

SENIOR QUALITY ASSURANCE OFFICER

Uganda Civil Aviation Authority (UCAA) is a corporate body responsible for regulation of civil aviation in Uganda and management of Entebbe International Airport (EIA) and thirteen (13) other upcountry aerodromes.

UCAA carries out its work in conformity with International Civil Aviation Organization (ICAO) Standards and Recommended Practices (SARPs).

The Authority plans to recruit qualified Ugandans of impeccable integrity and commitment to fill the following positions in its establishment as detailed below:

JOB REF : **UCAA/ADV/EXT/03/2023**

POST : **SENIOR QUALITY ASSURANCE OFFICER**

REPORTS TO : Manager Quality Assurance

SALARY LEVEL : 11

VACANCIES : 01

JOB PURPOSE: To Implement the Quality Assurance Standards and organize internal audits to assess the effectiveness across the Authority, while ensuring adherence to ISO 9001 standards

PRINCIPAL ACCOUNTABILITIES	SPECIFIC ACTIVITIES
1) Participates in defining Quality Assurance (QA) strategy and rallying all the directorates to embrace them	<ul style="list-style-type: none">• Plays a leading role to lead UCAA in introducing a QA regime• Actively promotes QA concepts through meetings, presentations, and internal letters.
2) Planning and implementing QA concepts and related activities.	<ul style="list-style-type: none">• Prepares appropriate QA matters in consideration with the strategic and business plans as well as in work plans for all directorates.

3) Ensures relevance and keeping up-to-date in QA matters	<ul style="list-style-type: none"> Keeps abreast with developments within the field of general quality assurance and new standards. Regularly up-dates UCAA staff on new QA developments through local trainings and inductions.
4) Identification of directorate-based QA Coordinators	<ul style="list-style-type: none"> Identifies and recommends QA Co-ordinators across all UCAA. Regularly up-dates training records of QA Co-ordinators across all UCAA. Regularly updates Coordinators' appraisal performances and prepares reports. Proposes required improvements for coordinators.
5) Organizing internal QA Audits and reports	<ul style="list-style-type: none"> Plans and implements periodic and yearly QA Internal Audits.
6) Planning and Coordinating Management's Review of QA Systems	<ul style="list-style-type: none"> Coordinates Management's review of each directorate's QA status. Ensures successful review Prepares reports for consideration by QA Manager and management.
7) Staff Capacity Building and Training	<ul style="list-style-type: none"> Co-ordinates QA related training of all employees of UCAA across all directorates.
8) Quality Assurance system Installations	<ul style="list-style-type: none"> Participates in acquisition and installation of QA system.
9) QA Customer Survey	<ul style="list-style-type: none"> Prepares and conducts customer opinion survey on QA every two years

PERSON SPECIFICATION

Essential Requirements	<ol style="list-style-type: none"> A Science degree from a recognized University preferably Natural sciences or Engineering sciences Specific Training and Certification as a QMS Internal Auditor in ISO 9001:2015 standard. A minimum of 4 years of QA exposure
Desirable Requirements	<ol style="list-style-type: none"> Prior experience in Aviation Industry would be an added advantage Age: From 30 to 40 years old
Knowledge	Demonstrable knowledge and skills of QA systems gained from working in a QA oriented organization.

SPECIAL SKILLS AND ATTRIBUTES

- Must be a team player and able to work well with others.
- Clean record and compliant with requirements of ethical conduct.

HOW TO APPLY:

- 1) To view the above-mentioned job advertisements and apply, please enter the link <https://recruitment.caa.co.ug> into your browser (preferably Microsoft Edge) to create an account and start the application process.
- 2) Sign up to create an account (New users).
- 3) An email verification OTP (One Time Password) will be sent to your Email.
- 4) Copy and paste the verification.
- 5) Log in with your Email and password.
- 6) Create a CV by filling in all the required information before proceeding.
- 7) Click Home and there you will see the advertised job. To apply, click the **"Apply"** button. Thereafter, an email message will be sent to **confirm** that your application was successful.
- 8) Please note that falsification of information is an offense in UCAA. You are advised to only apply for the jobs where you meet the minimum requirements as indicated in the job description as well as being very sincere while responding to the application questionnaire.
- 9) Physical/hard copy applications will not be accepted.

Note:

- a) For any inquiries or assistance, please contact: +256-312-352000.
- b) Applications are to be received not later than **5:00 pm on 12th April 2023**. It is the duty of the applicant to ensure that his/her application is received by the indicated date and late applications will not be entertained in any circumstances.
- c) In your CV, please include contacts of two credible referees i.e., one professional (past or present employer/supervisor) and the other for character assessment.

We pledge to conduct a transparent recruitment process!

**The Director Human Resource & Administration,
Uganda Civil Aviation Authority (Head Office),**

**P.O. Box 5536,
KAMPALA**