**Job Responsibilities and Qualifications**

**QUALITY CONTROL AND ASSURANCE MANAGER**

**Primary Responsibility**

Development and implementation of an integrated system to manage all aspects of Quality Assurance and Control activities;

**Specific Job Responsibilities**

* Develop Quality Assurance and Control Program to meet the requirements of the program.
* Develop methodologies to ensure compliance with industry best practice of Quality Assurance and Control for all aspects of CRS’ construction programs including, shelter construction, water and sanitation, and infrastructure.
* As part of the CRS Engineering team, facilitate information flow between other engineering managers, and sector/program support departments;
* As needed, provide support and exchange ideas on quality control activities and planning with the engineering team
* Implement a compliant system for contractor evaluation and monitoring including tender process and review.
* Coordinate and maintain an on-going dialogue with the Community Liaison Officer (CLO), and actively participate in developing and maintaining productive relationships with individual families and communities
* Collaborate with program support departments within CRS concerning all aspects of project implementation including finance, logistics, procurement, and human resources departments.
* Oversee the full implementation of a national team of Quality Assurance and Control inspectors to ensure compliance with agreed standards
* Accomplish site inspections to ensure that contract construction is in accordance with design specifications**.**
* Prepare field reports and maintain a filing system for proper and efficient project documentation.
* Evaluate performance of contractors and issue notices of non-compliance when necessary
* Ensure that design concerns raised by contractors and sub-district teams are raised to the engineering staff
* Coordinate with other CRS support departments concerning all aspects of project implementation.

**Qualifications:**

* Bachelors Degree in an Engineering Discipline or equivalent field experience. Professional engineering license is a plus.
* At least 5 years experience in QA/QC, building inspection, or construction management. in a related Q.A. / Q.C. role
* Ability to understand and adapt local building codes and design standards
* Must be proficient in MS Office applications (Word, Excel, Outlook Access– and ideally MS Project).
* Familiarity with current standards and guidelines for humanitarian emergency response, including the Sphere Handbook criteria.
* Awareness of local construction technologies and materials.
* Excellent communication and negotiation skills.
* Ability to read, analyze and interpret administrative reports, technical procedures, or government regulations.
* Ability to write reports, and procedure manuals and effectively present information and respond to questions from managers, counterparts, Government representatives, regional CRS staff and Baltimore HQ staff.
* Fluency in English (both oral and written skills)
* Self-reliance and an ability to work in a challenging and demanding environment.
* Awareness, sensitivity and understanding of cross-cultural issues particularly in representing a US-based Catholic agency.