



1. Job Title **Stores Assistant**

Closing Date	2023/07/22
Reference Number	CCB230713-5
Job Category	Manufacturing
Company	Coca-Cola Kwanza (Tanzania)
Job Type	Permanent
Location - Country	Tanzania
Location - Province	Not Applicable
Location - Town / City	Dar es salaam

Job Description

Coca-Cola Kwanza Ltd has an exciting opportunity in Manufacturing Department. We are looking for a talented individual with the relevant skills and experience in Manufacturing for Stores Assistant, which will be based in Dar es Salaam. The successful candidate will report directly to the Stores Controller.

Key Duties & Responsibilities

1. To ensure materials are consistent with requirements and standard
2. Materials are issued as per requirements and plan
3. Verify the return of materials to stock, by ensuring the materials are safely protected and are still in the original condition
4. Received materials/concentrate are sealed, clean, insect-free, and dust-free and rodent-proof
5. Materials are accurately tracked and recorded
6. Materials are correctly labelled according to prescribed standards
7. Ensure that no excessive or obsolete stock
8. All goods received to be recorded according to the procedure and signed by authorized manager
9. 100% compliance of GMP

Skills, Experience & Education

Minimum requirement is a Diploma in material handling or administration. Two years practical relevant experience in the same field preferably with FMCG, proficiency in advanced excel, good

analytical and numerical skills, SAP knowledge will be added advantage, good communication and interpersonal skills ability to perform regular work correctly and in time without follow up and guidance, must be able to work within a team and demonstrate high integrity and honesty work ethics.

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2. Job Title Mechanical Technician

Closing Date	2023/07/22
Reference Number	CCB230713-4
Job Category	Manufacturing
Company	Coca-Cola Kwanza (Tanzania)
Job Type	Permanent
Location - Country	Tanzania
Location - Province	Not Applicable
Location - Town / City	Dar es Salaam

Job Description

Coca-Cola Kwanza Ltd has an exciting opportunity in Manufacturing Department. We are looking for a talented individual with relevant skills and experience in Engineering for Mechanical Technician position, which is based in Dar es salaam. The successful candidate will report directly to the Maintenance Controller .

Key Duties & Responsibilities

The incumbent will be responsible to perform planned equipment preventative maintenance and provide 2nd level break-down support. Provided support to operations team on the line. Ensure maintained Health & Safety standards. Breakdowns repaired within minimum production downtime. Ensure all works orders are completed and signed off by maintenance planner. All reporting standards adhered to as per work instructions. Health & Safety incidents are reported & actioned as per procedures. And ensure that all housekeeping standards are adhered to.

Skills, Experience & Education

The applicant should have at least a Diploma or Advanced Diploma in Mechanical Engineering; 2 years mechanical maintenance experience in a FMCG environment. Flexible strong communication skills, good analytical skills, and a demonstrated high level of integrity.

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3. Job Title	Fleet Mechanic
Closing Date	2023/07/22
Reference Number	CCB230713-6
Job Category	Logistics
Company	Coca-Cola Kwanza (Tanzania)
Job Type	Permanent
Location - Country	Tanzania
Location - Province	Not Applicable
Location - Town / City	Dar es Salaam

Job Description

Coca-Cola Kwanza Ltd has an exciting opportunity in Logistics Department. We are looking for a talented individual with relevant skills and experience in Fleet for a Fleet Mechanic position. The successful candidate will directly report to the respective Fleet Team Leader.

Key Duties & Responsibilities

The Fleet Mechanic will be responsible for repairing and servicing of vehicles as per standards; Conducting preventive maintenance check ups; Trouble shooting; Performing vehicle problems diagnosis; Observing safety measures to avoid risks; Ensure orderliness and cleanliness of the workshop; Daily feedback report; Attaining 100% of set maintenance targets; Reduce number of repeat job; Ensure effectively and timely utilization of working tools.

Skills, Experience & Education

The incumbent should have at least, FTC or VETA qualification in mechanics or related field; Form IV Secondary education; Valid driving licence and at least 2 Years mechanical

experience. Should also be achievement orientated and a good time manager; Flexible, honest, highly motivated and energetic person. And a demonstrated ability to perform regular work correctly and in time without follow up.

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4. Job Title **Fleet Team Leader**

Closing Date	2023/07/22
Reference Number	CCB230713-8
Job Category	Logistics
Company	Coca-Cola Kwanza (Tanzania)
Job Type	Permanent
Location - Country	Tanzania
Location - Province	Not Applicable
Location - Town / City	Dar es Salaam

Job Description

Coca-Cola Kwanza Ltd has an exciting opportunity in Logistics Department. We are looking for a talented individual with relevant skills and experience in Fleet for a Fleet Team Leader position to be based in Dar es Salaam. The successful candidate will report to the respective Fleet & CDE Manager.

Key Duties & Responsibilities

Manage regional execution to achieve targeted vehicle availability:

Manage vehicle downtime proactively. Conduct fleet inspections and audits. Manage preventative maintenance planning and implementation. Manage licencing of vehicles. Manage fleet safety, health and environmental compliance.

Manage the fleet Master Data.

Ensure current and accurate fleet data and information.

Monitor fleet expenditure against the budget: Report monthly on the fleet. Provide critical data and information to maintain and run the fleet at optimal levels

People practices: Coach team members in the correct execution of their tasks (operational and technical). Check and ensure that team members monitor process input and outputs to obtain the desired results. Check and ensure that team members carry out required quality checks and that the information is recorded on the appropriate systems. Develop team members and ensure that training needs are identified and closed out via one-on-ones and performance reviews. Drives performance management practices.

Operating and Process Control: Ensuring that team members understand and adhere to the operational, fleet procedures and process standards, work instructions and maintenance schedules, work practice deployment plans and performance target.

Problem solving: Coach and support team members in using the correct problem-solving techniques (such as 5 Why, quick fix, etc.) to solve situational problems. Where problems have been escalated, decide on an appropriate course of action, Where problems have been resolved, verify that the problem has been eliminated and ensure that work instructions are updated.

Continuous Improvement: Ensure that Short Interval Control (SIC) mechanisms are in place to track and monitor waste. Ensure that waste reduction and process improvement goals are incorporated into team goals, and the team understands these goals. Ensure that improvement goals are tracked and displayed in meeting rooms. Ensure that where process improvement or waste reduction opportunities have been captured on the gap list, these are properly evaluated, and calls in specialist resources where required to assist in evaluation.

Skills, Experience & Education

The applicant should have at least a degree in Automobile Engineering or any other related field, excellent communication skills and at least 5 years' work experience in related field with 3 years line management experience. Flexible, strong communication skills, good leadership qualities, good analytical skills, and a demonstrated high level of integrity.

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5. Job Title

**Warehouse Team
Leader**

Closing Date

2023/07/22

Reference Number	CCB230713-2
Job Category	Logistics
Company	Coca-Cola Kwanza (Tanzania)
Job Type	Permanent
Location - Country	Tanzania
Location - Province	Not Applicable
Location - Town / City	Dar es Salaam

Job Description

Coca-Cola Kwanza Ltd has an exciting opportunities in Logistics department. We are looking for talented individuals with relevant skills and experience in Logistics for Warehouse Team Leader position. The successful candidates will directly report to the respective Warehouse Manager.

Key Duties & Responsibilities

Manage the Operational team in the execution of all inbound and outbound movement:

In support of the daily load plan, ensure the accurate picking, staging and loading of product for the purposes of on-time outbound movement, and the accurate counting, receiving and unloading of product for the purposes of inbound movement. Ensure on-time replenishment of picking and staging areas.

Manage the team in terms of stock management and inventory accuracy:

Full product, containers, and support materials managed within storage locations as per warehouse layout, and adherence to stacking requirements per dedicated bin is enforced. Execute daily decisions and prioritisation to ensure customer service and operational efficiency processes.

Manage an effective and accurate Production Interface:

Ensure stock is removed from the production lines / containers and quality pallets are fed to the production lines in such a way that there are no disruptions to the production process, and that all items issued and received are accurately signed off between Warehouse and Manufacturing. (Wet Site)

Manage all tasks within the standards of excellent housekeeping:

Drive excellent housekeeping standards whilst adhering to warehouse layout guidelines by ensuring the correct product is stacked in the correct bins.

Manage the effective care for Company assets within the team:

Ensure the operation of company assets such as forklifts and pallet jacks within the team takes place in a safe manner, with the necessary pre-trip inspection process and reporting of damages / breakdown in place. Optimal fuel usage and the elimination of abuse.

Drive good product quality:

Adhering to the company guidelines in terms of stock rotation and First Expiry, First Out, principles. Handle product in a manner that does not impact the quality of the product. Record all breakages and decanting for the purpose of corrective action and improvement. Record and address all substandard quality packaging and damages.

Manage the effective execution of system transactions and perform end-of shift reconciliations:

Ensure system transactions are accurate and timeous and perform an end-of-shift reconciliation to verify that all movements are accurate, valid and on-time.

Implement activity-based resourcing:

Manage the team to ensure resources are aligned to activity requirements per time of day and day of the week.

People management: Manage team and own performance:

Manage own performance. Continuous on-the-job training, coaching and support for team members. Planning and managing of change within the organisation. Communication of KPI's and achievement against KPI's. Maintain health, safety, and environment (HSE) standards.

Drive effective Financial Management of areas impacting Warehouse and Distribution cost.

Ensure breakages are recorded and managed down, FBR's related to load accuracy managed down, achievement of operational efficiency standards as per company requirements.

Leverage information systems to drive achievement of Operational KPIs

Compliance to governance controls in all areas within the team

Skills, Experience & Education

The incumbents should have at least a degree in Logistics/stock Management, Procurement and Supply Management or any other relevant field. Three years practical relevant experience in Warehouse/stock management preferably in FMCG, computer literate(preferably SAP Knowledge), flexible team player, assertive and persuasive with high level of integrity, Good analytical skills, Good leadership qualities and strong communication skills.

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6. Job Title **Machine Specialist**

Closing Date	2023/07/22
Reference Number	CCB230713-1
Job Category	Manufacturing
Company	Coca-Cola Kwanza (Tanzania)
Job Type	Permanent
Location - Country	Tanzania
Location - Province	Not Applicable
Location - Town / City	Dar es Salaam

Job Description

Coca-Cola Kwanza Ltd has an exciting opportunity in Manufacturing Department. We are looking for a talented individual with the relevant skills and experience in Engineering for a Machine Specialist position, which will be based in Dar es Salaam. The successful candidate will report directly to Maintenance Controller.

Key Duties & Responsibilities

The incumbent will be responsible for;

- Providing specialist support to the shift based teams during operations.
- Providing guidance and advice to the shift based on machine operation, machine fault finding and correct responses to machine failure modes
- Providing coaching, mentoring and knowledge transfer of machine operation to shift based teams
- Developments of work instructions related to equipment.
- Monitoring and managing performance of equipment
- Take part in maintenance planning meeting, contributing suggestions and clarifying work required
- Assist fellow team members in the execution of tasks during planned maintenance schedule issued by the planner.
- Take part in routine maintenance as scheduled by the maintenance planner

- Carry out condition monitoring activities where these have been allocated to the technician in accordance with the CM schedule.
- Carry out repairs, assess the problem and determine a course of action
- Apply the correct problem solving methodologies to resolve problems
- Operate in a safe manner at all times, and to identify and highlight unsafe work practices so that these may be corrected
- Carry out work according to the work instructions and adhering to appropriate CCBA policies and procedures

Skills, Experience & Education

The incumbent should have at least a Degree in Mechanical Engineering or related field; Qualified artisan and a minimum of 3 years technical and leadership experience in a FMCG environment. Strong communication skills, good leadership qualities, good analytical and problem solving skills, and a demonstrated high level of integrity.

General

Computer Skills will be an added advantage

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7. Job Title	TEAM LEADER PACKAGING
Closing Date	2023/07/22
Reference Number	CCB230713-3
Job Category	Manufacturing
Company	Coca-Cola Kwanza (Tanzania)
Job Type	Permanent
Location - Country	Tanzania
Location - Province	Not Applicable
Location - Town / City	Dar es Salaam

Job Description

Coca-Cola Kwanza Ltd has an exciting opportunity in Manufacturing Department. We are looking for a talented individual with the relevant skills and experience in Manufacturing for a Manufacturing Team Leader position, which will be based in Dar es Salaam. The successful candidate will report directly to the Unit Manager Packaging.

People practices: Coach team members in the correct execution of their tasks (operational and technical). Check and ensure that team members monitor process input and outputs to obtain the desired results. Check and ensure that team members carry out required quality checks and that the information is recorded on the appropriate systems. Develop team members and ensure that training needs are identified and closed out via one-on-ones and performance reviews. Drives performance management practices.

To drive World Class manufacturing (WCM) initiatives on own shift: Communicates work practice deployment plans and ensures team buy-in. Coaches team members on work practice Implementation. Coaches team members situational problem solving. Ensures that team members implement and adhere to divisional standards. Conducts work practice maturity assessments and/or line walkabouts for own shift to ensure that best practices are being applied correctly and are entrenched. Benchmarking best practice (internally)

Operating and Process Control: Ensuring that team members understand and adhere to the operational, quality and process standards, work instructions and maintenance schedules, work practice deployment plans and performance target. Review and sign off shift performance in Quality, Cost, Delivery, Safety Management (QCDSM) and ensuring that all required administrative tasks in support of the production team are carried out.

Maintenance of Plant and Equipment: Check that the team members, carry out required autonomous maintenance tasks and any required running repairs on shift in accordance with work instructions and maintenance schedules. Ensure that the process artisan carries out repairs on shift and coaches the team members on autonomous maintenance activities and carries out work in support of the maintenance specialists. Ensures that the line is ready for maintenance and that it starts up on time post maintenance. Plan the allocation of team members to specific autonomous maintenance tasks. Initiate the creation of emergency works orders and provide input into the completion thereof. Ensure that the process artisan takes part in maintenance and cleaning days in support of maintenance specialist and takes part in maintenance post-analysis.

Quality Control and Analysis: Ensure that the team members understand and adhere to quality standards. Verifies that team members carry out routine quality checks and analysis according to the work instructions. Carry out quality trend analysis to identify problems and decide on appropriate course of action to resolve issues. Ensures that problem solving takes place to identify/rectify the root cause of quality issues. Ensures that the appropriate quality information is logged as per schedule (manually and/or electronically)

Problem solving: Coach and support team members in using the correct problem-solving techniques (such as 5 Why, quick fix, One Point Lesson (OPL's etc.) to solve situational

problems. Where problems have been escalated, decide on an appropriate course of action; e.g. calling in specialist resources. Where problems have been resolved, verify that the problem has been eliminated and ensure that work instructions are updated. Escalate problems that could not be resolved at shift level to the Level 2 team (technical meeting)

Continuous Improvement: Ensure that Short Interval Control (SIC) mechanisms are in place to track and monitor waste (e.g. mass balance). Ensure that waste reduction and process improvement goals are incorporated into team goals, and the team understands these goals. Ensure that improvement goals are tracked and displayed in meeting rooms. Ensure that where process improvement or waste reduction opportunities have been captured on the gap list, these are properly evaluated, and calls in specialist resources where required to assist in evaluation.

Skills, Experience & Education

The incumbent should have at least a Degree in Electrical, Industrial or Mechanical Engineering; Qualified artisan and 3 years technical and leadership experience in a FMCG environment. Strong communication skills, good leadership qualities, good analytical skills, and a demonstrated high level of integrity.

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