

JOB OPENING: SENIOR PROJECT OFFICER
Office of the Vice President for Academic Affairs (OVPAA)
University of the Philippines System

JOB DESCRIPTION:

- Assist in the documentation and preparation of requirements for the ISO 9001:2015 Certification of the OVPAA, including the Quality Manual and Management System procedures,
 - Assist in the control of documentation of the OVPAA,
 - Ensure all documentation meets formal requirements and required standards,
 - Review and update technical documents of the OVPAA (e.g., manuals and workflows);
- Review the organizational structure and job descriptions of employees of the OVPAA with the management;
- Facilitate the conduct of a job audit and analysis of the positions in OVPAA against other similar positions in the UP System and Civil Service equivalent positions and requirements;
- Assist in the creation of a report on the audit findings to be presented to the management and staff; and
- Perform other QA/QMS-related tasks as required by the VPAA and the supervising AVPAA/s.

REQUIREMENTS:

- Bachelor's degree relevant to the job
- Four (4) years relevant experience
- Twelve (12) hours of relevant training
- Must have work experience being part of an ISO certification process; Knowledgeable in establishing a Quality Management System for certification to ISO 9001:2015 Standard a plus;
- Proficiency in MS Office applications (Word, Excel, PowerPoint); working knowledge or proficiency in other applications (drawing/graphic design, statistics, etc.) a plus

Submit your curriculum vitae with references, cover letter and your portfolio with evidence of ISO-related work by email to qa.ovpaa@up.edu.ph addressed to:

Dr. Cynthia Rose Banzon Bautista
Vice President for Academic Affairs
Office of the Vice President for Academic Affairs
University of the Philippines System