

JOB ADVERTISEMENTS

Email: recruitments@koraracareers.com

Korara Highlands Tea Factory Ltd has established a new modern tea factory at **Kisiara** location, Bureti Sub-County (**Bureti Constituency**) in **Kericho County**, which will manufacture and produce high quality black CTC tea for export and retail markets. Our objective is to manufacture high quality tea through investment in modern state-of-the-art tea production systems as well as ensuring that the factory operates efficiently with increased production capacity. The Company is seeking to recruit highly and self-motivated and result- driven individuals with exceptional qualities to fill the following open vacancies:

1. Factory Manager
2. Outgrower Services Manager
3. Outgrower Assistant
4. Finance Manager
5. Human Resource Assistant
6. Sales & Marketing Manager
7. IT Assistant
8. Production Shift Assistant
9. Electrical Team Leader
10. Mechanical Team Leader
11. Fire wood Team Leader
12. Head / Chief Administration Clerk
13. Payroll clerk
14. Stores Clerk
15. Green Leaf Clerks
16. Leaf Count Clerk
17. Weighbridge Clerk
18. Green Leaf Reception and Withering Team Leader
19. CTC Operator
20. Fermenting Operator
21. Dryer Operator
22. Sorting Team Leader
23. Packing and Dispatch Team Leader
24. Quality Assurance Clerk
25. Boiler Operator
26. Factory Shift Technician
27. Turner/CTC Sharpener
28. Lathe Machine Operator
29. Water Pump Attendant
30. Plumber
31. Security Team Leader

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NOTE TO ASPIRING INTERESTED APPLICANTS

- a) Interested applicants who meet the minimum requirements for these vacancies to send their applications, detailed CV, academic and professional certificates directly to the factory through email: recruitments@koraracareers.com
- b) All applications to be received on or before Monday 24th September 2019. Only shortlisted applicants will be contacted by 30th September 2019 for interviews.
- c) Any form of canvassing or coercion will lead to automatic disqualification.
- d) The company does NOT demand any payments to receive and/or process any job applications.
- e) Korara Highlands Tea Factory is an equal opportunity Employer.

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1. FACTORY MANAGER**Duties and Responsibilities**

1. Manufacture of tea and ensure timely production of high quality tea.
2. Plan daily, weekly, monthly and annual production schedules and oversee the implementation.
3. Oversee all materials movement; from procurement of raw material and operational processes to finished goods transportation, warehousing and shipment.
4. Coordinate, set up and implement standard operating procedure for all factory operation.
5. Plan, allocate, co-ordinate and supervise factory management staff and other employees in the factory operations from green leaf, withering, Cutting, fermentation, Drier, sorting, packing and dispatch, boiler and firewood operations.
6. In charge of factory engineering requirement and maintenance of utility services
7. Implement all company policies and procedures in the factory.
8. Implement all Safety Health, Environment and Quality (SHEQ) requirements.
9. Support installation of new processes and machinery and any machinery modification.
10. Prepare annual factory budgets and capital expenditure proposals for inclusion in the budgetary process and ensures the factory's annual revenue budget and expenditure controls are in place.
11. Accountable for the custody of all the Company assets in the Factory.
12. In charge of dispatching and documenting all products and assets leaving the factory.
13. Periodically appraise, train and develop all factory employees on tea processing and manage Industrial Relations in the factory
14. Supports the development and review of the manufacturing strategies.
15. Deliver the business targets aligned to the Company Strategy into Action.
16. Responsible for the implementation of Manufacturing Excellence in the factory.
17. Make periodical management reports on all the operations of the factory.

Required Qualifications and Experience

- Graduate in Food Science, Production Technology, Agricultural, Mechanical, Electrical Engineering or Agricultural Sciences, Chemistry/Bio-Chemistry
- Masters degree will be an advantage
- 4 Years' experience in tea operations including tea manufacture, factory building / projects work exposure.
- Good knowledge of ISO 22000-2005, Implementation of Rainforest Alliance principles and Good manufacturing Practices.
- Computer literate, Good communication skills, report writing and presentation skills
- Good leadership and management skills

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2. OUTGROWER SERVICES MANAGER**Roles and Responsibilities**

1. Develop, review and implement green leaf supply policies and post harvesting guidelines.
2. Provide leadership to the Out growers team that comprise Field Coordinators, Extension staff, Clerks and green leaf transport teams.
3. Oversee the recruitment of tea growers in all the catchment areas and ensure all details are correctly captured.
4. Periodically propose review of green leaf buying prices taking into consideration prevailing auction prices, industry wide price trends and supply volumes in the catchment
5. Ensure that green leaf bought from the field arrive at the factory in the required condition and quality.
6. Ensure that the farmers' register is up to date with all details as per Tea Directorate and Rainforest Alliance requirements.
7. Train farmers on appropriate, sustainable and affordable farming methods.
8. Prepare all Outgrowers for Rainforest Alliance (RA) certification.
9. Implement all company policies and procedures in the field operations.
10. Implement all Safety Health, Environment and Quality (SHEQ) requirements.
11. Prepare annual outgrower's budgets and capital expenditure proposals for inclusion in the budgetary process and ensures the outgrower's annual revenue budget and expenditure controls are in place.
12. Deliver from the field department the business targets aligned to the Company Strategy.
13. Accountable for the custody of all the Company assets in the field/Outgrower section.
14. Periodically appraise, train and develop all field employees on green leaf buying and handling and manage Industrial Relations in the field.
15. Implement all company policies and procedures in the field
18. Accountable for the custody of all the Company assets in the Field.
19. Make periodical management reports on all outgrower's operations.

Required Qualifications and Experience

- Degree/graduate or Diploma in Agriculture or a related field
- Masters degree will be an advantage
- Minimum of 5 years post qualification experience, 3 of which must be in the provision of extension services to tea farmers
- Knowledge in ethical certification and standards
- Experience in tea fields agronomy and management
- Good communication skills, report writing and presentation skills
- Good leadership and management skills

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3. OUTGROWER ASSISTANT

Roles and Responsibilities

1. Train and register tea farmers within the agreed catchment area
2. Manage green leaf transportation to the factory.
3. Liaises with green leaf suppliers to ensure safety of the product and for the people in the vehicle in adherence to transport guidelines.
4. Register tea farmers and ensure compliance with the Crops Act and other legal regulations.
5. Develop routes and tea buying centres, organize tea transport, undertakes extension and training services and regular general meetings with the farmers.
6. Train and retain high and responsive clerical staff with knowledge on digital weighment systems and ability to handle disputes and promote reconciliations.
7. In charge of the outgrowers' field health and safety committee and the implementation of the health and safety policy.
8. In charge of certification of tea farmers and the factory by all the ethical bodies.
9. Propose respective field operations annual budget estimates for inclusion in the budgetary process.
10. Make periodical reports to the management on all the field operations.

Required Qualifications and Experience

- Degree/graduate or Diploma in Agriculture or a related field
- Minimum of 4 years post qualification experience, 2 of which must be in the provision of extension services to tea farmers
- Knowledge in ethical certification and standards
- Experience in tea fields agronomy
- Training skills
- Good leadership and management skills
- Good communication skills

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4. FINANCE MANAGER**Roles and Responsibilities**

1. Develop, review and implement financial policies that include among others financial reporting, financial management, accounts receivable management, accounts payable, fixed assets management, etc
2. Develop and implement a financial strategy in line with generally accepted principles, international accounting standards, and legal framework in place from time to time.
3. Provide effective leadership to the finance team and develop the teams to achieve appropriate financial management skills. Trains and develops all staff on finance and manage Industrial Relations in finance dept
4. Analyse financial statement of the company and give sound advice to the management as per the requirement.
5. Maintenance of accounting and preparation of management accounts e.g. (Cash flow, Income statement, and Balance sheet).
6. Provides updates on the Supplier Balances and payments.
7. Salaries-farmers/Employees' payments and follow ups thereafter.
8. Computation of factory COP and recommending ways of cutting cost.
9. Prepare business budgets/forecasting and Capital Expenditure Proposals, ensures that the business annual revenue budget & expenditure controls against approved budget are in place.
10. Computation of Boiler efficiency.
11. Validate, updating and filing statutory returns and ensure tax compliance on all statutory obligations (VAT, PAYE, income Tax, NHIF, NSSF etc)
12. Made Tea-Updates on Auctions and Retail Made Tea
13. Supervise the staff within the Accounts Section of the Company;
14. In charge of the proper keeping of books of accounts and monthly financial statements;
15. Provide financial projections to enable/advise the board to effectively conduct its business;
16. Generate the yearly budget estimates and ensure that the budgetary allocations are adhered to.
17. Develop and manage an efficient filing system at the various company offices;
18. Ensure that proper books of accounts are kept at all times;
19. Participate in annual stock counts
20. Petty cash payment posting and reconciliation
21. Make periodical management reports on finance and accounts;
22. Provide support to internal and external auditors as and when required;
23. Maintain an accurate register of all the company assets at all times;
24. Continuously carry business risk assessment and propose to Board appropriate mitigation measures (i.e. insurance, audits, governance etc) to mitigate risks
25. Appraise the accounts section staff periodically.

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Required Qualifications and Experience

- Degree/graduate in finance or accounting
- Certified Public Accountant (CPA-K) or its equivalent
- Masters degree will be an advantage
- Minimum of 10+ years post qualification experience, five of which must be head of Finance in a major company or division of a large corporation
- Knowledge in computer applications Especially MS Excel, QuickBooks/Sage, other Accounting Packages and reporting Tools
- Member of professional body

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5. HUMAN RESOURCE ASSISTANT**Roles and Responsibilities**

1. Provide support to recruiting and staffing; maintain human resources staff by recruiting, selecting orienting, training and implementing competitive compensation and benefits system.
2. Devise and implement performance management and improvement systems.
3. Coordinate the organization's employee development through needs assessment, trainings, coaching.
4. Consolidating monthly reports on trainings done, exit interviews and ensure information is shared with the Senior Management Team.
5. Implement employment (policies) and ensure compliance to applicable regulatory requirements'
6. Liaise with Federation of Kenya Employers on employer/employee issues.
7. In charge of policy development and documentation.
8. Prepare and implement HR Policies, procedures and process and develop, review and maintain the Human resources Manuals.
9. Develop and maintain staff establishment and organizational structure in alignment with Corporate Strategic Plan.
10. Employee relations (IR/ER), provide support & advice on disciplinary, grievance and other such matters while keeping updated of the employment and labour laws.
11. Participate in co-ordinate collective bargaining agreements negotiations
12. Represent company in labour disputes.
13. Compile, manage and maintain an annual leave planner and quarterly update as well as manage and update leave records.
14. Prepare and administer employees compensation, benefits and ensure confidentiality
15. Prepare and control HR divisional budget.
16. Provide support to all on employee safety, welfare, wellness and health.
17. Managing staff medical scheme, promote preventive health services etc
18. Overseeing workplace HIV prevention programme
19. Prepare and implement HR strategic plan.
20. Generate periodic HR reports for management decision making.

Required Qualifications and Experience

- Degree or Higher National Diploma or Diploma in Business Management, Human resources or Professional qualification on HR
- Relevant working experience of not less four (4) years in HR Field.
- Computer literacy.
- High integrity, Team working skills.
- Ability to complete assigned task within set deadline.

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6. SALES & MARKETING MANAGER**Roles and Responsibilities**

1. Prepares tea brands and channel blueprints, sales forecasts and sales route plans.
2. Prepares customer category plans for brand / channel specific events, prepares trade material and national promotions and trade fairs.
3. Accountable for full year sales forecast for both local sales and international auction.
4. Defines brand /Channel promotion guidelines and secures implementation.
5. Evaluates / monitors Promotion progress and addresses deviations.
6. Develops Sales plans and budgets to achieve or exceed the annual sales objectives for each area.
7. Monitor and control the sales budget to ensure optimum utilization of resources.
8. Generate sales of tea in the identified areas through a team of salesmen in order to achieve or exceed the annual sales targets.
9. Conduct regular market visits to check route coverage, competitor activity and continuously search for new opportunities in order to increase sales.
10. Provide distributors and customers in the areas identified with information about new or improved tea products and services.
11. Develop and maintain an efficient distribution network to ensure the comprehensive availability of company's products and services across the markets to achieve or exceed the sales targets
12. Establish and ensure that all sales administration procedures are properly implemented to support the sales teams in their efforts to accomplish the sales targets.
13. Co-ordinate and follow up with the stores team leader to ensure that adequate inventory stock of product and packaging material is maintained in order to meet the sales delivery schedules and provide the distributors with superior levels of service and meet the needs of the customer.
14. Liaise with the Marketing team to ensure that adequate marketing support by way of merchandising and promotions is available in order to provide brand visibility and promote sales.
15. Periodically appraise, train and develop all marketing employees on tea sales and marketing
16. Make periodical management reports on all the operations of the factory.

Required Qualifications and Experience

- Degree or Higher National Diploma or Diploma in Business Management, Human resources or Professional qualification on HR
- Relevant working experience of not less four (4) years in HR Field.
- Computer literacy.
- High integrity.
- Team working skills.
- Ability to complete assigned task with set deadline.

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7. INFORMATION TECHNOLOGY (IT) ASSISTANT

Roles and Responsibilities

1. Provide assistance with core business systems to internal and external (Field Clerks) users as appropriate.
2. Provision of coaching and training for end users where necessary.
3. Perform updates and configuration changes to systems as required by users.
4. Configuration of Field Equipment's.
5. Manages farmers data and their confidential information.
6. Train clerks on the use of the systems for Green leaf collection.
7. Assist in managing company computer network and Internet.
8. Actively participate in projects relating to the area of;
 - i. Network implementation,
 - ii. communication setup,
 - iii. system setups and integration
9. Any other IT related task.

Required Qualifications and Experience

- Bachelor's Degree/Diploma in Computer Science/ IT/BBIT/BMIT
- 2 years' working experience in an IT environment, with sound exposure to database- SQLite/MS-SQL Server and network administration.
- A good experience in core IT procedures and operations
- Good knowledge of both Windows and Linux platforms
- Hardware trouble-shooting including Printers and Network Equipment
- Security and Back Up Procedures

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8. PRODUCTION SHIFT ASSISTANT

Duties and Responsibilities

1. To ensure good manufacturing practices during the shift and tastes tea regularly.
2. Execute the daily, weekly, monthly and annual production plans and schedules.
3. Ensures hygienic conditions of both the factory & workers are maintained.
4. Responsible for routine implementation of all company policies and procedures in the factory.
5. Implement all Safety Health, Environment and Quality (SHEQ) requirements in the shift.
6. Supervise factory production employees in the shift from green leaf, withering, Cutting, fermentation, Drier, sorting, packing and dispatch, boiler and firewood operations.
7. Trains and coaches operators and artisans on tea processing.
8. Handles any industrial relation issues in the shift.
9. Periodically appraise, train and develop all production employees on tea processing.
10. Advises the manager in ensuring that the factory's annual revenue budget & expenditure controls are in place.
11. Implements TPM recommendations in the factory during the shift cover.
12. Accountable for the custody of all the Company assets in the factory while on shift.
13. Make periodical management reports on all tea production operations of the factory.

Required Qualifications and Experience

- Graduate or Diploma in Food Science, Production Technology, Agricultural, Mechanical, Electrical Engineering or Bachelor of Science Chemistry.
- 4 Years' experience with the above qualification or more than 15 years production shift experience without the above qualification
- Good knowledge of ISO 22000-2005, Implementation of Rainforest Alliance principles and Good manufacturing Practices.
- Good leadership and management skills
- Good communication skills

9. ELECTRICAL TEAM LEADER

Roles and Responsibilities

1. Manage all the electrical installations, fittings and systems within the factory and ensures that the company machinery (electrical) within the factory are maintained to high standards.
2. Day to day allocation of work, supervision and management of staff within the electrical section.
3. Responsible for all the electrical department equipment, tools and toolboxes.
4. Supervising company Electrical operations and maintenance of the factory motors and systems.
5. Responsible for power house maintenance.
6. Ensure prompt response to reported Electrical issues and breakdowns and immediate approval for and requisition of required spare parts.
7. Ensuring all machine are running to achieve efficient production.
8. Responsible for implementation of all company policies and procedures in the electrical workshop
9. Appraisal, train and develop all staff in the Electrical section of the factory.
10. Head of Health and Safety in Electrical Engineering section.
11. Ensures that all relevant legal & other requirements (electrical) are complied with in the factory
12. Making of the periodical reports to the management on all the Power consumptions, outages, power factor and activities of the Electrical section.

Required Qualifications and Experience

The above position requires the following qualifications and skills: -

- Degree or Higher National Diploma or Diploma in Electrical Engineering.
- Relevant working experience of not less four (4) years in Electrical Field.
- Computer literacy.
- High integrity.
- Team working skills.
- Ability to complete assigned task with set deadline.
- Leading others/Supervisory skill.

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10. MECHANICAL TEAM LEADER**Roles and Responsibilities**

1. Manage all the mechanical installations, fittings and systems within the factory and ensures that the company machinery (mechanical) within the factory are maintained to high standards.
2. Day to day allocation of work, supervision and management of staff within the mechanical section.
3. Responsible for all the mechanical department equipment, tools and toolboxes.
4. Supervising company mechanical operations and maintenance of the factory processing machines.
5. Ensure prompt response to reported mechanical issues and breakdowns and immediate approval for and requisition of required spare parts.
6. Ensuring all machine are running to achieve efficient production.
7. Carries out regular/routine inspections and maintenance of the machinery in the factory.
8. Train & develop all staff in the Workshop and operators on machine operations.
9. Ensures that the Workshop's expenditure controls are in place..
10. Prepare and implement Machinery Maintenance Schedule for the all factory machinery.
11. Maintain Machinery Inventory for the all factory machinery.
12. Ensures that all relevant legal & other requirements (mechanical) are complied with in the factory
13. Supports installation of new processes & machinery.
14. Takes charge of machinery modification and supports the implementation of TPM in the factory.
15. Responsible for the implementation of all company policies and procedures in the Workshop.
16. Takes charge of engineering requirement & maintenance of utility services.
17. Responsible for implementation of all company policies and procedures in the electrical workshop
18. Appraisal, train and develop all staff in the Electrical section of the factory.
19. Head of Health and Safety in mechanical Engineering section.
20. Making of the periodical reports to the management on all maintenance, breakdowns and activities of the mechanical section.

Required Qualifications and Experience

The above position requires the following qualifications and skills: -

- Degree or Higher National Diploma or Diploma in Mechanical Engineering
- Relevant working experience of not less four (4) years in Electrical Field.
- Computer literacy.
- High integrity.
- Team working skills.
- Ability to complete assigned task with set deadline.
- Leading others/Supervisory skill.

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11. FIRE WOOD TEAM LEADER

Duties and Responsibilities

1. Supervise employees working within firewood area.
2. Ensure that all firewood is well received, stacked and coded accordingly as per guidelines.
3. Ensure all the records related to firewood from reception to consumption in the boiler are well recorded and approved at all time.
4. Prepare stacking measurements records for confirmation and payment.
5. Undertake the day to day allocation of work to the staff within the firewood section.
6. Lead the firewood section health and safety committee and ensures proper implementations of the health and safety policy at firewood working place.
7. Undertake periodical appraisals for the firewood section staff.
8. Make periodical reports to the management on all the operations and activities of the firewood section.

Required Qualifications and Experience

- Diploma in General agriculture or any production related field
- Three years' experience in firewood operations
- Good knowledge of safety standards
- Good knowledge of food safety standards

12. HEAD / CHIEF ADMINISTRATION CLERK

Duties and Responsibilities

1. Liaises and co-ordinate different stakeholders i.e. suppliers, visitors to the factory.
2. Analyse all Key performance indicators (KPIs) of the company and present to management as required.
3. Interface with key suppliers and ensuring the Service Level Agreements (SLA) agreements are complied with.
4. Assists in planning and arranging events, including organising catering, accommodation bookings, travels etc
5. Ensures the company compliance certificates and legal standards are in place.
6. Consolidate the made tea-updates on actions and retail made tea.
7. Consolidated the factory in-house employee training system that addresses company training needs including training needs assessment, new employee on boarding or orientation, management development, production cross-training, the measurement of training impact, and training transfers.
8. Ensure full statutory compliance and implement corrective measures.
9. Promote Safety, Health and Environment (SHE) consciousness and ensure compliance to food handler's examination.
10. Manage day-to-day industrial relations issues in the area of work.
11. Co-ordinate all welfare items, procurement and distribution of welfare benefits optimally within budget and cost effectiveness.
12. Consolidate the organizational planning that evaluates company resources including personnel forecasting in the factory.
13. Assist in the distribution acquisition and distribution of PPEs.
14. Prepare all daily, weekly, monthly, quarterly and annual returns for management.

Required Qualifications and Experience

- Bachelor of Science in Business Administration/BA Economics/Human Resource Management or any other related Diploma or degree course
- 4 years' Experience
- Good Knowledge of Labour Laws and policies
- Good interpersonal skills and time management
- A person with high integrity

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13. PAYROLL CLERK

Duties and Responsibilities

1. Compiling accounting records
2. Prepare labour distribution and issue to employees
3. Record daily attendance for purposes of payment processing
4. Preparing payment vouchers
5. Computation of financial or accounting records based on routine or special sources of information
6. Post and process journal entries to ensure all business transactions are recorded.

Required Qualifications and Experience

- Diploma in Accounting/Business Administration/Agricultural Economics/HR or any other related degree or diploma course
- At least CPA 2
- Ability to coordinate tasks to meet deadlines
- 3 years' Experience
- Knowledge in computer application and especially MS suite.

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14. STORES CLERK

Duties and Responsibilities

1. To ensure proper control of stocks in & out of the store
2. Principal custodian of the Stores and all Stock items
3. Prepare spare parts, materials requisitions based on the Internal Order Request
4. Carry out a monthly stock take and send a Stock summary report to the Procurement Officer
5. Liaise with Procurement Officer in all matters concerning requisitions & supply
6. Compile and send defined reports per schedule.
7. Maintain and up to date filing system of administrative paperwork
8. Generate job cards and GRN's
9. Update and maintain Procurement and Stores records

Required Qualifications and Experience

- Diploma in Stores and Procurement/ Purchasing and suppliers management or any related field.
- Registered with Kenya the Institute of Supplies management
- 3 years' Experience
- Knowledge in computer applications

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15. GREEN LEAF CLERKS

Duties and Responsibilities

1. Procure correct green leaf quality from farmers as per guidelines.
2. Register tea farmers and ensure compliance with the Crops Act and other legal regulations.
3. Train farmers on quality of green leaf required I the factory.
4. Liase with the driver to transport green leaf to the factory within the required time.
5. Liaises with green leaf suppliers to ensure safety of the product.
6. Carry out digital weighment of green leaf purchased from the farmers.
7. Handle disputes and promote reconciliations with farmers.
8. In charge of the outgrowers' field health and safety committee and the implementation of the health and safety policy.
9. Follow up compliance to certification by tea farmers on the ethical bodies' requirements.
10. Carry out daily reconciliation of field and factory weights and ensure variance is always within acceptable limits.
11. Make daily,weekly and monthly returns/reports to the management on outgrower operations.

Required Qualifications and Experience

- Form 4.
- 2 years' Experience in clerical duties.
- Knowledge in computer applications, with certificate.
- High level of inergrity

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16. LEAF COUNT CLERK

Duties and Responsibilities

1. Checks if the leaf is properly arranged in the trays, and report to management if not.
2. Checks if the green leaf-transporting vehicle has carried up to its capacity, and report to management if overloaded.
3. Checks if the leaf is packed in the sacks solely for green leaf transportation and report to management if not.
4. Checks if the leaf is free of any contaminants; and report to management if contaminated.
5. Ensures that representative samples are collected before bulking.
6. Carry out leaf counting as per the Standard Operating Procedure and action as per the company Green Leaf Standards Policy.
7. Ensures that sample bulking trays are always clean.
8. Weigh, record and dispose of any waste generated in the waste bins provided.
9. Keep the leaf count office clean at all times.
10. Ensure at all times that no foodstuffs are prepared or consumed in this section as this may be a source of product contamination.
11. Keep upto date records as laid out in the Green Leaf Policy and any other records required by management.
12. Communicate to the management promptly on any issues arising at the section

Required Qualifications and Experience

- Diploma or certificate in Agriculture or any other related field.
- 4 Years' experience as a leaf count clerk.
- A Clear Communicator.
- Good record keeping.

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17. WEIGHBRIDGE CLERK**Duties and Responsibilities**

1. Ensure that all trucks in and out of the Factory are weighed appropriately and report any exceptions to your supervisor immediately.
2. Ensure that the trucks are properly positioned on the weighbridge then receive the loading/delivery documents from the driver in order to verify that they match the physical vehicle on the weighbridge.
3. Retrieve the trucks details in system and take the first weight. On the inbound process, check first that the weight is optimal (compliance with set weight); if the truck is overloaded reject it by denying it entry into the Factory and informing the security officer so that they can ensure that the truck exits.
4. Issue the loading document to the driver on the outbound process and release the vehicle for loading/off-loading.
5. Following trucks loading and proper positioning on the weighbridge, take the second weight if it is within the set tolerance limit. If the truck is under /overweight, print the rejection slip with the reason indicated, Record the case in the exception case report.
6. Following vehicle off-loading and proper positioning on the weighbridge confirm the truck has off-loaded all the material. If for some reason, the truck hasn't off-loaded everything, acknowledge the transaction in the system as a part receipt and take the weight. If the truck has off-loaded all the material, acknowledge the transaction in the system as a full receipt and take the weight.
7. Following second weight, the weighbridge ticket and delivery note/goods issue note will be printed. Issue the relevant copies of the documents to the driver and retain the rest for eventual forward to customer service centre /production clerk and own filing.
8. Prepare daily weighbridge reports and treat all documents/information as confidential
9. Check proper function of the weighbridge, communication and computer equipment and timely replacement of printer cartridges and printing paper to avoid any trucks delays.
10. Ensure proper housekeeping around the weighbridge and especially the gaps between the weighing platform and the foundation for accurate weighing.
11. Ensure that any exceptions are brought to the attention of the management as necessary in order to protect the company's interest.
12. Ensures safety of the vehicles & proper stacking and loading capacity of the green leaf vehicle.

Required Qualifications and Experience

- Diploma in Business Management/Administration or related field.
- Certificate in Computer Skills, with a working knowledge in computer applications
- 3 years' Experience in Weigh bridge operations
- Good knowledge of food safety requirements

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18. GREEN LEAF & WITHERING TEAM LEADER

Duties and Responsibilities

1. Allocate work on day to day basis and supervise staff at the withering and Green leaf Reception
2. section;
3. Ensure that prompt and timely offloading of delivered green leaf;
4. Ensure that all systems within withering section are in good and working condition;
5. Team leader of the withering section health and safety committee and ensures implementation of the health and safety policy as required;
6. Make periodical reports to the management on all the operations and activities of the withering
7. section;
8. He/she ensures reception shall direct the offloading process by deciding where a consignment will be offloaded.
9. Undertake periodical appraisals for the withering section staff.
10. Safety checks of vehicles
11. Security of green leaf during offloading to ensure no damages or overhandling.
12. Good interpersonal skills, quick decision maker and high level of integrity

Required Qualifications and Experience

- Diploma in Food science/Technology/Agriculture or any other related field
- 4 Years' experience in a related environment or as a Reception Team leader
- Good interpersonal skills
- A Clear Communicator
- Remarkable signs of integrity.
- Good record keeping.

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19. CTC OPERATOR**Duties and Responsibilities**

1. Ensure consistent feeding of leaf to the rotorvanes and CTC machines so as to achieve the desired standard of cut, and the targeted cutting rate.
2. Ensure that the rotorvane runs smoothly without making unusual noise and that the setting gives a maximum squeeze evidenced by a juicy drip at the discharge end.
3. Maintain cleanliness at all times and control dhool spillage.
4. Weigh, record and dispose of any waste generated in the waste bins provided.
5. Ensure that all moving machinery parts are well guarded before starting up the machines.
6. Make sure that the daily wash down and weekly chemical cleaning are thoroughly done, and the correct dilution rates used.
7. Ensure that magnets are checked, cleaned and their efficiency tested as per procedure before commencing manufacture.
8. Make use of the provided protective clothing and personal protective equipment while at work.
9. Follow all company health and safety regulations to completely eliminate lost time accidents in your section.
10. Check for any oil leakage on the gearbox while ascertaining the motor load. Ensure that this does not contaminate the product.
11. Check that the CTC rollers are well sharpened and have been sufficiently cleaned to remove metal chips and coolant residues before installation.
12. Report any broken glass to management immediately and isolate any contaminated product.
13. Ensure that rollers are properly meshed so that the respective motor ratings are optimized on the true load rather than that indicated by incorrect meshing.
14. Ensure that all documents are updated correctly before approval by management.
15. Monitor all quality and critical control points as identified in the HACCP study.

Required Qualifications and Experience

- Diploma or certificate in engineering/technical area or any other related field
- 4 Years' experience as a CTC operator or Team leader
- A Clear Communicator
- Good record keeping.

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20. FERMENTING OPERATOR

Duties and Responsibilities

1. Monitor dhool fermentation to ensure adherence to the targeted fermenting time so that dhool is not under-or-over-fermented.
2. Maintain the required fermenting air temperatures.
3. Minimize dhool spillage and maintain a high standard of cleanliness at the fermenting area.
4. Weigh, record and dispose of any waste generated in the waste bins provided.
5. Carry out fermenting trials as required under the direction of management.
6. Ensure that daily wash-down and weekly chemical cleaning are thoroughly done and that the correct dilution rates are used.
7. Ensure proper use of the sluice gate during the weekly chemical cleaning, as per the effluent treatment management instructions.
8. Make sure that all workers in fermenting section use the provided protective clothing and personal protective equipment.
9. Promote safe working practices, making sure that all company health and safety regulations are followed to completely eliminate lost time accidents in your section.
10. Ensure that humidifier water is regularly flushed and replenished.
11. Report any broken glass to management immediately and isolate any contaminated product.
12. Ensure that all documents are updated correctly before approval by management.
13. Monitor all quality and critical control points as identified in the HACCP study.
14. Train new employees assigned to the section.
15. Ensure at all times that no foodstuffs are prepared or consumed in this section as this may be a source of product contamination.

Required Qualifications and Experience

- Diploma or certificate in food technology or any other related field
- 4 Years' experience as a fermenting operator or Team leader
- A Clear Communicator
- Good record keeping.

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21. DRYER OPERATOR

Duties and Responsibilities

1. Ensure consistent feeding of dhool to the dryers so as to obtain made tea with required ex-drier temperature and moisture content.
2. Ensure the inlet and outlet temperatures are set and calibrated the required temperatures.
3. Ensure that the operational dryer residence time is always adhered to.
4. Maintain cleanliness and high standards of hygiene during processing; spillage of dhool and made tea must be kept to a minimum and any spills onto the floor must be trapped.
5. Weigh, record and dispose of any waste generated in the waste bins provided.
6. Carry out dryer tests as required by management from time to time.
7. Ensure that daily wash-down and weekly cleaning are thoroughly done.
8. Ensures that all workers in your section use the provided protective clothing and personal protective equipment.
9. Promote safe working practices, making sure that all company health and safety regulations are followed to completely eliminate lost time accidents in your section.
10. Report any broken glass to management immediately and isolate any contaminated product.
11. Train any new employees assigned to the dryer section.
12. Ensure that all documents are updated correctly before approval by management.
13. Monitor quality and critical control points as identified in the HACCP study.
14. Ensure at all times that no foodstuffs are prepared or consumed in this section as this may be a source of product contamination.

Required Qualifications and Experience

- Diploma or certificate in food technology or any other related field
- 4 Years' experience as a fermenting operator or Team leader
- A Clear Communicator
- Good record keeping.

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22. SORTING TEAM LEADER**Duties and Responsibilities**

1. Carry out sorting of made tea to achieve the targeted grade profile for both main grades and secondary grades.
2. Ensure that the tea is sorted evenly; main grades should be free of excessive fibre and achieve the targeted fibre score on the hourly tasting stage.
3. Make the necessary changes with the assistance of the technicians on machinery layout to maximize or minimize production of specific grades, as instructed by management.
4. Always ensure that all weighments of tea are accurate and in case of a faulty scale, report to management immediately.
5. Maintain a neat and accurate record of sorted teas in the sorting book and transfer the figures to the daily manufacturing return at the end of each production shift.
6. Carry out proper segregation of the sorted teas and ensure that each grade is stored at the designated storage point.
7. Ensures that the weighing equipment is checked daily before use.
8. Maintain a high standard of cleanliness and housekeeping at all times, with minimum spillage of made tea, in line with the GMP provisions for dry hygienic area.
9. Ensure that the daily and weekly cleaning are thoroughly done.
10. Weigh, record and dispose of any waste generated in the waste bins provided.
11. Ensures that magnets are checked, cleaned and their efficiency tested as per the Standard Operating Procedures.
12. Ensures all workers in your section use the provided personal protective equipment.
13. Promote safe working practices, making sure that all company health and safety regulations are followed to completely eliminate lost time accidents in your section.
14. Reports any broken glass to the management immediately and isolate any contaminated product.
15. Train any new employees assigned to the sorting section.
16. Ensure that all documents are updated correctly before approval by management.
17. Monitor quality and critical control points as identified in the HACCP study.
18. Ensure at all times that no foodstuffs are prepared or consumed in this section as this may be a source of product contamination and proper use of the hygiene station.

Required Qualifications and Experience

- Diploma or certificate in food technology or any other related field
- 4 Years' experience as a fermenting operator or Team leader
- A Clear Communicator and good record keeping.

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23. TEA PACKING AND DISPATCH TEAM LEADER

Duties and Responsibilities

1. Supervise staff working within the drier, sorting and packing areas;
2. Ensure that all machinery in the drier, sorting and packing area are in good working condition and report any malfunction to the mechanical section;
3. Ensure that tea is packed to the required standards and packing materials are available and are put in good use.
4. Ensure high hygiene standards on the sorting and packing areas;
5. Undertake the day to day allocation of work to the staff within the drier, sorting and packing sections;
6. Team leader of the Packing section health and safety committee and ensures proper implementation of the health and safety policy at the work place;
7. Make periodical reports to the management on all the operations and activities of the drier, sorting and packing section;
8. Undertake periodical appraisals for the Packing section staff
9. Prepare tea packing and dispatch daily, weekly, monthly, quarterly and annual packing and stock returns for management.

Required Qualifications and Experience

- Diploma in Food Science or any related course.
- 4 years in the drier, sorting and packing areas.
- Good knowledge of food safety requirements.
- Good knowledge of different primary and secondary grades.
- Understanding of the Binning process.
- Good record keeping.

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24. QUALITY ASSURANCE CLERK

Duties and Responsibilities

1. In charge of the tea tasting room, arranging of tea samples, preparation of the tea tasting room, cleanliness within the tea tasting area and ensures making regular reports on tasted teas;
2. Allocate work, supervise and manage staff within the Quality Assurance section;
3. Ensure that all systems within Quality Assurance section are in good and working condition;
4. Team leader of the Quality Assurance health and safety committee. Ensures that the health and safety policy is implemented as per requirement.
5. Make periodical reports to the management on the operations of the Quality Assurance section

Required Qualifications and Experience

- Degree or diploma in Food Science/Food Technology or any other related field.
- 3 years' Experience in quality assurance.
- Knowledge in computer application.
- High levels of integrity and honesty.
- Team player and good at time management and organisational skills.
- Vibrant and of good interpersonal skills.

25. BOILER OPERATOR

Duties and Responsibilities

1. Operating the steam system equipment as per approved procedures.
2. Reporting malfunction of boilers at all times.
3. Carrying out boiler water treatment as per necessary.
4. Carrying out planned preventive maintenance for the boilers as per procedures.
5. Ensuring that the boilers are safe for use at all times.
6. Recording and keeping boiler operations and maintenance data.
7. Ensuring that the factory maximizes on the use of firewood boiler.
8. Observing and complying with environmental, health and safety measures and regulations
9. Perform routine maintenance of the boiler, engine, piping system and other related appliances in the Factory.
10. Test boiler water chemical balance and bring it to the recommended level so as to avoid corrosion, deposits that may damage it thus affecting operations in the Factory
11. Manipulate valves to control the flow of water and fuel and to increase or decrease steam pressure and heat as required for use in the Factory.
12. Observe operating equipment, meters, and gauges to ensure that operation is in accord with specified instructions to ensure safety of the device and users in the Factory.
13. Prepare boiler daily, weekly, monthly, quarterly and annual firewood and steam consumption returns for management.

Required Qualifications and Experience

- Diploma in Boiler Operation, Advanced Certificate in Boiler Operation, or Craft 1 or other relevant field from a recognized institution.
- At least 4 years working experience as a Boiler Operator.
- Knowledge of relevant professional standards.
- Knowledge of water treatment, electricity, plumbing welding and Computer control.
- Knowledge of Diesel engines and Petrol engine.

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26. FACTORY TECHNICIAN

Duties and Responsibilities

1. Run a maintenance shift work and ensure machinery operate at optimum levels.
2. Capability to perform the following responsibilities;
 - 2.1 Machinery maintenance
 - 2.2 Machinery fitter
 - 2.3 Welding
 - 2.4 Greasing
3. Set up, test, and adjust manufacturing machinery or equipment, using any combination of electrical, electronic, mechanical, hydraulic, pneumatic, or computer technologies.
4. Adhere to all applicable regulations, policies, and procedures for health, safety, and environmental compliance.
5. Monitor activities affecting production, safety, environmental, quality etc.
6. Inspect finished products to locate flaws for quality and adherence to customer specifications.
7. Set up and operate production equipment in accordance with current good manufacturing practices and standard operating procedures.
8. Calibrate or adjust equipment to ensure quality production, using tools such as calipers, micrometers, height gauges, protractors, or ring gauges etc.
9. Calibrate scientific or technical equipment.
10. Troubleshoot problems with equipment, devices, or products.
11. Determine causes of operational problems or failures.
12. Monitor and adjust production processes or equipment for quality and productivity.
13. Prepare detailed work plans and lay out technical work to meet production schedules.
14. Provide advice or training to operators and other technicians.
15. Train operators/personnel on proper operational procedures.
16. Measure and record data associated with operating equipment.
17. Maintain operational records or records systems.
18. Install new equipment.
19. Clean production equipment or work areas and maintain clean work areas.
20. Collect hazardous or non-hazardous waste in correctly labeled barrels or other containers and transfer them to collection areas.
21. Provide production, progress, or changeover reports to shift supervisors.
22. Ensuring safe custody of spares, tools and equipment assigned.
23. Attending to emergency breakdown in and outside central workshop.
24. Observing and complying with environmental, health and safety measures and regulations.

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Required Qualifications and Experience

- Diploma or certificate in mechanical Engineering or any other related field.
- 4 Years' experience as a production technician.
- A good communicator.
- Ability to check for defects and identify and distinguish between various variables.
- Ability to read and carefully follow instructions.
- Excellent attention to detail and good organization.
- Capable of working independently to a production schedule.

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27. TURNER/CTC SHARPENER

Duties and Responsibilities

1. Carry out CTC roller sharpening using the milling and chasing machines.
2. Ensure proper positioning of the roller to be sharpened on the milling or chasing machine using a lifting crane.
3. Effectively sharpen the 'U' profile chaser and 'V' profile chaser correctly.
4. Carry out the first chase effectively on any welded parts on the roller.
5. Select the right angle milling cutter depending on the roller diameter and mount it on the cutter roller shaft.
6. Carry out helical milling while ensuring that the angle of chase is set to achieve a 1:1 (crest: flank) ration.
7. Capability to use the 'U' profile chaser and 'V' profile chaser correctly and make sure that there are no vibrations.
8. Clean the roller after sharpening and place it on a wooden stand to avoid distortion of the newly sharpened teeth.
9. Confirm roller meshing after sharpening the set by placing the set on the meshing machine for inspection to ascertain that the teeth are properly meshing.
10. Weigh, record and dispose of any waste generated in the waste bins provided.

Required Qualifications and Experience

- Diploma or certificate in mechanical Engineering or any other related field.
- 4 Years' experience as a turner/CTC sharpener.
- A Clear Communicator.
- Good record keeping.

28. LATHE MACHINE OPERATOR

Duties and Responsibilities

1. Understands the lathe machine as a tool used to rotate a work piece to perform various operations such as turning, facing, knurling, grooving, boring, counter boring, drilling, reaming, chamfering, parting off, forming, taper turning, threading, undercutting etc., with the help of tools that are applied to the work piece.
2. Understands the various main parts of lathe machine, with knowledge and capability to use it effectively to deliver various works.
3. Capable to use various types of lathe machines to deliver the expected work pieces.
4. Carry out various operations using the lathe machine such as metal working, wood turning, metal spinning, parts reclamation, thermal spraying and glass working.
5. Carrying out trouble shooting, inspections and repair of various machine components.
6. Verifying quality and quantity of spares at central stores.
7. Carrying out comparative estimate cost of repairs and maintenance.
8. Ensuring safe custody of spares, tools and equipment assigned.
9. Keeping repair costs and analysis as required.
10. Attending to emergency breakdown outside central workshop.
11. Observing and complying with environmental, health and safety measures and regulations.

Required Qualifications and Experience

- Diploma or certificate in mechanical Engineering or any other related field.
- 4 Years' experience as a lathe turner.
- A Clear Communicator.
- Good record keeping.

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29. WATER PUMP ATTENDANT

Duties and Responsibilities

1. Checks and ensure that Centrifugal Pump is working properly.
2. Checks the presence of water in the first treatment stage tanks as follows:
 - If receiving water ensure the presence of Sulphate and Soda Ash in the dosing sieves
 - If already filled check for the right duration for proper solid sedimentation
3. Ensures tanks are clean in the first stage treatment before every filling and treatment.
4. Ensures that the filters are regularly cleaned by reverse flushing once every week
5. Cleans the chlorination unit once every week.
6. Ensures that the sucking tank is full always to avoid damaging the air lagging of the Grundfoss pump.
7. Always bleed the pump before running it.
8. Ensures that there are no leakages along the pipes and that the water is reaching the supplying tanks.
9. Ensures that the pump house is always kept clean and its surrounding.
10. Report any defects of the machine immediately to management.
11. Check and record water meter readings every morning and present for management checking.

Required Qualifications and Experience

- Diploma or certificate in mechanical Engineering or any other related field.
- 4 Years' experience as a turner/CTC sharpener.
- A Clear Communicator.
- Good record keeping.

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30. PLUMBER

Duties and Responsibilities

1. Carrying out trouble shooting, inspections and repair of pumps.
2. Carrying out construction of pipelines and water equipments.
3. Carrying out repair and maintenance of pipelines and pipe fittings.
4. Verifying quality and quantity of spares at central stores.
5. Carrying out comparative estimate cost of repairs and maintenance.
6. Ensuring safe custody of spares, tools and equipment assigned.
7. Keeping repair costs and analysis as required.
8. Attending to emergency breakdown outside central workshop.
9. Observing and complying with environmental, health and safety measures and regulations.

Required Qualifications and Experience

- Diploma or certificate in mechanical Engineering or any other related field.
- 4 Years' experience as a plumber.
- A Clear Communicator.
- Good record keeping.

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31. SECURITY TEAM LEADER

Duties and Responsibilities

1. Ensure Safe keeping of company property
2. Allocate and supervise security staff on assignments.
3. implement company required standards on all the company gates
4. Undertake patrols within the company perimeter fences to ensure safety of company property;
5. Report any security threat or incidence that come to your knowledge;
6. Record keeping of all security books i.e. Attendance and Occurrence Book;
7. Investigate and file report on any incidents within the company;
8. Safety checks of all vehicles & visitors to & from the factory.
9. Prepare weekly and monthly reports on security matters.

Required Qualifications and Experience

- Form 4.
- 3 years' Experience in security.
- Preferably NYS training.
- KPR experience will be an added advantage.
- Knowledge in computer applications.