



## 1. JOB TITLE: **Assistant Field Manager-1**

Job ID: R-41165

Category: Supply Chain

Location: Mufindi, Iringa

### **Main Purpose of The Job**

The Assistant Field Manager supports leadership with the management of staff and day-to-day operations for the assigned area of responsibility. In this role, the individual is accountable to deliver established goals, utilizes good judgment to assess and escalate situations when warranted and utilizes knowledge and skills in the area of expertise while maintaining expected green leaf quality standards. The Assistant Manager must act as a leader by building constructive relationships and by supporting agriculture department leadership in developing, setting, and executing department goals and the strategic plan in accordance with UTT mission statement. Also, he/she is responsible on people's safety, wellbeing, and security.

### **Accountabilities**

#### **HEALTH, SAFETY & ENVIRONMENT**

- Implementation of Company defined policies allowing the Unit/Department to meet Occupational Health, Safety, Environmental care and Consumer safety requirement

- Proactive identifications of hazards or environmental aspects and putting in place effective safeguards aiming at eliminating/reduction of accidents
- Check and Approve SHE returns to include OHS & EPR
- Hold factory SHE site meetings on monthly basis
- Implement all aspect of legal and statutory requirement touching OHS and E
- Take fully responsibilities in ensuring that all third party/contractors are aware and that they follow the given guard line.
- Plan for the emergency drill and draw learning and actions out of it
- Overall responsibility of the management of change MOC (New equipment, new employee, process change, new product/formulation)
- Draw up objectives and target, management programmes review, and document.

## **ESTATE MANAGEMENT**

- Manage Estate Division to the highest agricultural standards and improve productivity through expansion and sustenance of mechanical harvesting operations by having best practices of harvesting and post-harvest handling.
- Plan and oversee day to day operations by supervising hand plucking, harvesting personnel to ensure acceptable standards of green leaf quality is harvested and well-handled to the factory.
- Plan and execute the estate division annual agricultural practice, pruning and fertilizer application.
- Ensure the division administration is managed by providing periodical crop forecast, validation of payroll input/output, payments of employees and the entire financial expenditure is within the budget.
- Manage the estate division industrial/employee relations, conduct disciplinary cases as per the CBA /employment act and company disciplinary procedure. Enhance good co-existence amongst workers and the neighboring community.
- Manage the division infrastructure and conservancy to the required standards; fully embed best practices in Rainforest alliance.
- Ensure safety policy is implemented and all safety training is conducted to all sub-staffs and general labor.
- Ensure all workers are wearing the requires PPEs for the job.

- Deliver the business targets aligned to Business strategy, jobs to be done (JTBD) and enhance performance culture through business transformation.
- Interfaces with many roles e.g., Factories, Finance, HRBP, Unions, Legal, etc.
- Operating and maintaining the site as a fully functioning and productive all year round by wise planning of irrigation time, pruning, fertilizing, weeding practices etc.
- Ensure that the division is always maintained to the highest possible standards and that the company infrastructure and associated accessories are robustly protected and cared for.
- Provide effective management of staff operating within the division function, consisting of headmen/women.
- Managing, distributing, and maintaining the plucking equipment within the division and reordering new ones from the central store whenever necessary.
- Monitor the progression of all tasks within the division ensuring all specifications are met within an agreed time, budget, and quality requirements
- Comply with and help enforce standard policies and procedures within the department relating to sustainability and related tasks
- Review future new tea development field space requirements, develop and implement a management plan
- To carry out any other duty as directed by the line manager in accordance with the level of the post.

## **FINANCE AND CONTRACT MANAGEMENT**

- Responsibility for controlling and managing the production costs, field costs, overhead costs, and total budget; and working with the estate manager in budget setting in future years
- Ensure that cost effective support and maintenance arrangements are put in place and regularly reviewed, using internal resources and external/outsourced contractors where appropriate
- Working with the estate manager and fellow assistants to implement best value utility arrangements and to reduce costs wherever possible.

- Anticipate future developments with the fields, estate infrastructure, plucking accessories in advance, ensuring that adequate planning and budgetary provision is made for maintenance and repair works and that continuity of service is optimized

### **Key Skills**

- Crop Production and Field Operations
- Sourcing – raw materials of agricultural origin
- Plant Breeding – tea nurseries
- Infrastructure Management
- Project Management/Information Technology
- Industrial Relations/Employee Relations

### **Abilities/Qualities**

- Being well-organized and systematic
- Careful, accountable, responsible and punctual
- A team player – personable, caring, helpful, reliable and diplomatic
- Honest and approachable
- Good personal grooming & personal presentation

### **Qualifications**

- Bachelor's degree in agriculture general, horticulture, agronomy, or any equivalent bachelor's degree in science

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## **2. JOB TITLE: [Factory Manager](#)**

**Job ID: R-41168**

**Category:** Supply Chain

**Location:** Mufindi, Iringa

### **Business Context and Main Purpose of The Job**

To Lead a tea Manufacturing Factory in accordance with laid down Company policies and procedures. To ensure the production and packaging of company products, according to the production plan and within company's quality and safety standards. The Factory Manager must be a leader of the entire factory operations, She/He must be able to build constructive relationships and be a supporting resource to the agriculture department leadership in developing, setting and executing department goals and the strategic plan in accordance with UTT mission statement

### **Reporting Structure / Relationships**

The factory/Plant manager is reporting to the General Manager

### **Main Accountabilities**

#### **Production**

- Planning and enforcing factory production schedules.
- Constantly check that all sections of manufacture are operated in line with best quality practice and are in line with the Good Manufacturing Practice.
- Review labour productivity, shift cover and contracting opportunity to achieve cost effectiveness.
- Check, authorize and ensure dispatch of production reports on a regular basis. The reports include weekly and monthly tea returns, firewood issues and stocks.
- Maintain comprehensive and accurate records and apply them to measure performance and identify trends in key performance indicators e.g. water, energy consumption, solid waste, employee roll call records for improvement.)
- Carry out specific projects and tasks.

#### **SAFETY HEALTH AND ENVIRONMENT (SHE)**

- Implement of company defined policies allowing the unit /Department to meet Occupational Health, Safety environment care and consumer safety requirements

- Proactive identification of hazards or environment aspects and putting in place effective safeguards aiming at eliminating /reduction of accidents or incidents.
- Draw up objectives and targets, management programmes, reviews, and document.
- Check and approve SHE returns to include OHS &EPR, accidents return and personnel numbers for the calculation of accident frequency rates.
- Lead the factory accident investigation team to carry out investigations of all accidents in the factory.
- Hold factory SHE committee meetings on quarterly basis and action on the recommendations.
- Implement all aspects of the legal and statutory requirements touching on OHS and E.
- Plan for emergency drills (e.g., fire drills, alarm tests, water pollution).
- Carry out training on SHE for all the unit employees and third parties.
- Take full responsibilities in ensuring that Third party/contractors are aware and that they follow provided Safety guidelines.
- Overall responsibility for the Management of Change (new equipment, new employees, process change, new products/formulation)

## **PERSONNEL: (INDUSTRIAL/EMPLOYEE RELATIONS**

- To develop and achieve the synergy between technical and human capabilities to maximize manufacturing performance by maintaining discipline, welfare and morale of workers, issuing instructions and training of staff
- Implement the Company personnel policies, CBA and labour laws at all times. The New labour laws and the employment act to ensure full compliance.
- In consultation with HR department, plan and fulfil the training needs for all direct reports, graded staff, and unit employees to develop them to meet the present and future needs of the business (SHE, FQA, SOP etc).
- Attend court proceedings on behalf of the company on matters relating to the unit.
- Build and maintain good industrial relations with all stakeholders.

## **MAINTENANCE AND ENGINEERING**

- Develop a factory machinery maintenance plan/schedule and ensure provision of sufficient resources for full implementation.
- Ensure critical machinery spares are stocked at the factory or ordered from Logistics Department.
- Responsibility for implementation of unit engineering projects (timing, Safety, MOC, Contractor Management, Commissioning, validation).
- Food Quality Assurance (FQA)
- Formulate action points for full implementation of the Unilever/UTTL Quality and

## **CONSUMER SAFETY POLICY.**

- Facilitate Implementation of the Unilever Food quality and consumer safety framework standards by conducting food quality and safety risk assessments, hazard Analysis of Critical Control Points (HACCP), inspections, drawing up quality assurance objectives and targets, management programme and reviews including documentation.
- Carry out a food quality and safety made tea traceability as required.

## **ACCOUNTING, CASH, PAYROLL & STOCK CONTROLS**

- Ensure that unit accounts returns are checked and approved for submission to Finance Department as per Returns checklist.
- Responsible for ensuring that unit accounts discussions are done monthly as per agreed timetable with Finance partner. Ensure accounts discussion points are actioned accordingly.
- Budget forecasting in line with the factories operation requirements and manage expenditure accordingly.
- Carry out variance analysis of unit budgets versus actual expenditure and investigate adverse variances and take corrective action.
- Responsible for the unit payroll system. Ensuring that access to the system is well controlled through restricted access rights to various users.

- Check and approve payroll source documents (Daily attendance, muster sheet, labour distribution sheet, overtime sheets) for payment.
- Carry out appropriate verifications of the same documents/inputs with the payroll outputs summaries.
- Ensure unit cash receipts are posted into unit cash book and safely kept in unit cash safe.
- Ensure Petty cash vouchers must be approved in line with the authority given as per the Authority Limits schedule.
- Ensure the unit cashbook is always kept up to date and entries must be made as and when they occur.
- Carry out daily & weekly cash count and ensure that the cash in hand always agree with the balance shown in the cash book
- Ensure security of unit cash at all times and that cash hand overs are properly documented.
- Be in-charge of the factory cash and all related documents (receipts, cash book, Petty cash voucher and cash requisition).
- Ensure that the monthly unit stores journal is verified and approved before sending Responsible for ensuring that all unit stocks are properly accounted for. All stock receipts should be posted into bin card and stock issues are approved and updated promptly
- Ensure weekly & monthly management checks on the unit stocks at the stores i.e., carry out physical count and tie with bin card.
- Ensure an up-to-date record of all non-stock items maintained in the unit stores.
- to Finance for interface.
- Notify finance of any stock losses, damages, obsolescence etc.

### **Abilities/Qualities**

- Product and Process Expertise
- Manufacturing Performance control
- Project Management
- Quality Assurance
- Asset Care and Management



- Supply Chain process and management
- Finance Management
- HR Management and industrial relation

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### **3. JOB TITLE: [Agronomist](#)**

**Job ID:** R-41171

**Category:** Supply Chain

**Location:** Mufindi, Iringa

#### **Purpose of the Role**

To coordinate Agronomic activities in Unilever Tea Tanzania – undertake trialing, support roll out and implementation of good agricultural practices and sustainable and regenerative agriculture initiatives

#### **Key Responsibilities**

##### **Technical**

- Undertake fertilizer calibration and harvesting experiments. Draft design and protocols, undertake trial sites identification and lay out agreed experiments to meet objectives.
- Coordinate the monitoring of crop nutritional status in all production fields and advise on remedial measures
- Evaluate new innovations in agricultural operations – planting, harvesting and general husbandry in line with company productivity improvements for the estates and the outgrowers
- Supervise collection, collation, and analysis of data from the field experiments

- Undertake preparation /drafting of agronomy trial reports
- Responsible for training of field research assistants and data clerks.
- Provide expert knowledge in Agronomy to ETT.
- Seek leadership agreement in adoption of novel cost-effective agricultural technologies
- Support the operations in the implementation of GAP at the divisional level through engagement with divisional managers and field visit.
- Collaborate with the company Tea breeders, the microbiologists, processing Technologists, and company engineers to develop and innovate growing and harvesting technologies.

### **Administrative**

- Collate and present data for the R&D annual budget preparation
- Plan & supervise transport to experimental sites
- Provide technical assistance to estate managers
- Supervise data collection in line with the Unilever sustainable agriculture code of practice/ SA indicators
- Coordinate documentation relevant to agricultural/environmental certification schemes subscribed to by Unilever Tea Kenya.
- Maintain historical records and carry out biannual benchmarking with other competitor plantations.
- Provide data for updating of the GAP manual.
- Provide training to the estate managers on topical agronomic issues

### **Relationships**

- Jointly provide agronomic/plantation management information to the Estate/divisional managers, Outgrower managers, Finance managers, and procurement managers for effective production and cost management.
- Engage with national research institutions in development of new tea growing technologies

- Support provision of quality specifications to procurement team for effective sourcing of farm inputs
- Evaluate and distil value from any research/plantation consultants.
- Liaise with legal for publication and protection of internally developed agronomic technologies.
- Work closely with R&D and field operations teams to understand challenges of green leaf production, interdependencies and potential solutions.

### **Scope**

Undertakes projects within Unilever Tea plantation Tanzania, Mufindi and Njombe Outgrowers network.

### **Challenges**

- Influencing ability to gain commitment of the operations team
- Maintain solid understanding of current agronomic knowledge and trends in agricultural business dynamics
- Handling varied and often conflicting requests from operations

### **Competencies**

- Strong analytical power, statistical acumen, Organizational awareness, influencing ability, and working knowledge on business acumen.
- Good team player and adept at building strong cross-cultural/ cross-functional working relationships.

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## 4. JOB TITLE: **Assistant Production Manager-1**

**Job ID:** R-41173

**Category:** Supply Chain

**Location:** Mufindi, Iringa

### **Business Context and Main Purpose of The Job**

- 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 Unilever 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.

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## **5. JOB TITLE: External Affairs and Communications Manager – UTT**

**Job ID:** R-41185

**Category:** Communications

**Location:** Mufindi, Iringa

### **Purpose of Role**

The role is responsible for developing and implementing a framework of partnerships that aligns the shared objectives of corporate activities, the Unilever sustainable living plan, growth, and reputational issues of UTT with key external stakeholders and opinion formers and internally as an employee engagement contact.

### **Accountabilities**

- Day to day Management of local partners and key stakeholders (Government Agencies, Local Community, Local Police, and other external key opinion formers) for UTT that maximizes our commercial and reputational opportunities.



- Develop and manage relationships with complimentary key external stakeholders including IGOs, NGOs, Governments, banks, and social entrepreneurs to help extend the remit and positive impact of our partnerships.
- Develop and manage partner programmes that positions Unilever as a prominent player in helping to achieve the Unilever Sustainable Living Plan in areas where our business growth can have a positive social impact – sanitation, drinking water, hygiene, well-being, and self-esteem.
- Work to further Unilever’s knowledge of how the external political and social environment impacts in our partnership programme areas and how to leverage these relationships to maximum effect. This includes representing Unilever at the appropriate level and helping to direct senior employees engaged with these organizations.
- Create programmes in consultation with the Plantations External Affairs and Communications Manager that positions Unilever as a prominent player in helping to achieve the Unilever Sustainable Living Plan in areas where our business growth can have a positive social impact such as: a) the key USLP goals related to Health and Hygiene b) employee engagement activations around the programmes including volunteering c) Shared advocacy opportunities to raise awareness of issues and Unilever’s role in the solution – comms, media, social media, speaking platform
- Implement the strategy of ‘inspiring advocacy through dialogue and action’ across all stakeholder groups to develop Unilever’s reputation as ‘a strong, growing, responsible company that engages me personally’
- Manage UTT internal communications and employee engagement programme around partner activities in conjunction with HR teams.
- Ensuring that all activities and messages are phased and aligned within an agreed plan and timescale
- Draft and edit communications copy (e.g. press releases, publications, social media posts)
- Assist in maintaining web content and executing social media strategies.
- Update databases and media lists.
- Track projects and media exposure.

- Create and deliver content - stories, photos, video, quotes, and other information - that help the organization build and nurture relationships with stakeholders and the general public.
- Storyteller - visual and written. In accordance with the global content calendar, collect stories, photos and video about children & general public and their experiences with Unilever's programs, to show impact and build brand engagement.
- Jointly with the Admin Assistant, make logistical arrangements for UTK visitors, company events and CSR activities.

### **Qualifications & Experience Required**

- Graduate in Business Administration, Sociology, Communication, Public Relations
- At least 3+ years relevant experience in Corporate Communications, Brand Management or External Affairs in a reputable organization.
- Demonstrated ability to use data insights to shape strategy, creative briefs, and content.
- Exceptional communication skills and ability to define persuasive core messages.
- Familiarity with website, search, email, digital ads, and social media best practices.
- Strong detail orientation and an ability to manage complex projects with creative teams.
- Strong influencing, negotiation, and interpersonal skills
- Project Management skills
- Good Commercial Understanding
- Stakeholder Management and knowledge
- Good understanding of international, national, regional, and local administrative and political institutions and decision-making processes.
- Ability to develop communications materials and strategies to support advocacy efforts.
- Ability to manage discussions between differing viewpoints and drives towards a win-win solution.
- Ability to manage and mitigate crisis situations that may impact Unilever's business, including media relations.
- Ability to identify, map and priorities relationship with key stakeholders.

- Able to represent Unilever effectively externally in industry and trade associations, at conferences, meetings, workshops, etc.
- Ability to articulate Unilever's position and strategy around priority issues both internally and externally in a compelling way.
- A good communicator who can prepare high quality and tailored briefings and presentations especially for senior leaders.
- Fluent in written and spoken English and Kiswahili.

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