



JOB OPPORTUNITIES

Background: Skilpack Ltd is one of the leading natural fibre processors to manufacture eco-friendly products in central Uganda. We are excited to announce vacancies for the following positions in our company.

1. Project Administrator

Job Summary: Handle all administrative, procurement and logistics management of day-to-day operations of the company.

Contract duration: 1 year with 6 months of probation from the start date

You will report to; The company's Managing Director.

Position Description:

The person in this position will play an important role in the smooth operation of the company. You will be responsible for the daily administration of Company operations. Your duties include the following: -

- Uphold and adhere to company policies, vision, mission and other governing statutes.
- Maintain excellent marketing and brand of the company to promote relationships with clients.
- Examine and analyze expenses submitted by different departments or employees.
- Ensure organized and accurate record-keeping following company policies.
- Liaise with the Procurement Department to manage suppliers and reconcile pending invoices in the Accounting System(SAGE).
- Place orders for materials and their storage (Inventory).
- Receive the materials that have been purchased and maintain a record of the goods received Organization and cleanliness of production site and storage areas
- Care and tracking of company items and assets

- Fulfilment of certification requirements as advised by management
- Support fieldwork and procurement work as needed
- Completion of relevant documentation for production and storage of banana fibre products.
- Coordinating receiving and sending of packages to/from offices.
- Ensure the production schedule is met
- Ensure production cost is effective
- Make sure products are produced on time and are of good quality
- Monitor the production processes and adjust schedules when needed
- Monitor product standards and implement quality programs
- Ensure that health and safety guidelines are followed
- Identify training and development needs
- Develop and motivate cost-effective alternatives and improvements to the production process
- Maximize the efficiency of production lines and ensure the effective employment utilization
- Ensure continuous improvement in the overall quality of the product
- You will approve materials for production.
- Manage other supplies of the company such as stationery, worker's protective wear, etc
- Ensure payment of utility bills (water, electricity, rent, rubbish collection) and maintain a record of proof of payment
- Manage and account for all company finances, assets, and keep an updated asset register
- Coordinate and oversee activities in all our operational branches
- Keep daily production logs and generate a monthly production report
- Organize resources for other workers e.g. lunch, drinking water, transport, toilet services, security
- Maintain good reception of clients, public relations and customer care.
- Collaborate with systems administrator and engineers to maintain stable operations of machinery, computers, software and internet connections.
- Report faults and matters that occur during work to the management.

You will perform any other duties assigned to you by your supervisor

Key Performing Indicators

- Number of successful orders placed
- Good record keeping of goods received
- The well-managed flow of supplies
- Good record of cleared utility bills
- Accurate production logs are kept.

Minimum requirements:

- Bachelor's in Procurement and logistics management, Industrial organization, Accounting and finance, Business Administration, Commerce, Business Economics or related qualification with bias in manufacturing.
- 2 years experience in managing manufacturing plants.
- Demonstrate values that are aligned with those of the company – Excellence, Integrity, Honesty,
- Customer centricity, Teamwork, hardworking and trainable
- Organizational and leadership abilities
- Communication and interpersonal skills
- Self-motivated with a results-driven approach

2. Position: Project Accountant/Administrative Assistant

Job Summary: Manage all company financial records, transactions and administration.

Contract duration: 1 year with 6 months of probation from the start date

You will report to; The company's Managing Director.

Position Description:

The person in this position will play an important role in the smooth operation of the company. You will be responsible for the daily accounts and customer relations of the company. Your duties include the following: -

- Uphold and adhere to company policies, vision, mission and other governing statutes.
- Maintain excellent presentation and brand of the company to promote relationships with clients.
- Examine and analyze expenses submitted by different departments or employees.
- Ensure organized and accurate record-keeping following company policies.

- Liaise with the Procurement Department to manage suppliers and reconcile pending invoices in the Accounting System (SAGE).
- Audit financial transactions and documents as well as work with auditors both within or outside the company to ensure legal compliance.
- Compute taxes and prepare tax returns.
- Ensure proper storage and confidentiality of financial data.
- Prepare budget forecasts and advise the company on creating budgets.
- Publish financial documents such as income statements and balance sheets.
- Review and update accounting processes and procedures as needed.
- Support departments in the budget process and perform weekly budget monitoring, communicating budget variances to the Project Administrator.
- Administer petty cash and perform bank reconciliations.
- Manage daily banking activities, including collecting and depositing cash.
- Assist the Projects administrator in the payroll process.
- Handle any other duties assigned by the supervisor.
- Take responsibility for fixed asset accounting and administration, working closely with the company to ensure accurate cost and overhead classification.

Key Performing Indicators

- The volume of successfully processed accounting documents.
- Good record keeping and smooth usage of accounting software.
- The well-managed flow of supplies and goods sold
- Well-managed company accounts (Cash inflow and outflows)
- Accurate budgets and work plans.
- High sense of confidentiality
- Good customer relationships

Minimum requirements:

- Good work experience as an accountant at least 2 years in a manufacturing plant.
- Mastery of accounting regulations and procedures, including the Generally Accepted Accounting Principles.
- Advanced MS Excel skills and accounting software.
- Experience with general ledger functions.
- Strong attention to detail and good analytical skills.

- Bachelor's degree in Accounting, Finance, Business Economics or any other related field. Good knowledge of SAGE software will be a plus.

3. Position: Research Assistant – Fibre Extraction

Job Summary: Manage all extraction activities and administration to sustain the stable supply of raw fibre material.

Contract duration: 1 year with 6 months of probation from the start date

You will report to; The company Projects Administrator

Position Description:

We are looking for a skilled Research Assistant to operate and maintain machines in the extraction centre and administer the extraction department. You are therefore expected to learn fast and adjust accordingly. Below are the details of your job description;

- Have a written fibre extraction cycle and schedule agreed upon with the Managing Director and administrator
- Maintain your activity log
- Maintain stable fibre extraction output with minimal faults, less machine downtime, and low defects.
- Design procedures and feed into the machine the raw material and ensure they are well processed according to standards.
- Test the operation of machines regularly and report any issues that may arise.
- Carry out machine maintenance and repairs.
- Ensure quality control of products by sorting the fibre to attain better grading.
- Good stewardship of the extraction machines.
- Supervise the staff in the extraction department.
- Ensure proper machine handling and safety.
- Work with the team to develop proposals and lobby for funds to run company activities.
- Actively participate in team enhancement with creative research ideas.
- Ensure good storage of finished products.
- You will perform any other duties assigned to you by your supervisor

Key Performance Indicators

- Quantity of stems used to extract fibre
- Approved production cycle and schedule
- The number of maintenance, servicing and repair sessions on the extractors.
- The number of activity logs kept
- Quantity of products produced.
- The number of proposals, concepts or funding avenues contacted.

Minimum requirements:

- Good work experience as a researcher for at least 2 years in a manufacturing plant.
- Masterly extraction processes and procedures, including machine maintenance.
- Advanced MS Excel skills and computer literacy.
- Experience with general production skills in the manufacturing industry.
- Strong attention to detail and good analytical skills.
- Bachelor's degree in Mechanical Engineering, Textile science and engineering, Higher diploma in Mechanical Engineering or any other related field. Masters in a relevant Engineering field with strong research skills will be an added advantage

4. Position: Research Assistant – Production

Job Summary: Manage all processing and production activities of the pilot plant to maintain stable manufacturing of treated banana fibre products.

Contract duration: 1 year with 6 months of probation from the start date

You will report to; The company Projects Administrator

Position Description:

We are looking for a skilled Research Assistant to operate and maintain machines in the production and processing department. You are therefore expected to learn fast and adjust accordingly. Below are the details of your job description;

- Have a written production cycle and schedule agreed upon with the Managing Director and administrator
- Maintain your activity log
- Maintain stable production of company products with minimal faults, less machine downtime, and low defects.

- Design procedures and feed them into the machine raw material and ensure they are well processed according to the required recipes.
- Test the operation of machines regularly and report any issues that may arise.
- Carry out machine maintenance and repairs.
- Ensure quality control of products.
- Good stewardship of the processing, production and lab equipment
- Supervise the staff in the production department.
- Work with the team to develop proposals and lobby for funds to run company activities.
- Ensure proper machine handling.
- Ensure good storage of finished products.
- You will perform any other duties assigned to you by your supervisor

Key Performance Indicators

- Quantity of raw materials consumed
- Approved production cycle and schedule
- Number of training parameters undertaken in maintenance and repair
- The number of activity logs kept
- Number products produced
- High sense of confidentiality
- The number of proposals, concepts or funding avenues contacted.

Minimum Requirements:

- Good work experience as a researcher at least 2 years in textile manufacturing and material science.
- Knowledge of dyeing and processing procedures, including machine maintenance.
- Advanced MS Excel skills and computer literacy.
- Experience with general production skills in the manufacturing industry.
- Strong attention to detail and good analytical skills.
- Bachelor's degree in Textile Science and Engineering, Chemical and polymer science, Mechanical and production engineering or any other related field. Masters in a relevant Engineering field with strong research skills will be an added advantage

5. Research Assistant – Marketing

Job Summary: Manage all communications, marketing, sales and promotion of company products.

Contract duration: 1 year with 6 months of probation from the start date

You will report to; The company Projects Administrator

Position Description:

The person in this position will play an important role in the smooth operation of the Company. You will be responsible for the daily administration of Company operations. Your duties include the following: -

- Uphold and adhere to company policies, vision, mission and other governing statutes.
- Maintain excellent marketing and brand of the company to promote relationships with clients.
- Provide first-level support and coordination of all the company's communications with media houses, marketing and publicity firms and other prospective marketing partners/suppliers of the Company.
- Take the lead in the coordination and execution of any Skilpack Ltd in Uganda events/initiatives relating to marketing, sales, public relations, exhibitions and corporate social responsibility etc, ensuring proper coordination of suppliers and participants on the ground, crowd management and security, brand visibility, among other things.
- Liaise with Sales Coordination and segments in planning and implementing market activations; ensuring the proper planning, allocation and monitoring of resources provided by marketing.
- Take direct custody and accountability for all marketing assets/branding material; ensuring their proper documentation, storage and control in the implementation of the company programs.
- Complete regular briefs about Skilpack Ltd in the media and other relevant developments in the marketing, industrial and economic space that carry informative/educational value.
- Provide formally written feedback to all stakeholders seeking collaborations and services from the company.
- Review logs for advertising time to ensure accuracy and compliance with contract terms and raise any anomalies for timely redress.

- Collaborate with branches and other stakeholders to achieve and maintain the expected 'look and feel' standards, while reviewing and monitoring internal/external visibility, and implementing corrective measures following the acceptable brand standards.
- Undertake any other duties assigned by the supervisor from time to time
- Maintain high-quality products in liaison with the production team.
- You will perform any other duties assigned to you by your supervisor

Key Performing Indicators

- Number of successful sales
- Good sense of customer behaviour
- The well-managed flow of marketing and sales materials
- Brand coverage with evidence
- High proficiency in design software
- Accurate media and marketing production logs are kept.

Minimum Requirements:

- Good work experience as a researcher at least 2 years in marketing and sales.
- Masterly of design software, graphics and Advanced MS Excel skills and social media
- Experience with general production skills in the manufacturing industry.
- Strong attention to detail and good analytical skills.
- Bachelor's degree in Bachelor of Mass communication, Business Marketing, Art and industrial Design or any other related field. A master's degree in a relevant field with strong marketing and sales skills will be an added advantage.

6. Machine Operator - Production

Job Summary: Carry out processing and production activities of a plant to maintain stable manufacturing of products as required by the supervisor.

Contract duration: 1 year with 6 months of probation from the start date

You will report to; The company Research Assistant-Production.

Position Description:

We are looking for a skilled Machine Operator to carry out the operations of an automatic processing and dyeing machine. You will undergo on-job training and are therefore expected to learn fast and adjust accordingly. Below are the details of your job description;

- Have a written production cycle and schedule agreed upon with the Research Assistant-Production.
- Maintain your activity log
- Maintain stable production of company products with minimal faults, less machine downtime, and low defects.
- Organize the production Layout.
- Test the operation of machines regularly and report any issues that may arise.
- Work with a production research assistant to do machine maintenance and repairs.
- Work with the production research assistant to ensure quality control of products.
- Ensure proper machine handling and pay attention to safety and procedures.
- Ensure good storage of finished products.
- You will perform any other duties assigned to you by your supervisor

Key Performance Indicators

- Rate of production.
- Approved production cycle and schedule
- Number of maintenance and repair sessions
- The number of activity logs kept
- Quantity and quality of products.
- High sense of confidentiality.

Minimum Requirements:

- Good work experience as a technician with at least 2 years in manufacturing.
- Masterly of manufacturing instructions and interpretation of manuals including the machine maintenance.
- Microsoft package skills and computer literacy.
- Strong attention to detail and good analytical skills.
- Advanced Certificate in Textile processing, Machine fitting, Plumbing, Laboratory technology or any other related field. Knowledge of Laboratory practices will be an added advantage.

7. Security Guard

Job Summary: Manage all security needs of the company at all times.

Contract duration: 1 year with 6 months of probation from the start date

You will report to; The company Project Administrator.

Position Description:

We are looking for a skilled Security Guard to offer stewardship of the property and premises. You will therefore be expected to learn fast and adjust accordingly to the conditions surrounding the job. Below are the details of your job description;

- Have a written job cycle and schedule agreed upon with your supervisor.
- Maintain your activity log and regular checks for all staff and visitors
- Maintain peace, order and maximum security of premises and property.
- Handle cases of insecurity and Report any suspicious persons or activities to the concerned authorities or supervisor.
- Use personal judgement to solve issues at hand.
- Work with the team to maintain harmony at work.
- Ensure no vandalism or destruction happen to any properties.
- Ensure good storage of raw materials, finished products and no thefts happen.
- You will perform any other duties assigned to you by your supervisor

Key Performance Indicators

- Rate of production.
- Approved production cycle and schedule
- Number of maintenance and repair sessions
- The number of activity logs kept
- The number of products produced.

Minimum Requirements:

- Good work experience as a security guard for at least 1 year.
- Ability to take in and effect instructions.
- Strong attention to detail and good analytical skills.
- At least the Uganda Certificate of Education or its equivalent.

Please send your cover letter, CV and academic documents in a pdf of not more than 5MBS to info@skilpack.org or send hardcopies to Managing Director, Skilpack Ltd, P.O Box 115102 Kampala-Uganda not later than 19th July 2023 Midnight. Only the successful

candidates will be contacted. Please reach us on our website www.skilpack.org for more detailed information.