



THE QUEEN ELIZABETH HOSPITAL

JOB DESCRIPTION

JOB TITLE:	Projects and Quality Officer
SALARY SCALE:	Z6-1
DEPARTMENT:	Engineering Department
REPORTS TO:	Director, Engineering Services
DIRECT REPORTS:	Nil

JOB SUMMARY

The Projects and Quality Officer in the Engineering Department is responsible for supporting the planning, execution, monitoring, and evaluation of engineering projects and quality assurance initiatives. The role involves coordinating technical teams, tracking project milestones, and ensuring compliance with engineering standards, safety regulations, and institutional objectives.

MAJOR DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as an illustration of the various types of work that may be performed:

Project Management

1. Assist in the planning and implementation of engineering and infrastructure projects.
2. Monitor project timelines, budgets, and deliverables to ensure timely and cost-effective completion.
3. Coordinate with internal departments, contractors, and suppliers to facilitate project execution.

4. Prepare and maintain project documentation including schedules, reports, and technical records.
5. Track project progress and provide regular updates to the DES or designated supervisor.

Quality Assurance

6. Support the development and enforcement of quality control procedures for engineering works.
7. Conduct inspections and audits to ensure compliance with technical specifications and safety standards.
8. Collect and analyze data related to equipment performance, maintenance, and service delivery.
9. Assist in the investigation and resolution of quality-related issues and incidents.
10. Promote continuous improvement through staff engagement and training initiatives.

Administrative and General Functions

11. Maintain accurate records of project and quality activities.
12. Prepare technical and administrative reports, presentations, and briefing notes.
13. Participate in departmental meetings and contribute to strategic planning.
14. Observes health and safety protocols in the execution of duties;
15. Uses customer service skills to establish and maintain effective working relationships with staff, government officials and members of the public;
16. Performs any other related duty as assigned.

KNOWLEDGE, SKILLS & ABILITIES

1. Knowledge of engineering project management principles and tools.
2. Familiarity with quality assurance systems and safety regulations in engineering.
3. Strong analytical and problem-solving skills.
4. Proficiency in Microsoft Office and project management software (e.g., MS Project, AutoCAD).

5. Excellent written and verbal communication skills.
6. Ability to work independently and collaboratively in a technical team environment.
7. Strong organizational and time management skills.

REQUIRED TRAITS

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| • Accountability | • Initiative |
| • Precision | • Meticulousness |
| • Confidentiality | • Empathy |
| • Initiative | • Respect |
| • Flexibility and Adaptability | |

EDUCATION AND EXPERIENCE

- Bachelor's degree in Engineering, Project Management, Quality Management, or a related field.
- Certification in project management or quality assurance is an asset.
- Minimum of three years' experience in engineering project coordination or quality control.