



Revision Date:

Position Title	Protégé – SMS Affairs	Job Grade	WAS Protégé
Department	SQAD	Unit	SQAD

A. JOB PURPOSE:

(Helps to define purpose of job)

- Participant will learn on how to monitor and co-ordinate the progress of Safety & Quality performance, Q- Pulse system administrator, central tracking of Clients Audit, SMS and QMS records.

B. JOB SUMMARY/KEY RESPONSIBILITIES:

(Functions of positions – please provide 3 to 8 key accountabilities)

- Formulate and monitor the Safety & Quality Performance for KLHQ and Bases through Q-Pulse;
- Perform duties as a Q-Pulse Administrator i.e. conduct briefing and create account for new hire, assist to solve any issues related to Q-Pulse system, etc.;
- Monitor and manage client's audit report, audit findings and audit responses thru Q-Pulse;
- Consolidate and response to the clients / auditor on the progress of the Audit Findings;
- Organize and become a secretary for the monthly Safety and Quality Management Meeting in KLHQ and Bases;
- Prepare and consolidate report for Safety & Quality Management Meeting/BOD Meeting / CEO's Dashboard by weekly / monthly / quarterly / yearly basis;
- Assist SMSM in providing Q-Pulse Safety & Quality data for Quarterly SRB meeting;
- Set up data for trending analysis in term of Safety & Quality performance by monthly / quarterly / yearly basis;
- Monitor and coordinate SMS training in KLHQ; control and keep Safety & Quality training records, prepare and distribute certificates in Q-Pulse for KLHQ and Bases;
- Appointed as an Assistant Medical Review Officer (AMRO) to conduct Drug and Alcohol screening test in KLHQ;
- Assist SQA Support Executive in developing and monitoring departmental budget and performing departmental administration work in term of purchasing, payment and claims;
- Assist SQAGM, SMSM, Departmental Managers and Bases in term of Safety & Quality matters and Q-Pulse data entries & records.

C. POSITION SPECIFICATIONS

(Minimum requirement to competently perform the job, NOT the specifications of the person currently holding the position)

Academic qualifications & professional certificates	<i>Essential</i>	Degree in Engineering Mechanical/ Aerospace/ Aircraft Tehnology/ Aviation Management or equivalent
	<i>Preferred</i>	
Experience/exposure	<i>Essential</i>	
	<i>Preferred</i>	

D. COMPETENCIES

Knowledge & skills required :	<i>General</i> :	Required language(s): English and Malay.
	<i>Technical:</i>	Required skill(s): MS Excel, MS Office, MS PowerPoint, MS Word.
Personal Attributes :	<ul style="list-style-type: none"> Good communication and organization skill and be able to work under pressure. Reliable and punctual. Good interpersonal and team player skills. 	



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	<ul style="list-style-type: none">Excellent to solve practical problems and carry out responsibilities under general supervision.
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E. KEY CHALLENGES

F. DIMENSIONS / AUTHORITY LIMITS

(e.g.: CAPEX, OPEX, revenue / budget)

G. REPORTING STRUCTURE

(Direct report / superior / peers within Department)

