



BIRDC Vision, Mission and Core Values

- i. Vision: State of the Art banana processing enterprise in Uganda, producing value added Matooke products with competitive market strength both locally and globally, manned by rural farmers/entrepreneurs.
- ii. Mission: To offer rural farmers/entrepreneurs services, technical and scientific knowledge based outreach in:
 - Sustainable banana productivity
 - Business and product process development
 - Product quality assurance and safety
 - Process/product technology transfer and commercialization
- iii. Core Values: In order to achieve its vision and mission, BIRDC has the core values stated below:
 - **Ethics**-This is the basic principle, underlying the PIBID project in line with the national motto. This calls for an inherent responsibility to uphold what is morally right and acceptable irrespective of personal creed or confession, and putting national interest above personal interest at all times.
 - **Integrity**-BIRDC staff should be committed to actively integrating what they believe into what they do; doing the right thing for the right reasons, whether or not anyone will know.
 - **Respect**-Mutual respect for one another; affirming the dignity and uniqueness of one another. This also entails respect for one another's time and property right, as well as respect for the laws and rules of the project and those of the nation.
 - **Accountability**-BIRDC is committed to good stewardship of all resource by exercising thoughtful and cost-effective use of the time, skills and finances, as well as striving for quality and seeking to maximize opportunities to fulfill the PIBID mission.
 - **Working to Succeed**-The routes(activities) of getting to the vision may change but there is no doubt that we have all it takes to accomplish BIRDC's mission with God as our Help.

BIRDC- Job Description	
Name:	
Job Title:	Manager Quality Assurance
Reporting Line:	Head of Research and Development
Category:	Full Time
Job Position:	Middle Level
Date:	

Job summary:

The Manager Quality Assurance ensures that all external and internal requirements are met before BIRDC product reaches our customers. She/he is responsible for inspecting procedures and outputs and identifying mistakes or non-conformity issues.

Duties & Responsibilities:

1. Plan and conduct training of staff in GMP (initial and refresher), product knowledge and product specific handling and storage requirements.
2. Develop and implement occupational Health and safety protocols for the facility and monitor for compliance.
3. Prepare and approve product and packaging material specifications and inspection criteria, process controls and other quality management procedures.
4. Conduct validation for the facility's processes and procedures
5. Handle product related complaints; generate and monitor corrective and preventive actions
6. Monitor and evaluate storage conditions of goods at the Main and regional warehouses to ensure all products are stored according to their specific storage requirements.
7. Review ALL Packing Records for clarity, accuracy and completeness and sign off Product batch release.
8. Schedule servicing and monitor performance of warehouse equipment.
9. Conduct quality checks on incoming bulk commodities, packaging and promotional materials as per agreed scope of work and regulatory standards to determine acceptance or rejection.
10. Perform finished goods inspection and regular in-process checks during production to assure quality and minimize non-conformities
11. Monitor printing/coding of packaging/ starting material to assure quality and minimize waste.

Key Performance Indicators:

- Skilled and competent staff in GMP
- Compliance to occupational Health and safety protocols for the warehouse
- Updated product and material specifications for purchasing of quality products

- Cost effectiveness of the processes and procedures
- No damage of products at the warehouses
- Quality products released for distribution
- Minimize the down time of machines and associated costs to enable the facility operate continuously with no disruption
- Receipt of quality products
- Uniformity and quality of finished products
- No printing errors

Person Specification

- i. Qualifications:
 - Bachelors Degree in chemistry or related field.
 - Advanced knowledge of Good manufacturing procedures (GMP).
- ii. Experience:
 - Minimum of 2 years' experience in the management of quality control & quality assurance programs of similar size and type.
 - Previous warehouse experience is an added advantage
- iii. Skills:
 - Thorough knowledge of methodologies of quality assurance and standards
 - Excellent numerical skills and understanding of data analysis/statistical methods
 - Good knowledge of MS Office and databases
 - Outstanding communication skills
 - Great attention to detail and a results driven approach
 - Excellent organizational and leadership abilities
 - Reliable and Trustworthy
 - Good organizational and communication skills, attention to detail are required.