



BIOTAN GROUP LIMITED is a processor and exporter of Organic Cashew Nuts. We are working with small holder farmers and cooperatives as the supplier of cashew nuts to our processing facility. Our farmers are certified organic according to EU and NOP regulation. Our processing facility is based at Kisemvule/Mkuranga District. BIOTAN GROUP LIMITED is a company that is dedicated to organic and ethical business practices as well as to develop an enterprise that manages a sustainable value chain for fair-traded and traceable organic farming products (cashew nuts) from Tanzania.

1. JOB TITLE: Production Manager

We are looking for an Production Manager to manage and organize our production of Organic Cashew nuts at our processing factory at Kisemvule/Mkuranga.

Job Description:

Biotan, a leading processor of organic cashew nuts in Tanzania, is seeking a highly skilled and motivated Production Manager to oversee and organize the entire production process. The Production Manager will play a crucial role in ensuring the efficient and smooth operation of our production facility, working in close collaboration with various departments to meet quality, production, and scheduling goals.

Job Profile:

The Production Manager at Biotan is responsible for managing and optimizing all aspects of the production process, from raw materials to the finished product. This role involves coordination, planning, and supervision to maintain the highest standards of quality, efficiency, and safety.

Responsibilities:

Production Oversight:

- Plan and execute the production schedule to meet customer demand while optimizing resource utilization.

- Monitor and maintain production standards, ensuring products meet quality and safety specifications.
- Implement and improve production processes for maximum efficiency and cost-effectiveness.

• **Team Management:**

- Lead and mentor production supervisors and line workers to ensure productivity and safety.
- Schedule and coordinate shifts, manage employee performance, and resolve issues as they arise.

Collaboration:

- Work closely with the management team to align production goals with company objectives and strategies.
- Collaborate with sales and logistics departments to ensure timely delivery of products.
- Interface with the quality department to maintain and improve product quality.

Inventory Management:

- Oversee inventory levels and raw material procurement to minimize production disruptions.
- Implement inventory control measures to reduce waste and optimize stock levels.

Safety and Compliance:

- Ensure all production activities comply with safety regulations and quality standards.
- Investigate and report any safety incidents or compliance issues.

Requirements and Skills:

- Bachelor's degree in Operations Management, Engineering, or a related field. Master's degree is a plus.
- Proven experience in a production management role, preferably in the food processing industry.
- Strong leadership skills and the ability to manage and motivate a diverse team.
 - Excellent organizational and time management skills to oversee complex production processes.
- In-depth knowledge of quality control, inventory management, and safety protocols. • Exceptional problem-solving and decision-making abilities.
- Proficiency in using production management software and Microsoft Office Suite. • Effective communication and interpersonal skills for collaborating across departments.
- Knowledge of lean manufacturing principles is a plus.
- Familiarity with cashew nut processing and organic food production is highly advantageous.

Key Qualifications:

- A minimum of 5 years of experience in production management.
- Demonstrated success in optimizing production processes and achieving production targets.
- Track record of improving product quality and operational efficiency.
- Strong commitment to safety and adherence to regulatory standards.
- A results-oriented mindset with the ability to adapt to changing circumstances and demands.

Biotan is dedicated to producing high-quality organic cashew nuts while maintaining a safe and efficient production environment. The Production Manager will be a key player in ensuring the company's success in this endeavor.

If you are a dynamic and experienced individual ready to take on this challenging role, we encourage you to apply and contribute to the growth of Biotan's organic cashew nut processing operations in Tanzania.

Apply before 15th of November 2023

Email: jobs@biotan.co.tz

2. JOB TITLE: Food processing quality control technician

We are looking for a Food processing quality control technician to assist in all aspects of quality management and food standards implementation at our processing factory for Organic Cashew Nuts.

Job Description

The Food processing quality control technician will be responsible for inspecting and testing the raw materials and products (before, in-process, and final) to make sure they meet with BIOTAN's Quality and Food Safety Specifications which are oriented along international food standards. All our products are Organic certified according to European and North American regulations. People in these positions need to be detail oriented, willing to keep excellent records, and have good communication skills.

The Quality Control Technician enables conformance to specification through the verification of quality control protocols and/or monitoring of sampling and testing plans applied to packaging and product.

You will work in close cooperation with the Supervisors to collect production related information. Your strong software skills in MS Excel will help you to ensure proper data documentation and records keeping as well as to make in-depth data analyses and prepare daily/weekly/monthly and seasonal reports. You are responsible for the reduction of food safety incidents and non-quality costs by the immediate escalation of any out of conformance condition detected during verification activities.

Also, in this role you will support the maintenance of quality knowledge and skills required through training of Production Team Members.

Responsibilities

- Data collection and analyses of production data from different departments
- Responsible for shift-based quality verification or monitoring activities for packaging and finished product
- Verify conformance of finished product and/or in-process for sensory attributes and participate in site sensory panels
- Verify conformance of finished product attributes and product defects following quality approved standards and procedures (UNECE, AFI)
- Verify proper execution of packaging and labeling to ensure correct packaging is used and product traceability is not compromised
- Verify scale calibration accuracy
- Provides quality related information to operators to enable quality control activities.
- Escalate to process areas any out of conformance incidents and collaborate in trouble shooting providing all information needed on product quality attributes until process and product are back in control and this will include sending out daily report on quality verification checks
- Identify and isolate out-of-specification materials, including placing product on hold, initiating non-conformities and escalating to the correct associates.
- They are expected to collaborate closely with material handling area to ensure all non-conforming products are captured in-house
- Support/lead calibration program activities to ensure overall QMP compliance.
- Verifies that procedures to complete quality related documentation are properly executed and information in the records is complete
- Provides coaching and training to associates to ensure proper QMP understanding, execution of quality control protocols, data accuracy and proper record management control
- Develop a HACCP team and Internal Auditors group to support quality and food safety continuous improvement program
- Develop and conduct programs of sampling and analysis
- Assist in developing and conducting sampling and analysis
- Assist in development of standards, health and safety measures (HACCP, BRC)
- Compile records and interpret experimental or analytical results

Requirements:

- High school diploma, or equivalent
- Experience within a manufacturing environment and/or previous quality control experience in a food-related industry.
- Excellent written and oral communications skills
- Must be able to adapt to temperature and environmental extremes from hot to cold, dust
- Advanced computer skills (Excel, Microsoft Office, ...)

Key skills:

- Accurate and attention to detail
- Judgement
- Organized

- Ability to understand quality control functions
- Ability to communicate effectively with production teams, quality departments of our clients and external analyses labs
- Ability to work with a team
- Ability to work in a high stress and pressure environment
- Ability to adapt to rapidly changing environment and workloads
- Ability to prioritize tasks and multitask while performing under time constraints
- Ability to communicate effectively, both oral and written
- Ability to work independently and be self-motivated
- Able to work with and calibrate tools such as scales, pressure testers and thermometers
- General understanding of Food Safety Requirements
- Valid driver's license
- Ability to determine colors

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