2026.