



Industrial Promotion Services

Job Description

Position title	Quality Assurance Assistant Manager
<p>Background: Industrial Promotion Services (IPS) is the infrastructure and industrial development arm of the Aga Khan Fund for Economic Development, which in turn is a member of the Aga Khan Development Network. Industrial Promotion Services (IPS) is dedicated to promoting private sector entrepreneurship and building economically sound enterprises in the developing world. IPS invests in projects within East Africa across a wide range of sectors, including: Food and Agro Processing, Printing and Packaging, Textiles, Leather processing, Pharmaceuticals, Power and Telecommunications.</p>	
<p>Position Summary: Botanical Extracts EPZ Ltd. is based at the Export Processing Zone (EPZ) in Athi-River, Kenya and is part of Industrial Promotion Services. It has invested more than fifteen years in the development of different products in East Africa. We are seeking applications from qualified candidates to fill the position of a Quality Assurance Assistant Manager.</p>	
<p><u>Roles and Responsibilities:</u></p> <ul style="list-style-type: none">• Responsible for overseeing quality assurance and quality control activities.• Ensures quality systems for all company functions are established in line with CGMP requirements and customers.• Ensures that Standard Operating Procedures are established for all quality - impacting operations.• Ensures quality systems are implemented.• Ensures that the quality systems established ensure confidence, that the product manufactured meets its specifications for quality and that no material is released without.• Ensures that proper records are produced and retained in all functions of the company according to CGMP requirements.• Audits the quality systems established to ensure their proper implementation. Works with the relevant personnel to correct any deficiencies and implements improvements.• Co-ordinates all quality-related audits by customers, regulators or others on behalf of the company.• Liaises with and supports the Commercial department on all product quality issues and any other Tasks that may be reasonably requested.	



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To Apply:

Applications together with detailed Curriculum Vitae, names of three referees, telephone contact, e-mail address and copies of certificates and testimonials should be sent to, **Botanical Extracts EPZ Ltd P. O. Box 401-00204, ATHI RIVER** or by email to beepz@abextracts.com or careers@ipskenya.com