



1. JOB TITLE: Supply Chain Finance Business Partner

Job ID: R-57498

Category: Finance

Location: Mufindi, Iringa

Purpose of Role

To provide expert Finance and accounting business support to operations managers to help them plan and monitor the financial performance of their business units to achieve their business objectives.

Accountabilities

- Do business partnering with Operations Managers and Department Heads by offering accounts support.
- Compute supply chain savings eg from automated operations, projects, cost savings initiatives, reduction of business waste, etc
- Prepare and cascade Unit profitability report by 10th of every month.
- Review standard and actual costs for inaccuracies.
- Check internal controls for units and conduct spot checks to ensure compliance with controls in place.
- Ensure monthly accounts discussions are held with units and a report is submitted to the Finance Manager by 15th every month. Follow up is made on identified issues.
- Review provisions and accruals before posting into the ledger and ensure monthly reconciliations are done.
- Ensure allocation of costs journals for Management accounts purposes.
- Identify and recommend cost-effective solutions.

- Ensure all Monthly journals and returns from units and departments are received and posted into the ledger correctly and as per the checklist.
- Train finance clerk on accounting policy manual on various accounting treatments which are done monthly.
- Provide information and explanations for internal and external auditors.
- Conduct stock taking exercise twice a year and resolve the variances timely.
- Monthly commentaries as per allocated department and ensure the movement is well explained and do make sense.
- Set targets for direct reports.
- Verify and approve online payment as per guideline.
- Perform any other duty assigned by the Finance Manager.

Qualifications & Experience Required

- Bachelor of degree in Accounting
- 3 to 5 years' experience in Accounting specifically in cost accounting.
- Experience in people management
- Good written and spoken communication skills.
- Outstanding interpersonal relationship building,
- Employee coaching and development skills.
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Leadership Behavior

Should meet expectations of the **ekaterra CHOICE Values** relevant to this work level.

APPLY THROUGH THE LINK BELOW:

<https://careers.unilever.com/job/mufindi/supply-chain-finance-business-partner/34155/44608378496>

2. JOB TITLE: Assistant Medical Officer

Job ID: R-57504

Category: Supply Chain

Location: Mufindi, Iringa

Purpose of the Role

To supervise and provide high quality medical care and support to the Medical department and eKaterra Tea Tanzania Limited (eTTL)

Main Accountabilities

- Advising CMO on planning of future policies of the Medical and occupational department, concerning development, treatment schedules, OPD, Administration, Reproductive and Child Health, Dispensaries/Health Centres and Occupational Health (Prevention).
- Diagnosis and treatment of patients, according to the guidelines in the Medical and occupational health department including performing minor and major surgeries.
- Take care in diagnosis and treatment of patients at CTC and provide medical care as per national guidelines.
- Coordinate home based care (HBC), orphans and vulnerable children in our catchment area.
- Supervision of out patient Department, Dispensaries and Health Centres, TB/Leprosy department.
- Take part in financial administration of Medical Department including hospital fees, referral claims, medical staff/sub staff pay rolls and dependant card system.
- Take part in care and maintenance of all company assets in the Medical Department & hygiene hospital employee's premises through monthly inspections.
- Evaluate and appraise performance of Clinical Officers, Clinical Assistants and Dispensary Assistant.

- Maintain the Good image of ekaterra internally, externally and to the general public by supervision of cooperate social responsibility projects like the care and treatment clinic, male circumcision clinic and home based care.
- Supervise implementation of SHEQ & other ekaterra Policies in the Department.
- Supervise pharmacy and dispensaries to ensure balanced drug stocks.
- Regular supervisory visits to dispensaries and health centre to maintain and standardize quality medical services
- Selection, training and development of all medical staff, including medical personnel in the Estates/Factories
- General management of the hospital and dispensaries
- Implementation of company defined polices ,procedures ,programs and systems allowing the unit/Department to meet the company commitment on Occupational Health , Safety environment care and consumer safety
- Proactive identification of hazards or environmental aspects and putting in place effective safeguards aiming at eliminating/reduction of accidents or incidents

Relevant Experience

- Advanced diploma in Clinical Medicine
- 2 to 3 years experience in medical profession

Key Skills

- Experience in people management
- Hospital management skills
- Medical practitioner
- Sourcing medical equipment, drugs and materials.

- Quality assurance
- Assets investment and care.

Leadership Behaviours/Competencies

- Growth Mindset
- Accountability And Responsibility
- Building Talent And Teams
- Consumer And Customer Focus
- Bias For Action

APPLY THROUGH THE LINK BELOW:

<https://careers.unilever.com/job/mufindi/assistant-medical-officer/34155/44608378752>

3. JOB TITLE: Safety, Health and Environmental (SHE) Officer - Tanzania

Job ID: R-57510

Category: Supply Chain

Location: Mufindi, Iringa

Purpose of Role

The SHE Officer support the development, maintenance, implementation and monitoring of Safety Health and Environmental Systems for ekaterra Tea Tanzania within the unit. The SHE Officer will collaboratively deliver this strategy through

simple, effective and scalable systems to proactively mitigate risk and improve our preparedness to keep our staff safe and healthy. S/he will also be responsible for contributing to the response to any situations that do arise, such as staff injury in the field, factory or offices or liaising with local authorities in the aftermath of safety incidents.

Accountabilities

- Hold regular (weekly) check-ins with Global SHE to discuss findings and determine necessary safety communications strategy.
- May be required to provide after-hours support on an ad-hoc basis to staff involved in safety incidents.
- Act as a primary or secondary responder to safety incidents involving all staff during office hours, and escalating incident response management to SHE & Site leadership when necessary.
- Complete safety assessment checklists and develop recommended risk mitigation measures with some guidance from both local Global SHE leadership.
- Ensure the implementation of safety and compliance at all office/residence locations
- Provide weekly, monthly, quarterly & annual safety updates to ekaterra Tea Tanzania (eTT) SHE manager and eTT leadership when necessary.
- In coordination with SHE Manager plan the H&S activities, defining the measures required to be implemented on site, in accordance with the legislation, internal policies and OHS Plan.
- Verify with local authorities the conformity with the regulations, the mandatory licenses and reports. • Verify the existence and validity of the mandatory H&S documentation of the Subcontractors and all the workers on site.
- Promote the Health and Safety culture among all the workers, disseminating awareness campaigns, making Induction Trainings, Tool-box-Trainings and Emergency Drill Exercises.

- Distribute and/or verify the use of the appropriate Personal Protective Equipment and their condition.
- Perform internal H&S inspections and audits, collecting evidence and reporting incidents and nonconformities, searching for continuous improvements of the processes.
- Collect and report periodically the data needed for the H&S KPIs calculations and monitoring.
- Provide First-aid assistance in case of accidents
- Take the necessary measures to maintain the cleanliness and hygiene on the site, preventing and taking care of any possible illness situation affecting eTT employees.
- Participate in emergency and fire-fighting teams in accordance with the specific plans.

Qualifications & Experience Required

- Graduate in Food Science, Production Technology, Agricultural, Mechanical, Electrical Engineering, BSc Chemistry, Environmental Science, Resource Management, Agriculture or General Science
- Certificate in Safety Management
- NEBOSH Certificate
- 3 years relevant experience.
- Ability to build teams and collaborate with colleagues from diverse backgrounds.
- Experience in a role that requires action as a first responder to safety incidents.
- Bachelor's degree in related fields

- 2 to 5 years of working experience in a relevant role preferable on construction projects (preferably in the energy sector), FMCG, Mining industry
- OHS specific trainings, as H&S Techniques, First-aid, Firefighting, SHE reps, NOSC I and NOSCH II
- Knowledge of Occupational Health and Safety Management System – ISO 45001
- Fluent in English and Swahili
- Used to work with international, multi-cultural teams.
- Good communication skills
- Resilient under stressful conditions and adverse environmental
- Creative problem solving for critical projects/ on site crisis situations.
- Very good planning skills
- Appropriate experience in applying legislation and policies related to Occupational Health and Safety, Healthcare Waste Management and Environmental Health.

APPLY THROUGH THE LINK BELOW:

<https://careers.unilever.com/job/mufindi/safety-health-and-environmental-she-officer-tanzania/34155/44608378784>

4. JOB TITLE: Workshop Supervisor

Job ID: R-57549

Category: Supply Chain

Location: Mufindi, Iringa

Purpose of Role

The Factory Workshop Supervisor/Planning Engineer is responsible for management of the Factory workshops (Mechanical and Electrical), productivity improvement & ensure high standards of machinery maintenance in the factory are achieved.

Accountabilities

- Should develop daily machine checklist and also ensure all machines have been inspected according to the checklist, do proper planning for all observed faults
- Should identify artisan skills and knowledge gap. Identify and organize inhouse and outsourced training for Factory Artisans
- Ensures that the Workshop's expenditure controls are in place
- Prepare and implement Machinery Maintenance Schedule for the all-factory machinery and utilities
- Maintain Inventory and asset register for the factory machinery
- Initiate and Control Job request systems by ensure all works must have job request and ensure proper machine history and documentation
- Ensures that all relevant legal & other safety requirements (mechanical) are compiled within the factory
- Supports installation of new processes & machinery.
- Takes charge of machinery modification and supports the implementation of WCM in the factory
- Responsible for the implementation of all company policies and procedures in the Workshop
- Takes charge of engineering requirement & maintenance of utility services.
- Deliver the business targets aligned to the Company Strategy

Continuous Improvement Management

- Should be OEE Champion for Respective factory by ensure all required data are captured and reported daily for discussion and proper recommendations on continuous improvement actions to improve OEE for the Factory
- Should be champion on tracking agreed KPIs to process Supervisors, Senior Artisans and Section team leads so as to improve Factories performance on Safety, Factory availability and Made tea quality
- Support factory managers on Identifying and initiations of factory quick wins project and keep tracking of those projects
- Do coaching to supervisors and team leads to empower their skills

Assets and Stocks

- Updates asset inventories records for the section.
- Maintain Machinery Inventory for the factories
- Prepares and avail machinery and equipment for statutory inspection and calibration for legal compliance and safety integrity.
- Maintain and take responsibility for the workshop tools register.
- Monitor and validate factory related stock (Spares) movements in conjunction with the store clerk and factory management.
- Responsible for the utilization of assets in the factory.
- Flag up redundant/obsolete assets to manager for disposal.
- Ensure the day-to-day operation and smooth delivery of service machinery in the factory
- Monitor machinery key performance indicators for efficient operation; generate periodic reports.

Finance, logistics and supplies

- Requisitions and verifies quality of spares and materials ordered for factory as per technical specification.
- Submits inputs into annual revenue & capital budgets.
- Provides technical specifications for the procurement of all stock e.g., spare parts.
- Carries out cost management in the factory workshop and ensures effective controls.
- Provide input into the monthly accounts review and implements agreed actions.
- Implement an effective procurement tracking system in the garage.

People

- Track and report daily artisan productivity in the factory, and take necessary actions for low performers while should motivate high performers
- To train & develop all staff and ensure good industrial relations in factory workshop
- Plans, allocates, and supervises all activities for maintenance teams.
- Train & develop all personnel in the Workshop and production operators on process equipment management and safe operating procedures.
- Handles employee industrial relations and maintains discipline in the workshop in conjunction with the line manager.
- Implements employee establishment in the workshop.
- Implement agreed welfare programmes and attend planned meetings ensuring completion of agreed actions.
- Responsible for the works team and ensures that agreed work plan targets and standards are implemented.

- Provide input and participate in the modular training of factory employees.

Projects

- Carries out the implementation of WCM in the Factory
- Carries out implementation of projects, in liaison with the line manager and engineering
- Keep abreast with all new technology covering tea making, maintenance, and energy usage and make proposals for implementation where appropriate.
- Participate in factory trials and implement actions.
- Implementation and follow up on improvement ideas on the shop floor.

Safety, Health, Environment, RA

- Authorizes issues and closes permits to work certificates in line with company policies for tasks related to the garage.
- Implements standard operating procedures and specific work instructions and proposes reviews.
- Implement service equipment guarding to meet Ekaterra standards.
- Coordinate implementation of safe operating procedures and specific work instructions and ensure compliance and collate proposals for reviews for the service equipment
- Maintains the workshop personnel reward/disciplinary and safety data in liaison with the factory manager.
- Should capture and prepare report on EPR for daily, weekly, and monthly. Should work close with factory manager to ensure all actions to ensure targets on EPR are achieved by establishing proper strategies to control the parameters

- Should work with factory managers and SHE Representatives to ensure proper risk assessment is done regularly and all observations/findings are captured, and action plan developed and tracked for Factories

Qualifications & Experience Required

- Degree in Mechanical Engineering
- 4 Years' experience.
- Manufacturing Performance Management
- Quality Assurance
- Responsible Care
- Human Factors – technical and human capabilities
- Manpower training, management, and assessment
- WCM Implementation and Tools
- Factory Maintenance and Operations
- Modern and Efficient Energy Technics
- Project Management
- Energy Management

Leadership Behavior

Should meet expectations on the **ekaterra Choice Values** relevant to the work level.

APPLY THROUGH THE LINK BELOW:

<https://careers.unilever.com/job/mufindi/workshop-supervisor/34155/44636505632>

5. JOB TITLE: Assistant Factory Manager

Job ID: R-57551

Category: Supply Chain

Location: Mufindi, Iringa

PURPOSE OF THE ROLE

To ensure the factory produces tea of appropriate quality at a minimum cost in a safe manner.

MAIN ACCOUNTABILITIES

- Maintain 100% of effectiveness and efficiency of all related factory production through operational leadership, and use of appropriate technology to produce consistently the right quality in the right amount.
- Directly responsible for operations, maintenance and efficiency of machinery, transports, buildings, and surroundings.

Administrative and Communications

- Should prepare factory budget in line with the Factory Manager and Responsible for expenditure monitoring and controls
- To improve manufacturing activities by translating business, customer requirements into system that assure, measure and control manufacturing performance.
- To determine and optimize the asset base and its utilization to fulfill the business plan and provide customers satisfactions through new technological developments, improvements, and supplier management.
- To implement policies, quality systems and standards, to allow the company to meet its commitment to product safety for customers,

operation safety for employees, community, and environment to minimize the cost of non-conformance.

- To develop and achieve synergy between technical and human capabilities to maximize manufacturing performances by maintaining discipline, welfare, and morale of workers, issuing instructions and training of management staff.
- To develop manufacturing systems, processes and opportunity for effective product, process, and pack innovation through the application of scenario-planning, designing for manufacture and process development
- Responsible for efficient use of resources and maintenance of all plants and machinery within the factory i.e., boiler, buildings, transport, wood fuel and water, all the time.
- Work with Human Resources staff to recruit, interview, select, hire, and employ an appropriate number of employees.
- Provide oversight and direction to the employees in the operating unit in accordance with the organization's policies and procedures.
- Coach, mentor and develop staff, including overseeing new employee onboarding and providing career development planning and opportunities.
- Empower employees to take responsibility for their jobs and goals. Delegate responsibility and expect accountability and regular feedback.
- Foster a spirit of teamwork and unity among department members that allows for disagreement over ideas, conflict and expeditious conflict resolution, and the appreciation of diversity as well as cohesiveness, supportiveness, and working effectively together to enable each employee and the department to succeed.
- Consciously create a workplace culture that is consistent with the overall organizations and that emphasizes the identified mission, vision, and values of the organization.

- Lead employees/direct reports using a performance management and development process that provides an overall context and framework to encourage employee contribution and includes goal setting, feedback, and performance development planning.
- Lead employees to meet the organization's expectations for productivity, quality, and goal accomplishment.
- Provide effective performance feedback through employee recognition, rewards, and disciplinary action, with the assistance of Human Resources, when necessary.
- Maintain employee work schedules including assignments, job rotation, training, vacations, and paid time off, telecommuting and cover for absenteeism.
- Maintain transparent communication. Appropriately communicate organization information through department meetings, one-on-one meetings, and appropriate email, IM, and regular interpersonal communication.
- Review performance data that includes financial, activity reports and spreadsheets, to monitor and measure departmental productivity, goal achievement, and overall effectiveness.
- Manage the preparation and maintenance of reports necessary to carry out the functions of the department/estate. Prepares periodic reports for management, as necessary or requested, to track strategic goal accomplishment.
- Communicate regularly with managers, general managers, directors, and other designated contacts within the organization.
- Should ensure proper factory stores management by making sure all controls are in place and also only required and approved items should be in stock.

- Interfaces with many roles e.g. Other factories, Engineering, Estates, Medical, SHE & Security, HR, IT, Unions, Customers Development, Planning QA/WCM;
- Continuously improve the performance of production units and assets, through operator leadership, application of WCM, effective assets care and use of appropriate technology to produce consistently the right quality (TANO BORA) in the right amounts.
- Should work closely with welfare team to ensure proper employees house maintenance and ensure clean surroundings.
- Perform other duties and responsibilities, as may be assigned.

Safety, Health, Environment & Quality

- Implement Safety, Health, Environmental and Quality management systems as per company policies and legislation.
- Authorizes permits to work certificates in line with company policies
- Prepares standard operating procedures and specific work instructions for new projects and processes, and proposes reviews
- Writes up Standard Operating Procedures and safe operating procedures for developed innovation processes and machinery.
- Responsible for environmental protection, health, and safety aspects during implementation of projects
- Responsible for risk assessment, including hazard and operability (HAZOP) studies, for the health and safety of both company staff; contractors and the wider community.
- Carry out task risks assessments and where necessary to enlist more experienced or even external professional help for this.
- Ensuring/establishing safe systems of work and ensuring that all employees and contracted personnel adhere to them

- Ensuring that all aspects of an operation or process meet specified health, safety and environment Ekaterra standards and legal requirements
- Ensuring that all Health and Safety considerations have been considered.
- Overseeing the security at all sites (active and inactive) in coordination with the Security Manager.
- Inspecting and reviewing projects to monitor compliance with building safety codes, and other regulations.
- Should closely monitor the SHE Clerk in compiling data and putting-up regular SHE reports (OHS, EPR etc)

QUALIFICATIONS

- A degree in Engineering (Mechanical or Production) or A degree in food Science and Technology. Food processing experience will be an added advantage
- 2 – 3 Years' experience, intensive knowledge of food processing - preferably Tea processing.

OTHER REQUIREMENTS

Key professional skills.

- Manufacturing performance and management
- WCM and continuous production improvement
- Providing shop floor leadership
- Developing and Delivering factory responsiveness e.g. synchronous production
- Optimizing facility configuration and work systems, reliability, downtime, and maintenance management

- Asset investment, care, and quality assurance
- Influencing and implementing innovation
- Responsible care and creating effective work environment
- Responsible for efficient Energy Management

Key Competencies

- Organizational awareness/Strategic influencing
- Intellectual power to determine direction and market orientation

General knowledge of various employment laws and practices and employee relations.

- Evidence of the ability to practice a high level of confidentiality.
- Excellent organizational Management skills.

APPLY THROUGH THE LINK BELOW:

<https://careers.unilever.com/job/mufindi/assistant-factory-manager/34155/44636505776>