



ASSISTANT FACTORY MANAGER (PRINCIPAL PRODUCTION OFFICER)
NKCC/HR/1149/AFM/27/07/2023

Job purpose

Reports to the Factory Manager, Assistant Factory Manager will be responsible for assisting the Factory manager in managing and coordinating all the activities within a factory to ensure production and delivery of products through effective planning and management of the production resources for smooth efficient production processes.

Key responsibilities

- Allocating duties and instructing the supervisors in the various sections.
- Preparing internal production reports from the various sections.
- Approving all accounting and internal control documentation.
- Advising on key issues that impact the production function in the specific factory.
- Assessing and appraising the performance of factory management staff.
- Ensuring production targets specific to the factory are achieved.
- Ensuring production controls on raw materials, packaging materials and utilities
- *Any other duties as assigned by immediate supervisor.*

Person Specifications

- A minimum period of eight (8) years in relevant work experience and at least three (3) years in supervisory role in a position in the Public Service or Private Sector.
- Master's degree in a relevant field is an added advantage.
- Bachelor's degree in food science and technology, Dairy technology, or Equivalent qualifications.
- Proficiency in computer applications.
- Good Communication skills.
- Demonstrated results in work performance.