

## **PLASTIC LOOP GAMBIA**

*Advancing Plastic Waste Management Through Circular Economy Approaches*

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### **STAFF RECRUITMENT ADVERTISEMENT**

*(Recruitment in anticipation of donor approval)*

### **Quality Assurance / Safety Officer**

**Location:** Project Sites

**Employment Type:** Full-Time Contract

**Duration:** 12 months, renewable depending on performance and project funding availability

**Remuneration:** Competitive, commensurate with qualifications and experience

**Reports To:** Local Project Lead / Project Manager / Quality and Safety Manager

### **ABOUT THE PROJECT**

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Hustle for Humanity Gambia (HFH-G) and Ayara Foundation Switzerland are pleased to announce the anticipated recruitment of qualified and motivated Gambian professionals for Plastic Loop Gambia, a project entitled “Advancing Plastic Waste Management Through Circular Economy Approaches”. The initiative turns plastic waste into useful products, creates jobs and raises local economic value through collection, recycling, manufacturing and community engagement in the Greater Banjul Area. It supports the government's ongoing commitment to environmental sustainability and public health, and will operate as the country's second organised plastic waste collection point, strengthen stakeholder awareness of sustainable waste management, and generate livelihood opportunities for vulnerable groups.

*This initiative is currently pending final approval and funding from our donors. Recruitment will proceed only upon formal approval and disbursement of funds. Only shortlisted candidates will be contacted for interview.*

### **JOB SUMMARY**

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We are seeking a vigilant, proactive Quality Assurance (QA) / Safety Officer to ensure all activities within the Plastic Waste and Circular Economy Project comply with established quality standards, safety protocols and environmental regulations. The ideal candidate will oversee quality control processes and implement safety measures that protect personnel, equipment and the environment while supporting the project's sustainability goals.

### **KEY RESPONSIBILITIES**

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- Develop, implement and monitor quality assurance procedures to ensure final output meets required specifications and regulatory standards for plastic waste recycling and circular economy principles.
- Conduct regular inspections and audits of operations, materials and finished products to identify non-conformities and initiate corrective actions.
- Establish and enforce workplace safety policies and procedures in compliance with occupational health and safety regulations and best practices.
- Conduct risk assessments and hazard analyses for all operational activities, recommending and implementing preventive measures.
- Lead safety training programmes and awareness sessions for project staff, contractors and visitors.
- Investigate accidents, incidents and near-misses, compile detailed reports, and recommend improvements to prevent recurrence.
- Collaborate closely with maintenance, operations and project management teams to integrate quality and safety considerations into daily workflows.
- Maintain accurate records relating to quality checks, safety inspections, incident reports and compliance documentation.

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- Stay updated on relevant laws, standards and technological advancements in quality management, safety and environmental protection related to plastic waste processing.
- Support certification processes such as ISO 9001 (Quality Management), ISO 14001 (Environmental Management) or OHSAS 18001/ISO 45001 (Occupational Health and Safety) as applicable.

### **Quality Assurance**

- Develop, implement and maintain quality management systems and procedures.
- Ensure products and services meet specified standards, drawings, customer requirements and applicable regulations.
- Prepare and maintain quality plans, inspection procedures, checklists and records.
- Conduct inspections, audits and process reviews.
- Monitor incoming materials, work-in-progress, finished products and production processes.
- Identify defects, nonconformities and process deviations.
- Issue and track corrective and preventive actions.
- Investigate root causes of quality problems and recommend improvements.
- Verify that corrective actions are effectively implemented.
- Maintain accurate quality documentation, reports and records.
- Support supplier quality assessments and monitor supplier performance.
- Assist with product testing, validation, certification and approval activities.

### **Workplace Health and Safety**

- Implement and monitor workplace health and safety policies and procedures.
- Identify hazards and assess risks associated with equipment, materials, processes and work activities.
- Conduct regular workplace inspections and safety observations.
- Recommend and monitor suitable control measures.
- Ensure employees use required personal protective equipment (PPE).
- Investigate accidents, incidents, near misses and unsafe conditions.
- Prepare incident reports and follow up on corrective actions.
- Support emergency preparedness, evacuation procedures and safety drills.
- Monitor safe work practices, housekeeping, access routes, machine guarding and environmental conditions.
- Ensure safety signage, emergency equipment, first-aid supplies and fire protection systems are available and maintained.

### **Compliance and Regulatory Requirements**

- Ensure compliance with applicable quality, occupational health and safety, environmental and industry regulations.
- Monitor changes in relevant laws, standards, codes and customer requirements.
- Support internal, external, customer and regulatory audits.
- Prepare evidence, reports and documentation for inspections and audits.
- Maintain required licences, certificates, permits and compliance records.
- Escalate serious safety or quality risks to management immediately.

### **Training and Awareness**

- Provide employee training on quality procedures, safety rules, emergency response, PPE and safe operating practices.
- Conduct toolbox talks, safety briefings and induction training.
- Promote a strong quality and safety culture throughout the organisation.
- Maintain training records and verify employee competency.

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- Communicate lessons learned from incidents, defects and audit findings.

### **Continuous Improvement**

- Review quality and safety data, trends, complaints, incidents and audit results.
- Recommend improvements to processes, equipment, documentation and working methods.
- Participate in risk assessments, process improvement projects and management reviews.
- Promote preventive measures rather than relying only on inspection or correction.
- Support the implementation of standards such as ISO 9001, ISO 45001 or relevant industry requirements, where applicable.

### **Communication and Reporting**

- Prepare regular quality and safety performance reports.
- Communicate nonconformities, hazards, incidents and corrective actions to responsible personnel.
- Work closely with production, engineering, design, maintenance, procurement and management teams.
- Coordinate with contractors, suppliers, inspectors and external authorities when required.
- Provide recommendations based on objective evidence and risk evaluation.

This position offers a meaningful opportunity to ensure that sustainable practices align with the highest standards of quality and safety, thereby advancing the project's mission to reduce plastic waste and promote circular economy initiatives.

**The duties outlined above represent the primary functions of the role but are not exhaustive. The position may require additional responsibilities and special projects as assigned by management.**

## **TYPICAL DELIVERABLES**

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- Quality inspection reports.
- Safety inspection and observation reports.
- Risk assessments and hazard registers.
- Incident and near-miss investigation reports.
- Corrective and preventive action records.
- Audit schedules and reports.
- Quality and safety procedures.
- Training materials and attendance records.
- Compliance certificates and registers.
- Monthly quality and safety performance reports.

## **REQUIRED SKILLS AND COMPETENCIES**

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- Knowledge of quality management and safety principles.
- Risk assessment and hazard identification.
- Inspection and auditing skills.
- Root-cause analysis and problem-solving.
- Knowledge of relevant laws, standards and regulations.
- Incident investigation.
- Strong communication and reporting abilities.
- Attention to detail and sound judgment.
- Ability to work independently and enforce procedures.
- Training and presentation skills.

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- Proficiency in quality and safety documentation systems.
- Commitment to ethical, safe and continuous-improvement practices.

### **OVERALL OBJECTIVE**

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The primary objective of the Quality Assurance / Safety Officer is to prevent defects, accidents, injuries, unsafe conditions and regulatory violations while supporting reliable processes, compliant operations and continuous improvement.

### **QUALIFICATIONS**

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- Bachelor's degree or diploma in Quality Management, Environmental Health & Safety, Industrial Engineering or a related field.
- Minimum 4 to 6 years of experience in quality assurance and/or safety roles, preferably within recycling, waste management, manufacturing or environmental projects.
- Strong knowledge of quality control methodologies, safety standards and environmental regulations.
- Experience with risk assessment tools, audit processes and incident investigation techniques.
- Familiarity with circular economy concepts and plastic waste treatment technologies is an advantage.
- Excellent communication, organisational and problem-solving skills.
- Certification in safety standards (e.g. NEBOSH, OSHA) and quality management (e.g. Six Sigma, ISO auditor) preferred.
- Ability to work independently and collaboratively in a multidisciplinary team.

### **WORKING CONDITIONS**

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- On-site presence at waste processing or recycling facilities, with exposure to industrial environments.
- Use of appropriate personal protective equipment (PPE) is required.
- Standard working hours (8 am – 5 pm) with possible extended hours during peak project periods, audits, urgent quality or safety issues, including weekends and public holidays.

### **HOW TO APPLY**

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Interested candidates are invited to visit the website <https://www.plasticcircles.com> to submit their updated CVs and cover letters detailing their suitability for the anticipated positions to [plasticloopgambia@gmail.com](mailto:plasticloopgambia@gmail.com) on or before 15<sup>th</sup> November 2026.

Hustle for Humanity Gambia is carrying out this recruitment as the local implementation lead, in partnership with Ayara Foundation Switzerland as the international programme lead.

Hustle for Humanity Gambia and Ayara Foundation Switzerland are equal opportunity employers that value diversity. Women and candidates from underrepresented groups are strongly encouraged to apply.