



JOB OPPORTUNITY AS NiNAS TECHNICAL ASSESSORS

INTRODUCTION

The Nigeria National Accreditation Service (NiNAS) is internationally and nationally recognized to offer accreditation services through the assessment against international standards, of organisations that provide conformity assessment services such as certification, testing, calibration, medical testing and inspection services. One of the key elements of the NiNAS 'accreditation process is assessment that is aimed at determining the technical competence and capability of an organization to undertake a defined scope of activities.

NiNAS Technical Assessors provide the support needed to assess the competence and capability within the conformity assessment bodies such as laboratories (testing, calibration and medical testing) and inspection and certification bodies. Independent Technical Assessors who may be self-employed or working for other organisations, are engaged by NiNAS on contract basis to assess within the specific accreditation scheme relevant to their sector/industry.

ATTRIBUTES OF TECHNICAL ASSESSORS

NiNAS 'assessment teams include independent technical assessors (also called technical assessors or experts) who have proven technical competence in their areas of specialization or sector of the conformity assessment organization. Technical assessors provide the support needed to assess the technical competence and capability within the CABs. This assessment includes the validity of technical operations, appropriateness of equipment and competence of staff.

Technical assessors must have a strong working knowledge of:

- The processes or techniques they are assessing;
- The type of business processes and systems relevant to the organization being assessed; and
- The underlying principles surrounding quality assurance and quality management.



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Other attributes of technical assessors include:

- They need to be well organized;
- Possess excellent interpersonal skills;
- Able to communicate with staff and management at all levels;
- Able to report accurately and concisely both verbally and in writing; and
- Be able to provide empathic feedback where required.

VACANCY

NiNAS is looking for technical assessors in the specific areas listed below.

- Inspection according to ISO/IEC 17020; and
- Certification according to ISO/IEC 7021-1, ISO/IEC 17024 & ISO/IEC 17065

AMOUNT OF WORK AND PAYMENT

Technical Assessors are offered work by NiNAS on part-time contract basis. NiNAS cannot guarantee the amount of work to be offered to assessors as the volume of work available depends on the needs of the business. Payment is made on the basis of a lump sum amount that depends on the number of days allocated for the assessment. Where travelling is required it will be reimbursed in accordance with NiNAS rules.

QUALIFICATIONS AND EXPERIENCE

Individuals for this position will be involved in the assessment of technical activities (within their area of expertise) of inspection bodies to ISO/IC 17020, management system certification bodies to ISO/IEC 17021-1, persons certification to ISO/IEC 17024, and products and services certification to ISO/IEC 17065. .

Prospective applicants will exhibit:



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- Clearly expressed knowledge of ISO/IEC 17020 standard (for inspection bodies), and ISO/IEC 17021-1 (for management systems certification bodies), ISO/IEC 17024 (for persons certification bodies), ISO/IEC 17065 (for products and services certification bodies) respectively;
- Hold a minimum academic qualification relevant to the area of specialization;
- Strong communication and interpersonal skills;
- Experience with engaging stakeholders at all levels;
- Experience in auditing or assessment techniques;
- Ability to produce high quality well-reasoned reports and written work; and
- Membership of a professional body (although an advantage, but not essential).

N.B: For information on the job description for a technical assessor please contact NiNAS on the number and email given below.

TRAINING

In order to qualify as assessors, candidates will be made to undergo the necessary trainings prescribed by the International Laboratory Accreditation Cooperation (ILAC) and NiNAS. Training is provided to the prospective assessors in the relevant accreditation standards. Once an assessor is trained and authorized as competent to conduct assessment, NiNAS will assign them to a team whenever the need arises. All engagements must be in accordance with NiNAS policies and rules.

Candidate technical assessors holding valid certificate as assessors from ILAC/IAF recognized accreditation bodies are also encouraged to apply.

Interested applicants who would like to get more details on the above advertised opportunities can contact NiNAS on the number +234 (0) 817976 4868 or email info@ninas.ng.