 NROCC <small>NATIONAL ROAD OPERATING & CONSTRUCTING COMPANY LTD</small>	Job Description Manual	
	Doc. #: JDM C/1	Job Title : Quality and Corporate Planning Manager
	Doc. Date: 2020 Nov. 10	Supersedes: Rev. 1.01 dated 2019 Feb 26
	Revision: 1.01	Accepted by: _____ Date: _____
	Page 1 of 2	Authorized by: _____ Date: _____

Job Title: Quality and Corporate Planning Manager

Level: 5

Reports to: Managing Director


Job Summary

Under the direction of the Managing Director, the Quality and Corporate Planning Manager, establishes and maintains the quality management function for internal operations and the operations of the projects. The position also manages the corporate planning and reporting function to facilitate the observance of good governance in the overall operations of the company.

Duties and Responsibilities:

Quality Management

- In conjunction with the Grantor’s Representative conduct periodic audits of the Quality Management Systems of the Developer, Contractor and Operator to verify conformance to the requirements of the concession agreement and the ISO 9001 standard.
- Coordinate the development, implementation and maintenance of a quality management system for NROCC’S core business by:
 - i. Verifying that quality standards are established and maintained to meet relevant local and international requirements/standards.
 - ii. Verifying that process owners who are responsible for controlling and checking an activity has done so in a systematic manner and that there is objective evidence to confirm such.
 - iii. Monitoring to ensure that all pertinent non-conformities are resolved.
 - iv. Monitoring to ensure that fundamental working methods are established, and that fully approved/authorized procedures are developed to cover them and that all employees are aware of and have access to current versions of these procedures.
 - v. Verifying by audits, the implementation of the quality management system and that effective procedures, work instructions and record forms are implemented for NROCC.

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	Page 2 of 2	Authorized by: _____ Date: _____

Duties and Responsibilities Cont'd:

Corporate Planning and Reporting

- Guide the development of the strategic and operational plans; coordinate planning retreats/sessions as necessary to support the strategic planning process; and coordinate planning of associated budget allocations for planned activities.
- Ensure timely and integrated reporting on strategic initiatives to key stakeholders.
- Monitor and analyze performance and provide feedback to managers including recommendations for corrective action where necessary to achieve strategic objectives; prepare performance reports in keeping with the requirements of respective stakeholders.
- Coordinate the preparation of the annual and other special reports; support the Managing Director in the preparation of his monthly Managing Director's Report, and other relevant reports as required.

Minimum Qualification & Experience

- Bachelor's degree in Management or Engineering or Natural Sciences.
- Lead Auditor certification in ISO 9001
- At least 5 years' experience in Quality Management in an engineering or construction environment, 3 of which should be at a middle management position