

## **JOB DESCRIPTION**

**Job Title:** Quality Assurance Analyst  
**Location:** RTE's HQ at Kabul

### **Job Responsibilities:**

- Prepare daily, weekly and monthly quality check plans for all assigned projects and Departmental tasks.
- Carry out site inspections to assess the quality of the work done by our engineers.
- Train engineers on the quality aspects of the projects.
- Prepare and submit quality inspection reports.
- Meet the customers and get the feedback forms signed by their authorized signatories.
- Collect reference letters from satisfied customers.
- Give Suggestions on the improvements to be carried out on quality of RTE's products and services.
- Carry out any other tasks, as assigned by the supervisor.

### **Required Qualifications:**

- Diploma holder in Engineering.
- Should have 2-3 years of experience in execution of ICT Projects.
- Should have attended courses/training on quality assurance.
- Should have worked as a project Engineer of any large project.
- Should be proficient in English; Knowledge of local languages is preferable.
- Should have communication skills.