

JOB VACANCY

QA Officer (Contract)

KEY PURPOSE OF THE ROLE

- The QA Officer will support the execution of management's quality objectives by ensuring that quality requirements are applied throughout all phases of a product's lifecycle, including design, development, production and support.
- The role will focus on the following key areas:
- Projects: Ensuring that project and contractual deliverables comply with relevant RRS and customer requirements before delivery. This may include concepts, models, products, services or other contractual outputs.
- Quality Management System: Assisting with the implementation, maintenance and improvement of the RRS Quality Management System in line with ISO 9001:2015, or later versions thereof.
- Product Lifecycle Quality: Supporting quality compliance across all applicable phases of a product's lifecycle, including design, development, production and support.

MAIN RESPONSIBILITIES

- Maintain and improve the RRS Quality Management System to ensure continued compliance with ISO 9001:2015, or the latest applicable version.
- Ensure that RRS departments comply with the company's QMS policies, procedures and requirements.
- Ensure that projects comply with the RRS QMS and applicable contractual requirements.
- Manage the vendor, supplier and subcontractor approval process to ensure that only approved and reputable vendors are used in the supply chain.
- Monitor approved vendors to ensure continued compliance with quality requirements.
- Ensure that project and production deliverables comply with applicable contractual requirements.
- Liaise with client and Armscor quality representatives, where required.
- Liaise with internal stakeholders and departments on quality-related matters.
- Support quality assurance activities across projects, production and engineering functions.
- Assist with audits, quality reviews and corrective actions, where required.
- Prepare, maintain and file quality-related documentation, reports and records.

MINIMUM REQUIREMENTS

- Relevant B.Eng or B.Tech degree, for example, Electrical, Electronic or Mechanical Engineering.
- 5 to 10 years' relevant engineering experience.

- Up to 5 years' relevant experience in quality management systems, or equivalent experience.
- Good working knowledge of QA methodologies.
- Good understanding of ISO 9001:2015, or the latest applicable version.
- Computer literacy, including MS Office.
- Strong communication skills, with the ability to liaise effectively with customers and internal departments.
- Good administrative and report writing skills.
- Motivated, self-directed and able to work with minimal supervision.
- Able to manage multiple tasks and priorities.
- Detail-oriented with strong analytical thinking skills.

KEY COMPETENCIES

Knowledge

- MS Office and general computer literacy.
- QA methodologies.
- ISO 9001:2015, or latest applicable version.
- Quality management system implementation and maintenance.
- Project and contractual quality requirements.

Skills and Abilities

- Strong verbal and written communication skills.
- Ability to liaise professionally with customers, suppliers, subcontractors and internal departments.
- Good administrative and report writing skills.
- Analytical and detail-oriented approach to work.
- Ability to work independently with minimal supervision.
- Ability to manage multiple priorities and deadlines.

Advantageous

- Knowledge or experience of configuration management principles.
- Knowledge or experience of systems engineering.
- Knowledge or experience of software engineering, software QA and project management principles.
- Knowledge of ALIM and SYSPRO.

ABOUT REUTECH RADAR SYSTEMS

Reutech Radar Systems is a radar development company based in Stellenbosch. We develop radar systems and subsystems for the defence, security and mining industries, serving both local and international markets.

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If you do not receive any feedback within 2 weeks of submitting your application, please consider your application unsuccessful. The company has the right to cancel or amend the vacancy as advertised.

CLOSING DATE

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