

VACANCY ANNOUNCEMENT

Title: Compliance Officer	Department : Administration
Reporting to: Principal	Duty Station: Whole Academy
Date of Issue Monday ,8 th January 2024	Deadline Date: Friday,19 th January 2024
Job Summary: Premier Academy is a leading British Curriculum School with a strong reputation for academic strength and all round excellence in nurturing model citizens of the world. The 21 st century learning styles demand innovative, imaginative and competent persons with integrity and ability to multitask. The Academy is seeking to recruit a motivated Compliance Officer.	

Key responsibilities:

- Conduct Internal Audits to assess compliance with ISO QMS standards, Occupational Health & Safety regulations and legal requirements.
- Identify areas of Non-Compliance and recommend corrective action.
- Prepare comprehensive audit report highlighting findings and recommendation.
- Develop and implement procedures to ensure adherence to ISO QMS standards.
- Provide training and guidance to employees on ISO QMS requirements.
- Monitor the effectiveness of implemented control and processes.
- Regularly assess the implementation of Quality Management System requirements within the institution.
- Identify areas for improvement and develop strategies to enhance compliance.
- Implement necessary changes to improve the Quality Management System.
- Conduct and lead Management Review Meetings.
- Conduct regular inspection to ensure a safe learning environment.
- Provide training on Health and Safety practices.

Key qualifications, skills required:

- **Education:** Possess a Bachelor's Degree in the relevant field such as Business and Finance. Candidates with Master's Degree or Professional Certification in Compliance Risk Management or related areas.
- **Experience:** A minimum of 3 years' in Quality Management System.
- A similar position with high standards of Occupational Health and Safety in the Education Sectors.
- Good Knowledge and experience in ISO 9001:2015:(Quality Management System)and related compliance requirements.(Documentation Reviews ,Audit Planning ,Execution and Closure)
- Proficient in all MS Office application.
- Outstanding leadership ,communication and interpersonal skills.
- Ability to see the big picture and think outside the box, think quickly and make profound decisions under pressure.
- Able to work with minimal supervision, efficiency schedule and manage time.
- Possession of Quality and /or Occupational Health and Safety Lead Auditor Certification is an additional advantage.
- Multidisciplinary Background: Ability to work with a range and variety of people.

Interested applicants who meet the above requirements should apply through the school website <https://premier-sri.ac.ke/careers/> not later than Friday,19th January 2024