



Job Title: Quality Assurance Officer – Dairy / Milk Production

Location: Kayonza, Rwanda

Employment Type: Part-Time

Reports To: Dairy Processing and Production Lead

About Us:

Women for Women International Empowerment Center LLC is a leading empowerment and dairy production hub based in Kayonza. We are committed to promoting women's economic empowerment while delivering high-quality, safe, and nutritious milk and dairy products. Our operations adhere to strict quality standards, innovative practices, and sustainable approaches to ensure excellence from farm to consumer.

Position Overview:

We are seeking to hire a diligent, detail-oriented, and proactive **Quality Assurance Officer** to join our Dairy production team. The successful candidate will ensure that all milk production processes comply with internal quality standards, regulatory requirements, and best industry practices.

Key Responsibilities:

1. **Quality Assurance:** Develop, implement, and maintain quality assurance protocols and procedures to ensure compliance with industry standards and regulations.
2. **Monitoring and Testing:** Oversee the sampling, testing, and inspection of raw materials, in-process products, and finished products to ensure quality standards are met through conducting routine quality checks on raw milk and finished dairy products,
3. **Quality control & Analysis:** Test raw milk samples for contaminants, in-process, and finished products for composition and shelf-life.
4. **Knowledge sharing and transfer:** Share knowledge with the quality and production teams, and providing training and support to ensure effective quality practices are followed.
5. **Regulatory Compliance:** Ensure compliance with food safety regulations (e.g., FDA, RSB) and maintain certifications (e.g., HACCP, ISO), ensuring compliance with local, national and international dairy production regulations
6. **Data Analysis:** Analyze quality data and metrics to identify trends, and implement corrective actions when necessary.
7. **Collaboration:** Work closely with production, maintenance, and supply chain teams to resolve quality issues and improve processes as well as ensuring quality standards across other Urugo production departments
8. **Continuous Improvement:** Initiate and lead continuous improvement projects to enhance product quality and operational efficiency.
9. **Documentation & Reporting:** Maintain accurate records of quality control activities, inspections, and test results and prepare quality reports and provide actionable recommendations for continuous improvement.
10. **Perform any other duty assigned by the supervisor**



Qualifications and Skills:

- Bachelor's degree in Food Science and Technology, Food processing, Dairy Technology, Microbiology, or a related field.
- Minimum of 4 years' working experience in a dairy industry as a Production Officer/ or Quality Assurance Officer.
- Knowledge of HACCP, ISO 22000, and other relevant quality standards.
- Strong analytical, problem-solving, and decision-making skills.
- High attention to details and ability to work under pressure.
- Willingness to work for prolonged hours
- Excellent communication, documentation, and reporting skills.

We Offer:

- Opportunities for professional development and skills enhancement.
- A dynamic, inclusive, and supportive work environment.

How to Apply

Interested candidates should submit their **CV, cover letter, and copies of academic/professional certificates** to careers@urugowoc.com by **October 05, 2025**. Please indicate "*Application for Maintenance Manager*" in the subject line.

Only shortlisted candidates will be contacted.