



Job Description

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Job Title Head Production	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Head of Department	Industry Construction, Manufacturing
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Construction: 5 Years
Secondary Industry Manufacturing: 5 Years	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Head Production will be responsible for the direct management and handling of all production functions at the Company's facilities.

Responsibilities

KPA - KEY PERFORMANCE AREAS

Safety

- Maintain safety work environment by taking action to correct requests for preventative and corrective actions and on a daily basis, inspect working installations and environment.
- Assist in ensuring a smooth running of the plant by ensuring the availability of the required resources Ensure that all applicable training is given to the production personnel.
- Lead of HSE & consents manager.

Quality

- Keep up to date with all procedures applicable to the production department according Organisation's standards.
- Collaborate to the development and revision of procedures related to the department.
- Ensure that the production procedures are respected, corrective actions taken during non – conformity
- Apply the preventative maintenance system, ensure that assets are treated with care and that maintenance, repair and replacement cost are kept at minimum.
- Control stock of spare parts
- Ensure that the quality control is done on raw materials and finished products.
- Ensures ISO certification (task of HSE manager)

Environment

- Implement the procedures of the environmental management program applicable to his/her activity sector.
- Collaborate to the development and revision of procedures related to the department.
- Ensure training related to the environmental management programme is conducted.

Planning

- Ensure efficient planning of resources (raw materials, personnel, equipment) according to the production schedule.

Production

- Maintain product availability at a minimum cost while increasing the productivity and aiming for constant improvement.
- Manage the research for solution by re-established circuits.
- Ensure the implementation of the solutions and corrective actions.

Other Principal Accountabilities:

- Participate to the development and implementation of equipment purchase or equipment modification projects to the investment plan established in collaboration with the R&D Manager and Financial Controller.
- Collaborate with persons in charge of other related departments in order to maximize the responsibility of the operations group.
- Complete and process the difference forms related to the tasks.
- Participate to different task forces (Health & Safety, LET, QA and Environmental)

Leadership

- Lead of production team, EHS manager and cleaning & maintenance team Ensure discipline, care for assets, cleanliness at factory.

General

- Undertakes such additional duties which may from time to time be assigned to the Employee in the discharge of his/her / her duties.
- To ensure that a correct and proper image of the Company is always maintained.
- Active participation on management of company

Education & Qualifications

Competencies Required

- Self-starter
- Attention to detail.
- Accuracy in their numerical abilities
- Knowledge in cost effective maintenance
- Experienced in ERP systems and application of MS Office tools.
- Technical Knowledge: Understanding production process, Machinery and technology relevant to the industry, Quality control standards and procedures, Familiar with health and safety regulations in the workplace.
- Quality Focus: Committed to Maintaining high-quality standards through the production process
- Regulatory Compliance: Experience working with regulatory bodies and ensuring that production process meet legal requirements industry regulations and compliance standards.
- Project Management: Experience in managing projects within given timeframe and budget.
- Leadership, Planning and Organizational Skills
- Communication Skills and problem-solving abilities
- Adaptability: Flexibility to adapt to change in production requirements or unexpected issues/customer demands and willingness to embrace new technologies and methodologies to improve production processes.

Requirements

Education and experience

- Min 5 years in a senior role within a Manufacturing Environment
- Engineering background (mechanical, electrical)
- Experience in line management function

Characteristics

Special requirements

- Regular and on time attendance
- Will be required to work overtime.
- Overseas travel may be required.

Driving Licence

Not Required

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