About company:

SIPHAR - <https://www.siphar.bi/>

Post: Quality Assurance

Reporting To: CMD

Primary Responsibilities:

* Develop, implement, and maintain a Quality Management System (QMS) in accordance with applicable standards (e.g., ISO 9001).
* Contribute to the development of quality policies and procedures within the organization.
* Conduct internal audits to assess compliance with quality standards and procedures.
* Identify areas for improvement and recommend corrective actions.
* Manage the control and distribution of quality-related documents, including specifications and procedures.
* Maintain records of quality tests, inspections, and audits.
* Document non-conformances and corrective actions taken.
* Develop and execute audits for test of products or services to ensure they meet quality standards.
* Collaborate with the production team to conduct in-process and final product inspections.
* Inspect incoming raw materials and components for quality and conformance to specifications.
* Utilize statistical tools and methods for data analysis to identify trends and areas for improvement.
* Investigate and determine the root causes of quality issues or non-conformances.
* Implement corrective and preventive actions to address identified issues.
* Participate in continuous improvement projects to enhance overall quality and efficiency.
* Conduct audits of suppliers to ensure they meet quality standards.
* Collaborate with the procurement team to address supplier quality issues.
* Establish and maintain positive relationships with key suppliers to ensure quality expectations are met.
* Develop and conduct training programs on quality standards and procedures for employees.
* Address customer complaints related to quality issues.
* Work on corrective actions to prevent recurring customer concerns.
* Ensure compliance with industry regulations and standards relevant to the organization.
* Manage processes related to obtaining and maintaining industry certifications (e.g., ISO certifications).
* Develop and report key quality metrics to management.
* Communicate quality performance throughout the organization.
* Collaborate with cross-functional teams to address quality-related issues and improvements.
* Conduct risk assessments related to product or process changes.
* Implement risk mitigation strategies.
* Integrate quality considerations into health and safety protocols.
* Ensure that quality measures contribute to a safe working environment.

Perks and Benefits:

* Salary (USD) – Depending upon Last Salary Drawn.
* Local Expenses (Burundi Franc) – US $ 100 Local sustenance Allowance paid every month.
* Two Years Contract (One Month Paid Leave on yearly basis)
* Fully Furnished Accommodation, Transportation to be provided by the organization (Bachelor Accommodations)
* House Stewart & cook provided & to be paid from local sustenance allowance.
* All Utility Bills (E.g.: LPG/Electricity/Water) to be paid by the organization.
* Visa to be processed by the organization.
* Air Tickets are to be provided by the organization.
* Medical Insurance provided by the organization.
* The amount of Visa and Air Tickets will be recovered if candidate leaves job before two years.

Education:

* A minimum of a bachelor’s degree in pharmacy, Chemistry, Biochemistry, Biotechnology, Pharmacology.

Skills Required:

* English Spoken Only.
* Highly competent in MS Office
* Deadline-oriented and an ability to stick to time constraints.
* In-depth knowledge of pharmaceutical regulations and guidelines, including Good Manufacturing Practice (GMP), Good Laboratory Practice (GLP), and Good Clinical Practice (GCP).
* Must have faced Audits.
* Excellent communication skills to interact with cross-functional teams, regulatory agencies, and communicate effectively within the organization.
* A high level of attention to detail to ensure compliance with stringent quality standards.
* Strong problem-solving skills to investigate and resolve quality issues or deviations.
* Proficiency in maintaining accurate and detailed records, as documentation is crucial in pharmaceutical quality assurance.
* Skills in conducting internal audits and supplier audits to assess compliance with quality standards.

Exp.: Minimum 3 Years of Experience

* Relevant experience in the pharmaceutical industry, with a good understanding of the drug development and manufacturing process.
* Prior experience in quality assurance or a related field, demonstrating familiarity with QA processes and procedures.
* Experience in regulatory affairs can be beneficial, especially for roles involving interaction with regulatory agencies and ensuring compliance with regulatory requirements.
* Understanding of computerized systems validation and experience with quality management systems.

Location: Burundi (East Africa)

Work Timings: 9 to 6 (6 days working)

Team Size to be handled: Nil.

Kind of Industry of Candidate: Pharma