

Quality Compliance Officer - MRM KAUST Project

Job Title	Quality Compliance Officer		
Division	Special Services Division		
Department	Mailroom Department		
Section	MRM KAUST Project		
Location	KAUST	Direct Reports	
Reports To	Service Manager	Version Number	1
External Relations	KAUST	Guide Number	7214
Internal Relations	Mailroom Mgt	Job Code	

Basic Function

Report to the Service Manager at KAUST.

Monitor workplace activities to ensure that members of the Material Management Logistics Services Team comply with KAUST's HSE safety regulations.

Conduct safety inspections, safety training to the Material Management Logistics Services Team and keep safety records.

Carry out an investigation to determine the cause of incidents, report their causes and provide recommendations and/or corrective actions.

Provide training and coaching on fire prevention, safety talk/toolbox and materials handling.

Revise the safety-related parts of the Staff Training and Development Program annually.

Fully understand, drive and promote SMSA's Mission , Vision, Culture and Values and Project SLA's.

KEY Responsibilities

Core

- Prepare and review the necessary policies and procedures to ensure the health and safety of all employees, contractors and visitors which meets the client standards
- Prepare the Risk assessment/Safe system of work for the hazard related tasks and activities
- Conduct the routine inspection of the workplace the fire equipment's and maintain the records necessary checklists for the tools and equipment's compliance of all documents records of all tools and equipment's that uses in the workplace
 - Inspect
 - Prepare the
 - Ensure the QMS
 - Inspect and maintain the
- Prepare the daily, weekly and monthly reports the Safety induction/toolbox talk to the employees and visitors with the maintenance technicians in order to rectify the deficiencies
 - Conduct
 - Coordinate
- Ensure all employees including visitors evacuate the workplace during emergency situation
- Participate in safety walk-through conducted by client and rectify the observations ASAP.
- Participate in internal and external fire drills and make sure the smooth evacuation of all workers.
- Ensure the compliance of PPE's (personal protective equipment)

- Ensure the hygiene of employees and workplace
- Comply the standards of company and the client
- Report and investigate an accident/incident and take necessary actions in order to prevent from recurrence.

EHS

- Actively participates in the implementation and compliance of EHS objectives & programs, and attend EHS audits / inspections.

Confidentiality

- Ensure access and integrity to confidential information is always securely maintained.

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

Adaptability	Level 3
Communication	Level 3
Teamwork	Level 3

Technical Competencie

Compliance Management Knowledge	Intermediate
Management of Health & Safety Knowledge	Intermediate
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate

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

Beginner

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

Decision Making

In consent with the Service Manager.

Key Performance Indicators (KPIs)

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

Qualification : Education and Experience

- Diploma (Preferred specialization in their field of work) at least Two (2) years of relevant work experience, 2 years of which should be in Level-04 capacity, preferably in the same industry.
- or
- Certificate courses with over 3 years industry experience of which at least 2 years has been in Level-04 position
- or
- Certificate courses with over 4 years industry experience of which at least 2 years has been in Level-03 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: