



GOVERNMENT OF PAKISTAN

MINISTRY OF OVERSEAS PAKISTANIS & HUMAN RESOURCE DEVELOPMENT

OVERSEAS EMPLOYMENT CORPORATION

6th Floor EOBI House Mauve Area, G-10/4, Islamabad



Advertisement No.113

Date 6th December 2023



Urgently Required ISO Lead Auditor in Saudi Arabia



Our esteemed client in Saudi Arabia urgently requires an ISO Lead Auditor who meets the prescribed qualifications and experience listed below:

#	Job Title	Qualification/Experience/Gender
1	ISO Lead Auditor	<ul style="list-style-type: none"> Lead Auditor qualification within the relevant management system (ISO 9001, ISO 14001, ISO 45001, ISO 22000) Handling of conformity assessment-related operational and documentation activities (ISO 17021) Graduation (Science or Engineering) with 5 years of minimum work experience within the relevant field (Minimum 4 years of industrial experience with 2 Years of External ISO Audit Experience) Familiar working with MS Office (MS Word, Excel, PPT, etc.) Male-Female (Maximum 45 years) <p>Job Purpose:</p> <ul style="list-style-type: none"> Plan & execute the assigned audits professionally as per TUV Limited guidelines Prepare the training modules as per standards guidelines Deliver the assigned training to clients as per assignments <p>Accountabilities:</p> <ul style="list-style-type: none"> Co-ordinate and plan the audits assigned in terms of preparation of ATEAs, and audit plan as per client information. Execute the audits in a timely & professional manner in line with TUV procedures. Submit the audit reports to the client at the end of the audit and obtain acceptance signatures. Prepare the report pack & submit corrected documents to the certification manager after the veto check. Report the complaints/concerns to the certification manager. Prepare the training modules as per guidelines from MSD Manager Execute the training as assigned professionally to clients. Complete the trainee evaluations & submit to the MSD manager for issuance of certificate/s. Submit time sheets/expense sheets, and claims to the administrator. Maintain the Auditor qualification & expand the approval to further areas in coordination with Certification manager.

How to Apply

- Job Portal:** Interested applicants can apply via OEC's website <https://oec.gov.pk/>.
- Help-Desk Team:** for technical support, contact the **OEC-Helpdesk team at UAN: 0311-0011-632** or Email: helpdesk@oec.gov.pk
- The applicant will submit/attach the deposited Bank Challan amounting to Rs. 1,000/- and the "Challan Form" can be downloaded from https://oec.gov.pk/assets/file/Challan_Form-1000_.pdf

Why OEC

- OEC is the only Government organization, Established in 1976 (OEC Video Documentary: <https://youtu.be/2FomaOFxmoQ>)
- Being the Govt. organization, the approved charges of OEC are nominal; URL: <https://oec.gov.pk/fee.html>
- One Window facilitation desk (Quick attestation of documents from all relevant departments/organizations)
- Transparency and Exploitation Free Services
- Outreach / Nationwide presence (Headquarters Islamabad & 04 Regional Offices i.e. Lahore, Karachi, Peshawar & Quetta)
- OEC Travels (Own Travel Agency)
- OEC Help Desks at Airports

Closing Date: 17th December 2023.

Operations & I.T Wing, Overseas Employment Corporation, Head Office, Islamabad