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**ENGINEERING PROJECTS AND CONTRACTS**  
EPC**QUALITY ASSURANCE/QUALITY CONTROL OFFICER****JOB DESCRIPTION****Function Overview**

The QA/QC Officer is responsible for ensuring compliance with ISO 9001:2015, client specifications, and the project-specific Quality Plan. This role involves supporting all site and off-site quality-related activities, including inspection, documentation, training, and process enforcement for railway signalling systems. The role requires a practical, detail-oriented individual capable of operating under pressure and meeting project deadlines.

**Key Responsibilities****Quality Assurance & Control**

- Enforce adherence to ISO 9001:2015 standards and project-specific Quality Plans.
- Apply and uphold all quality procedures meticulously and without compromise.
- Oversee site activities to ensure high standards of quality workmanship are maintained.
- Monitor and improve on-site quality performance by conducting regular audits and inspections.

**Inspections & Testing**

- Supervise and conduct inspections of goods delivered to the site to verify conformance to specifications.
- Oversee and participate in Factory Acceptance Tests (FAT) to clients and from suppliers.
- Plan, coordinate, and chair on-site inspections; represent QA/QC at site meetings when necessary.
- Ensure compliance with supplier documentation and data book requirements.
- Strong analytical and problem-solving skills for compliance verification.

**Manufacturing Coordination**

- Manage and coordinate in-house manufacturing production activities for at least one year as part of onboarding and integration, to gain in-depth understanding of internal processes, evaluate effectiveness, and identify opportunities for streamlining and improvement.

## **Documentation & Process Control**

- Manage and maintain site-specific quality documentation, including records and reports.
- Control critical QA/QC processes such as:
  - Calibration of tools and equipment
  - Handling and closing Non-Conformances and Concessions
  - Site Document and Records Control

## **Training & Support**

- Conduct ongoing quality awareness and compliance training for manufacturing and site staff.
- Assist the Site Manager with quality-related functions and decision-making when necessary.
- Provide leadership by stepping in for team members or subordinates when necessary.

## **Communication & Availability**

- Maintain open lines of communication and be available for urgent quality matters.
- Resolve quality-related queries promptly and follow through to resolution.

## **Qualifications & Experience**

- **Education:**
  - Matric certificate (Grade 12)
  - Additional qualifications in QA/QC or Clerk of Works certification (advantageous)
  - Certified Signalling Technician (Red Seal) or equivalent qualification
- **Experience:**
  - Minimum of 8 years in a site project or manufacturing environment within the railway sector
  - Signalling industry experience is essential, with in-depth knowledge of signalling products and quality requirements for at least installations or manufacturing of signalling components/products
- **Technical Skills:**
  - Strong computer skills, especially MS Word and Excel
  - Good understanding of ISO 9001:2015 (certification or advanced knowledge advantageous)
  - Experience in interpreting technical drawings and specifications.
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- **Other Requirements:**

- Valid driver's license and reliable transport
- Willingness to travel to remote project sites or supplier locations
- Strong command of English (written and spoken)

## **Industry Context**

The role operates within the railway signalling sector, where the company delivers comprehensive turnkey automation and control systems. These include train control, interlocking, trackside equipment, detection systems, and train management systems—requiring high reliability, safety, and quality standards throughout the project lifecycle.

## **APPLICATIONS**

**Application letter accompanied by the current CV may be forwarded to [epc.hc@actom.co.za](mailto:epc.hc@actom.co.za) by no later than 06 June 2025**