

## JOB VACANCY

HDC(161)-HRM/IU/2022/30  
13<sup>th</sup> February 2022

### **Manager, Quality Assurance** **Corporate Affairs, Administration & ICT**

#### **MINIMUM QUALIFICATION & REQUIREMENT**

- Masters or MNQF level 9 qualification in relevant field with minimum 2 years' experience in relevant field **(OR)**
- Degree or MNQF level 7 qualification in relevant field with minimum 5 years' experience in relevant field

#### **OVERALL SCOPE**

Responsible to attaining and maintaining quality certifications of the company and lead the initiatives to continuously improve quality standards.

#### **SCOPE OF WORK**

- Define, document, implement and review HDC quality policy and quality manual.
- Facilitate and make arrangements to conduct external quality audits.
- Assist and guide functions in standardizing business processes as per the quality standards of the organization.
- Evaluate opportunities for improvements from daily feedback on operational performance to ensure best corrective action systems are implemented.
- Investigate and eliminate root cause of product or process non-conformities and develop and implement corrective actions when needed.
- Plan and implement the inspection and test activities needed to verify that product requirements are met at appropriate stages of the product realization process.
- Monitor information and trends relating to customer perception to ensure fulfillment of customer requirements.
- Summarize and analyze corrective action data to identify trends in order to assess the overall effectiveness of the corrective action system and to develop related recommendations for improvement.
- Establish Internal Audit Program and review it on regular basis.
- Follow up on audits conducted in accordance with the internal audit process to ensure that effective corrective action is taken and that the action is appropriate to the impact and nature of the problem encountered.
- Coordinate the management review process to ensure that management reviews are conducted at planned intervals.
- Review, update and maintain all areas of the Quality Manual, Equipment Calibration Procedure, Internal Audit Procedure, Change Management Procedure, Management Review Procedure and Non-conformity & Corrective Action Procedure.

#### **JOB SKILLS AND SPECIFICATIONS**

- Extensive Knowledge in change management, risk management, process improvements and quality planning.
- Excellent interpersonal skills.
- Strong problem solving and analytical skills.
- Strong leadership and management skills
- Excellent writing and communication skills in English and Dhivehi.
- Should be able to work as an individual and as a flexible team player.

#### **SALARY PACKAGE**

Salary negotiable based on qualification and experience.

#### **REQUIRED DOCUMENTS**

- Accredited certificates
- Job reference letters
- NID card or Driver's License
- Police Report

Apply via: <https://jobs.hdc.com.mv>

Deadline: 20<sup>th</sup> February 2022, 14:00hrs

For Further Information: 3353535 or call center hotline: 1516