

## TEFON HUMAN RESOURCES Sarl

### Vacancy announcement

#### QHSE COORDINATOR

Work location	Douala,
Reports to	QHSE Supervisor
Year	2022
Functionally Report to	Group QHSE

#### ROLE RESPONSIBILITIES

- Ensures the implementation and maintenance of the company's Integrated Management Systems (ISO 9001, ISO 14001, ISO 45001 & ISO 22301)
- Makes suggestions with regards to the procedures and standards to enhance efficiency at work and improve product/service quality.
- Generates Reports and submits them to the Direct Supervisor and Group QHSE on the performance of the IMS and suggest improvement when needed.
- Ensures the internal audits are being conducted according to the approved audit planners.
- Ensures the Management Reviews are planned as per the Management Review procedure.
- Ensures the minimum usage of raw material in operations
- Ensures an effective data collection related to Health & Safety and Environment by checking the relevant documents across the departments
- Assists the Local QHSE Supervisor in the administrative work.
- Fulfills documentation and reporting requirements for the Integrated Management program.
- Ensures the Key Performance Indicators (KPIs) are being filled on time and corrective actions are implemented where needed.
- Assists in developing and maintaining the IMS and Work Methodologies.
- Submits a weekly report to the Local QHSE Supervisor / Country Head summarizing completed, current and planned activities.
- Conducts IMS audits and inspections.
- Coordinates the activities of the various sections (procedures development, updates, etc.)
- Compiles and maintains reports and records for the IMS.
- Assists in the External Audit as requested by the Group QHSE.
- Revises and suggests regularly the safety instructions, the guidelines and the policies.



- Assists the concerned people in conducting and coordinating safety training programs as necessary to ensure employees follow the IMS.
- Conducts in coordination with the QHSE Representatives regular inspections to assess environmental and health & safety plan adherence as well as identify potential hazards and risks and ensures safe work practices are being followed.
- Communicates and documents corrective actions.
- Attends pre-job, planning and other client meetings if required
- Demonstrates problem solving, conflict management, and team building skills in order to ensure a productive work environment and achievement of goals.
- Conducts IMS presentations and training to employees as required
- Promotes a positive Company image during the course and scope of the performance of these duties.
- Improves employee environmental awareness.
- Ensures the collection of the needed data from the departments.
- Visits the sites for inspection and investigation as instructed by the Group QHSE Representative or Country Head.
- Reduces the sanitary waste.

## **JOB DESCRIPTION**

- Reduces water consumption.
- Minimizes the release of air contaminants.
- Reduces fuel consumption

## **IMS ROLES AND RESPONSIBILITIES**

- Reports any hazards or risks in addition to accidents/incident to QHSE department.
- Be aware of and complies to i engineering's IMS Policy.
- Abides by i engineering's local legal and client requirements.
- Attends and engages in IMS awareness sessions.
- Ensures that all IMS procedures are regularly followed and raises the issue when they are not

## **QUALIFICATIONS REQUIREMENTS**

- 1-3 years of relative work experience.
- Ability and willingness to travel overseas up to 50% of the time.
- An aptitude for exercising independent thinking and reasoning.
- The ability to communicate in written and oral formats with diplomacy and tact.
- Presentation and communication skills.
- French speaking

## EDUCATION REQUIREMENTS

- Bachelor's degree in Business Administration/Engineering
- Lead Auditor in at least one of the following systems: QMS, EMS, OHSMS

*All interested candidates should submit a CV and cover letter to: [tefonhr@tefonservices.com](mailto:tefonhr@tefonservices.com)/[www.tefonservices.com/latest](http://www.tefonservices.com/latest) August 26<sup>th</sup> 2022*

---

*This vacancy is open to all interested candidates both internal and external*

---



*16 Aug 2022*