



# Job Description

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<b>Job Title</b> Site Manager	<b>Job Location</b> Mwanza	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> Manufacturing

**Open to Expatriates**  
Only Open to Tanzanian Nationals

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Manufacturing: 5 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

The Site Manager is responsible for overseeing plant operations, including production, maintenance, quality control, and compliance, while ensuring efficiency, safety, and adherence to 5S practices. The role involves managing employee performance and development to build a collaborative, high-performing team. Key duties include project management, cost control, inventory optimization, and ensuring regulatory compliance. Strong leadership, adaptability, and cross-departmental collaboration are critical. Regular attendance, availability for overtime, and occasional international travel are required. The primary focus is on achieving operational excellence and driving continuous improvement.

## Responsibilities

Plant Operations and Production Oversight:

- Oversee all plant operations, maintenance, and production activities, ensuring efficient, continuous, and safe site operations.
- Maintain consistent attendance and ensure operational coverage, responding promptly to any developing conditions or crises.
- Manage plant cleanliness through 5S practices, ensure plant facilities are maintained, and update or replace equipment as necessary.
- Monitor and analyse production trends, optimize level of inventory of raw materials / packaging / finished goods, and forecast production outcomes to meet operational needs.

Performance Management and Employee Development:

- Responsible for employee performance management, including performance reviews, goal-setting, and disciplinary action.
- Develop and mentor direct reports through coaching, teamwork, and encouraging innovative problem-solving.
- Recruit, retain, and develop staff, fostering a team-oriented environment and strong cross-functional collaboration.

Quality Control:

- Work directly with lab technicians to oversee quality control for products, processes, and raw materials.
- Ensure quality control standards are met, addressing quality issues promptly and implementing corrective actions as needed.

Project Management and Capital Expenditure (Capex):

- Serve as Project Manager for new site development, ensuring that project goals, timelines, and budgets are met.
- Present justifications for capital requests to the General Manager, ensuring alignment with overall business objectives.
- Participate in maintenance planning, including ongoing and future projects, to optimize plant facilities and operations.

Safety, Compliance, and Housekeeping:

- Ensure strict adherence to safety standards, protocols, and regulatory compliance; report any issues to the supervisor or safety coordinator immediately.
- Conduct safety audits, enforce safe work practices, and maintain a clean, organized, and safe working environment.
- Actively promote company vision, mission, and values among employees, vendors, and customers.

#### Cost Control and Efficiency:

- Drive cost-control initiatives across plant operations, identifying areas for efficiency improvements and implementing cost-saving measures.
- Responsible for cost centre: Collaborate with Finance, Production, and other departments to monitor and manage operational budgets.

#### Communication and Cross-Functional Collaboration:

- Communicate production performance updates to the General Manager and implement all directives from upper management.
- Foster effective communication with the management team and other departments, ensuring transparency and timely resolution of issues.
- Meet regularly with vendors to manage relationships, negotiate terms, and oversee the supply of production-related products.

#### Customer Service and Company Representation:

- Maintain a high level of customer service, creating a welcoming and friendly atmosphere for internal and external stakeholders.
- Represent the company professionally in interactions with external vendors and customers, promoting positive relationships and the company's values.

### Education & Qualifications

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- Bachelor's degree in Industrial Management, Engineering, Project Management, or any related field.

### Requirements

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- A minimum of 5 years in industrial or manufacturing management with demonstrated expertise in production, maintenance and project management.

### Characteristics

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- Leadership: Ability to manage, develop, and inspire cross-functional teams, ensuring alignment with operational goals.
- Project Management: Skilled in planning, executing, and managing projects within timelines and budgets.
- Communication: Strong verbal and written communication skills, fostering transparency with teams, vendors, and customers.
- Analytical and Strategic Thinking: Ability to analyse trends and data, predict production outcomes, and implement improvement measures.
- Adaptability and Responsiveness: Ability to respond effectively to crises and changing conditions, maintaining high performance under pressure.
- Attention to detail, accuracy in their numerical abilities
- Experienced in ERP systems and application of MS Office tools

### Reporting To

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General Manager

### Driving Licence

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Not Required

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