



**Audit & Certification Director**  
**Report To: Managing Director**

Revision Date : 28/07/2024  
Issue/Version : 3.0  
Job ID : JD 05/PH  
Category : Full Time Staff

## **1. Job Purpose**

To observe the requirements of conformity assessment which is to ensure that BQAS operate management system certification in competent, consistent and impartial manner.

## **2. Key Accountabilities**

- a. To head the Audit and Certification committee.
- b. Jointly responsible with the Managing Director in the development, establishment and implemental of policies, processes and procedures relating to its certification operations.
- c. Through the Audit & Certification Committee, responsible for, and shall retain authority for, its decisions relating to certification, including the granting, refusing, maintaining of certification, expanding or reducing the scope of certification, renewing, suspending or restoring the following suspension, or withdrawing of certification.
- d. Ensuring impartiality and compliance to the requirements of conformity assessment.
- e. Development of management system certification services and schemes.
- f. Performance of audit and certification, its process, selection of personnel and to ensure their competence.
- g. Responsiveness to complaints, appeals and disputes.
- h. Manage and ensures conformance and compliance to the requirements and regulations, particularly on MSPO Certification, as prescribed by the Department of Standards Malaysia and Malaysian Palm Oil Certification Council.
- i. To jointly responsible with the MD to deal and maintain positive and trust-based relations with clients, stakeholders, industry players and regulatory government bodies, in particular DSM and MPOCC
- j. To jointly responsible with the MD to assess, manage and resolving problematic situation related to the organization.
- k. To ensure meeting the process requirements.
- l. Delegation of authority to committees or individuals, as required, to undertake certification activities on its behalf.
- m. Responsible for confidentiality.
- n. Joint-Signatory to BQAS Bank Account[s].

**Address: 1st Floor, No. 467, Lot 1486 (SL24) Gateway @ 7th Mile, Jalan Penrissen,  
Kuching, Sarawak**

Tel: +6 082 572 043 Mobile: +6 0165759383, +6 0198599891

Email: [bqascertification@gmail.com](mailto:bqascertification@gmail.com)

# **BQAS Certification (M) Sdn Bhd (1179994-x)**

## **3. Qualifications, Skills, Knowledge, Experience**

### **Educational Qualification**

- Degree in relevant field of study from recognized institution of higher learning.

### **Relevant Experience**

- More than 5 years of experience in audit, certification and assessment activities.
- Basic knowledge and understanding of palm oil business and industry
- Excellent planning, organizational and leadership skills.
- Understanding of a multi-faceted business operation.
- Ability to lead and motivate
- Computer literate-Microsoft Words, Microsoft Excel and Microsoft Point.
- Excellent communication, negotiation and presentation skills.
- Excellent command of English and Bahasa Malaysia, written and spoken.
- Top management experience in dealing and working with government authorities with good knowledge & understanding of government operatives.

## **4. Key Challenges**

- Ability to lead & manage a certification body.
- Ability to know and understand relevant laws and regulation related to the industry that the certification body engaged in.
- Ability to lead a team of professionals with diverse background and expertise.

## **5. Key Job Dimensions**

- Overall management of the company.
- Directly in charge of all External hire (Contractual Staff, Auditors, etc.)
- To assist the Managing Director in liaising with external clients and industry partners locally and globally.

## **6. Working Relationships (internal & external)**

- Liaise with staff and auditors.
- Liaise with clients, industry partners and players, relevant government agencies (such as DSM, MPOCC, MPOB) and relevant private entities both local and global.

**Address: 1st Floor, No. 467, Lot 1486 (SL24) Gateway @ 7th Mile, Jalan Penrissen,  
Kuching, Sarawak**

Tel: +6 082 572 043 Mobile: +6 0165759383, +6 0198599891

Email: [bqascertification@gmail.com](mailto:bqascertification@gmail.com)

MASTERCOPY

**Address: 1st Floor, No. 467, Lot 1486 (SL24) Gateway @ 7th Mile, Jalan Penrissen,  
Kuching, Sarawak**

Tel: +6 082 572 043 Mobile: +6 0165759383, +6 0198599891

Email: [bqascertification@gmail.com](mailto:bqascertification@gmail.com)