



CAREER OPPORTUNITY

Applications are invited from suitably qualified persons to fill the post of:
QUALITY AND RISK OFFICER

ROLE AND FUNCTIONS OF JOB:

- Promote quality & risk achievement and performance improvement throughout the organization.
- Ensure that the Quality and Risk Management Systems for the Divisions are functioning effectively and to identify areas for improvement.

DUTIES & RESPONSIBILITIES:

- Perform internal quality audits as per the Audit Schedule
- Perform process reviews and conduct site visits
- Prepare reports, documenting nonconformities, observations and opportunities for improvement
- Assist departmental managers to prepare for external audits.
- Monitor the status of corrective actions, observations and opportunities for improvement arising from quality audits/process and management reviews.
- Monitor and support all divisions/departments to ensure compliance with NHF's Enterprise Risk Management framework
- Monitor and update NHF Risk Register

QUALIFICATIONS & EXPERIENCE:

- BSc. Degree in Business Management or related field
- Sound knowledge of auditing principles and practices in order to assist and carry out quality audits
- Training in Quality Management
- Minimum two (2) years' experience in Quality and Risk Management and supervisory experience
- Any equivalent combination of education and experience

Applicants are invited to submit their application no later than **Wednesday, May 17, 2023** to:

The Human Resource Department
NATIONAL HEALTH FUND
6th Floor, The Towers,
25 Dominica Drive
Kingston 5
Email: vacancies@nhf.org.jm

NB. We appreciate all responses, but only short listed candidates will be contacted.