

Technical Officer

Department: Production (Process + Packaging)

Reporting Line: Process Manager

Summary:

The Technical Officer will be responsible for conducting laboratory analyses, ensuring the accuracy and reliability of test results, preparing Certificates of Analysis (CoAs), calibrating laboratory equipment, and supporting process control in oil refining operations. The role also includes maintaining data integrity through accurate entries in SICORAX and SAP B1 systems.

Key Responsibilities:

1. Laboratory Analysis & Reporting

- Lead and perform routine and non-routine Physico - Chemical analyses of oils samples (crude, refined, by-products and semi refined and processed oils).
- Ensure compliance with international standards (ISO 17025) and internal quality procedures.
- Prepare and validate Certificates of Analysis (CoAs) for finished products and raw materials.
- Ensure timely submission of certificates to customers.
- Run the scientific sides of the Research and Development.

2. Equipment Calibration & Measurement of Uncertainty

- Ensure calibration of laboratory instruments as per schedule.
- Maintain calibration records and ensure traceability for audit purposes.
- Calculate and document measurement uncertainty for key analytical methods.
- Participate in inter-laboratory comparisons and proficiency testing.
- Implement and monitor quality control procedures to ensure data accuracy.

3. Process Control Support

- Collaborate with production teams to monitor and optimise refining processes.
- Analyse process samples and provide timely feedback to ensure product safety, legality, quality and authenticity.
- Assist in root cause analysis and corrective actions for process deviations.
- Validate the physico chemical compliance of oil prior filling.

4. HR Data Management & ERP Systems

- Accurately record test results and process data in SICORAX and SAP B1 systems.
 - Generate analytical and production reports for internal and external stakeholders.
 - Ensure data integrity and compliance with audit requirements.
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Qualifications & Experience:

- Bachelor's degree in Chemistry, Chemical Engineering, or related field.
 - Minimum 3 years of experience in a laboratory or oil refining environment.
 - Proficiency in laboratory techniques and analytical instrumentation.
 - Experience with ERP systems (SAP B1, SICORAX) is highly desirable.
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Skills & Competencies:

- Strong analytical and problem-solving skills.
- Attention to detail and commitment to quality.
- Good communication and teamwork abilities.
- Familiarity with ISO 17025 and Good Laboratory Practices (GLP).

Please send any future correspondences to:

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