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| **Job Title** |

**NATIONAL MANAGEMENT SYSTEMS SUPERVISOR**

**(National Management Systems)**

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| **Reporting Line** |

* Reports to the National Management Systems (NMS) Manager

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| **Primary Responsibilities** |

* Assists the NMS Manager in the maintenance, continual improvement, and compliance with the organization’s national quality, health, safety, environmental, and energy (QHSEE) management systems, such as but not limited to ISO 9001, ISO 14001, 50001, ISO 45001, ISO 17025, ISO 17020
* Ensures completion of NMS tasks and deliverables by developing team schedules and objectives as well as monitoring and evaluating NMS Associate’s job performance
* Assists in the achievement of the division’s objectives and targets aligned with the corporate directives by leading and actively participating in the different Corporate Social Responsibility activities and other activities led by the OMD
* Takes on the role of a Certified Energy Conservation Manager with the pivotal responsibility for leading the design and execution of holistic energy management strategies
* Acts as the organization’s Digital and Innovation Champion and primary coordinator in ensuring engagement and participation among the different divisions

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| **Specific Responsibilities** |

* Establishes, maintains, and improves the required Management Systems (ISO 9001, ISO 14001, ISO 45001, and ISO 50001) by overseeing the implementation of systems, policies, and procedures approved by the NMS Manager and in conjunction with operations
* Supervises NMS Associate when performing NMS tasks, such as but not limited to:
  + Development and monitoring of internal audit schedules as well as conduct of such audits
  + Facilitation of the monthly QHSEE meetings and other meetings related to the Management Systems
  + Maintaining NMS documentation and other documented information as may be deemed necessary for the improvement of the national QHSEE Management Systems
  + Monitoring of the QHSEE Management Systems objectives
* Sets goals for performance and deadlines to comply with the organization’s plans and vision and communicate them to the NMS Associate
* Conducts internal audits or spot checks and reports all Management Systems-related audits and incidents using the Crystal Non-Conformity Report module and monitors timely closure through follow-up with concerned teams
  + Investigate nonconformities, recommend corrective actions and improvement plans to ensure continual improvement of the different management systems
* Assists and facilitates external audits (supplier audits) and acts as point person in the absence of the NMS Manager when undergoing certifications and accreditations deemed necessary by SGS Philippines
* Works with QHSEE Coordinators and other staff from the different business and function lines in implementing the Management Systems in their respective divisions and establishing QHSEE improvements
* Ensures that operations meet all applicable laws and regulations, and other compliance obligations through regular legislation monitoring and compliance evaluations
* Ensures all Management Systems documented information is made accessible to all concerned personnel and only approved and current documents are available in the online system of documentation
  + Controls and maintains the access levels of all documented information, including the assignment of authority to *create, edit, approve, and delete* documents.
* Analyzes QHSEE performance by gathering relevant data and producing reports as deemed necessary for the improvement of the organization’s QHSEE
* Operates to the highest standards of ethics in accordance with the SGS Statement of Integrity
* Initiates, organizes and oversees programs that would benefit society and the environment while boosting the SGS brand and reputation
* Coordinates with the Corporate Marketing and Communications (CMC) team for marketing strategies and collaterals necessary for the project (including email announcements, banners, etc.)
* Provides relevant information required by the Corporate Sustainability Report such as the total no. of community hours, etc.
* Performs other tasks and projects that may be assigned by his/her Manager.
* Complies with the Quality, Health and Safety, Environment and Energy (QHSEE) policies and supporting objectives including, but not limited to:
* Demonstrates strong obligation to SGS QHSEE policies, procedures, and work instructions by actively participating in meetings, projects, and events, completes required training, intervenes in unsafe situations, refuses unsafe work, and complies fully with all applicable laws and regulations related to HSEE
* Perform appropriately and immediately in emergency situations and assists other staff members in maintaining readiness to respond to emergencies within the workplace
* Disposes or directs the disposal of waste generated as a part of daily work performed in a safe manner and in compliance with the disposal regulations and requirements, and in accordance with SGS Environmental Management System requirements
* Reports all incidents, including near misses and hazards, that may affect the achievement of QHSEE objectives in accordance with SGS Incident Reporting and Management requirements
* Efficiently uses all equipment, including safety equipment, and company owned property in the manner intended and reports any damaged / lost equipment to immediate superior
* Maintains a safe and tidy worksite according to the organization’s 5S program and guidelines
* Maintains awareness of the safety and health related hazards and environmental aspects and proposes action plans to control the risks to immediate superior or QHSEE Coordinators
* Actively participates in incident investigations and risk assessments as deemed necessary by SGS management
* Fulfills the requirements needed in the success of the QHSEE Management System
* Recognizes the potential consequences of not following the established policies, procedures, and guidelines, including not fulfilling the organization’s compliance obligations
* Complies with SGS Group policies, including but not limited to: Business Principles, Code of Integrity, Rules for Life, Health and Safety Integrity Management System, Sustainability, and the like

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| **Profile** |

* Education: Degree holder of any 4-year Business discipline or engineering courses
* Experience: Minimum 4 years in any Management Systems; has experience as auditor or successful

completion of Lead Auditors Training Course in the different ISO standards is an advantage

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| **Required Skills** |

**Experience/Technical Knowledge**

* At least one year work experience in management system-related field or projects in a team lead role
* Knowledgeable in ISO 9001, ISO 45001, ISO 14001 and ISO 50001 standards and statutory and regulatory requirements of the Philippines
* Has a strong documentation, auditing and training skills (any of these is an advantage)
* Has the ability to make professional judgments, with strong analytical and problem-solving skills
* Experience in project management, Lean Six Sigma or any process improvement methodology is an advantage
* Has the ability to manage time and deadlines
* Has the ability to work with various cross-cultural people
* Knowledgeable in basic machines, tools, instruments and equipment used for testing and inspection
* Knowledgeable in the different Microsoft office system applications: Excel, PowerPoint, Word or any related desktop applications

**Language**

* Fluent in English (both written and verbal)

NOTE: This JD may not be exhaustive. An equivalent Work Monitoring essential to the function, duties and responsibilities, company, statutory/regulatory and customer requirements may be assigned at any time.