



Achieving Business Excellence Through Standards

Applications are invited from suitably qualified and experienced persons to fill the following position that has arisen within the Standards Association of Zimbabwe (SAZ). Purpose of the Job is to maintain, monitor, and continuously improve the Certification Services Management System, ensuring compliance with ISO/IEC 17021, ISO/IEC 17065, and other applicable accreditation and certification requirements, while supporting operational excellence and integrity within Certification Services.

POST A: QUALITY ASSURANCE OFFICER - CERTIFICATION SERVICES DEPARTMENT

Main Responsibilities

- Maintain and improve the Certification Services Management System in line with ISO/IEC 17021 and ISO/IEC 17065 requirements.
- Manage and maintain documented information within the Certification Services Department.
- Ensure policies, procedures, work instructions, and related documents are regularly reviewed, updated, implemented, and controlled.
- Plan, coordinate, and monitor Certification Services activities in accordance with the approved annual calendar and management directives.
- Monitor compliance with certification requirements and prepare periodic conformity and performance reports.
- Assist in the review and improvement of policies, procedures, and systems used in certification activities.
- Support internal and external audits, accreditation assessments, and corrective action processes.
- Maintain records and documentation required to demonstrate compliance with accreditation and certification requirements.
- Provide administrative and technical support to the Manager – Certification Services as required.

Qualifications and Competencies

- Degree in Engineering, Natural Sciences, Quality Management, or a related technical field.
- Strong computer proficiency, including Microsoft Office Suite (Word, Excel, Outlook, and Teams).
- Excellent attention to detail, analytical, organizational, and report-writing skills.
- Training in management systems standards such as ISO 9001, ISO 14001, ISO 45001, ISO 22000, and ISO/IEC 27001.
- Sound knowledge of certification and accreditation requirements, including ISO/IEC 17021, ISO/IEC 17065, ISO 22003-1, ISO 9001, ISO 14001, and ISO 45001.
- Strong interpersonal and communication skills with the ability to work effectively across teams.

Experience

- A minimum of three (3) years' relevant experience in certification, auditing, quality assurance, quality management systems, or a related field.

How to Apply

Individuals who meet the basic requirements and are interested in this position should send applications and detailed CVs to hr@saz.org.zw by 12 August 2026.