

Lead Auditor - Quality Management

Job Title	Lead Auditor		
Division	Quality and Risk Management Division		
Department	Quality Department		
Section	Quality Management		
Location		Direct Reports	
Reports To	Quality and Risk Management Director	Version Number	1
External Relations		Guide Number	6949
Internal Relations		Job Code	

Basic Function

The Lead Quality Auditor manages a team of Internal Quality Auditors in the performance of internal audits, ensuring that internal audits comply with applicable standards, regulations, and guidance and that resulting reports are fair, impartial, and useful. Be a proactive member of the QRM team in creating an overall quality and risk vision; assist in setting department goals and standards.

KEY Responsibilities

General

- Possess strong analytical and problem solving abilities
- Evaluate production processes for compliance with quality requirements
- Manage a team of internal auditors
- Oversee audit plans, audit schedules
- Participate in quality audits (and lead a team of quality auditors , when needed)
- Assist team in developing audit reports; present audit reports to QRM Director as needed
- Assist with follow-up audits as required
- Required to develop internal auditing/ testing parameter
- Facilitate Monthly Management Review Meeting in absence of QRM Director
- Subject matter expert for Quality and Risk, Security System requirements
- Create training modules and conduct specialized training for ISO, EHS, TAPA, ISO 1002, ISO 10015
- Develop, review, maintain and continuously improve SMSA's Quality Management System, including control of documents and records
- Any other tasks that may be required by the QRM Director
- Completion of Process Maps (IBU Projects)
- Knowledge assessment
- Business Continuity Disaster Recovery ISO 22301.
- Information Security Management System ISO 27001
- Environment, Health and Safety.

- Providing guidance and mentoring
- Knowledge of the Standards

EHS

- Actively leads and participates in the EHS audits/inspections.
- Planning and supervising the EHS awareness and training activities and ensuring competence of all personnel.
- Supervising the EHS internal audits, inspections and corrective/preventive actions effectiveness.
- Actively participates in the development and implementation of EHS objectives and programs.
- Coordinate and participate in the paper and other recycling programs.
- Planning inter control.
- Audit Administration reports.

Business Continuity

- Attend and actively participate in all business continuity training and awareness programs.
- Understand the facility's business continuity plans and procedures.
- Act according to the emergency response procedures during drills and actual events.
- Report any observed risks or potential threats to the continuity of operations to the designated officer.
- Adhere to data protection policies to ensure the integrity and confidentiality of sensitive information.
- Acknowledge roles and responsibilities during an incident to ensure effectiveness by understanding the business continuity programme.
- Recognize an incident or crisis.
- Alert incident or crisis responders (including emergency responders as appropriate).
- Escalate action to the incident or crisis management team.
- Respond appropriately to specific threats.
- Respond appropriately when evacuated from the site.

Competencies - Professional and Technical

Behavioral Competencie

Analytical Thinking	Level 3
Communication	Level 4
Creative Thinking	Level 3
Planning & Organizing	Level 3
Teamwork	Level 3

Technical Competencie

Database Management Knowledge	Advanced
Local Regulations Compliance Knowledge	Advanced
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Advanced
Portal & Application Framework Knowledge	Intermediate
Total Quality Management Knowledge	Advanced

Competencies – EHS

Knowledge of basic environment health and safety requirements
EHS corporate objectives awareness
Awareness of EHS requirements in the QEHS management systems
Have attended EHS awareness training (if applicable)
Awareness of Environment Health Safety incident reporting

Organizational Competencies

Intermediate

**Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)*

Decision Making

Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year

Qualification : Education and Experience

Bachelor's Degree (Preferred specialization in their field of work).(Those in finance/ accounting jobs must be a CPA or equivalent. & or Any specialized positions like Pharmacist, Brand Advisor etc. must have degree in their specific field), Post graduate degree an advantage. At least four (4) years of relevant work experience, 2 years of which should be in Supervisory capacity, preferably in the same industry.

or

Diploma, certificate courses with over 4 years industry experience of which at least 2 years has been in Level-05 position

or

Diploma, certificate courses with over 5 years industry experience of which at least 2 years has been in Level-04 position

**Note: Industry Experience wherever its applicable*

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:

Updated by:	Date:	Approved by:	Date:

Employee Name:

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.
Management reserves the right to amend the Job description at any time without prior notice.

Signature:	Date: