

## **QUALITY ASSURANCE OFFICER II – VPL.9**

Reports to Senior Quality Assurance Officer

Directly supervises Quality Assurance Assistants I/II

### **Job Purpose**

The Quality Assurance Officers are directly involved in the execution of professional activities leading to the achievement of the departmental objectives, performance targets, strategy and the organizational mandate. They are the hands-on professionals.

### **Duties and Responsibilities**

1. Executing the evaluation and signing off of laboratory records and documents
2. Troubleshooting existing products/processes in case of disruptions in the processes and drawing the corrective actions to be taken
3. Isolating and reporting the non-conforming products, reagents and materials to the senior Quality Assurance Officer for her/his attention
4. Monitoring storage conditions for materials and products and taking the necessary action in case of variation
5. Coaching attachés, interns and new staff in the laboratory under the supervision of the Senior Quality Officer
6. Executing safe disposal of biological and chemical waste materials
7. Recording the daily checks of cold rooms, hot rooms, incubators, liquid nitrogen tanks, fridges and freezers and taking action where necessary
8. Maintaining/keeping of working seeds used in vaccine production
9. Coordinating the decontamination of biological materials and glassware
10. Coordinating the cleaning, preparing and sterilizing of laboratory apparatus
11. Weighing of media components, media preparation and sterilization
12. Conducting tests of raw material, intermediates and new products
13. Analyzing experimental samples
14. Participating in development of Standard Operation Procedures
15. Collecting, preparing and managing of samples and specimens
16. Reporting their work related needs to the Senior Quality Assurance Officer

17. Operating within the boundaries of Good Laboratory Practices (GLP), Standard Operating Procedures (SOPs), Good Manufacturing Practices (GMPs), International Standards Organization (ISO) requirements and biosafety and biosecurity measures
18. Using Laboratory Management Information System for data capturing, storage and retrieval
19. Reporting of dysfunctional laboratory equipment and machines for action
20. Prudent use of departmental resources to minimize wastage
21. Responsible for particular machines that they operate in the course of executing their duties

### **Academic and Professional Qualification**

1. Bachelor's Degree in Life Sciences such as Veterinary Sciences, Applied Science, Biological/Medical Laboratory Science any other relevant field OR Higher Diploma and Diploma in above disciplines from recognized institutions.

### **Work experience**

#### **1. Quality Assurance Officer II**

Entry level for degree holders OR worked as Quality Assurance Officer III for at least 3 years OR at least 5 years in a similar position in a relevant industry

### **Functional Skills, Behavioural Competencies/Attributes**

1. Proficiency in computer applications
2. Good verbal and written communication skills
3. Be a team player
4. Attention to details
5. Stress tolerance
6. Results-driven
7. Time-management

Multi-Tasking Knowledge of GLP and Safety procedures.