



**FACTORY MANAGER (ASSISTANT MANAGER PRODUCTION)**  
**NKCC/HR.1148./AMP/27/07/2023**

**Job purpose**

Reports to the Head of Production, the Factory Manager will be responsible for ensuring production and delivery of products specific to the New KCC factory to meet sales requirement through effective planning and management of the factory resources for efficient production and smooth processes.

**Key responsibilities**

- Overseeing the administrative and technical aspects of the different sections in the factory.
- Allocating duties and instructing the supervisors in the various sections.
- Reviewing, approving, and advising on internal reports from the various sections.
- Approving all accounting and internal control documentation.
- Advising the Head of Production on key issues that impact the production function in the specific factory.
- Assessing and appraising the performance of factory management staff.
- Preparing the factory budget for management.
- Ensuring production targets specific to the factory are achieved.
- Ensuring production controls on raw materials, packaging materials and utilities.
- Acting as NKCC's representative in charge of affairs within the defined region of operation.
- *Any other duties as assigned by immediate supervisor.*

**Person Specifications**

- A minimum period of ten (10) years relevant work experience and at least four (4) years in a supervisory role in comparable and relevant position.
- Bachelor's degree in any of the following disciplines: - Food Science and technology, Dairy technology, or equivalent qualifications from a recognized institution.
- Master's degree in any of the following disciplines: - Management, Business Management or equivalent qualification from recognized institution is an added advantage.
- Proficiency in computer applications.
- Demonstrated results in work performance.
- Good communication skills.