



## 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.

### Position: Research Assistant – Production

**Job Summary:** Manage all processing, dyeing and 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 General Manager

#### Position Description:

We are looking for a skilled Research Assistant to Oversee, 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 General Manager.
- 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 and ensure they are well processed according to the required recipes.
- Test the operation of machines regularly and report any issues that may arise.
- Advise on machine maintenance and repairs.
- Ensure quality control of products.
- Good stewardship of the processing, production and lab equipment.

- Engaging in research to come up with new innovations.
- Train and 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 of products produced
- High sense of confidentiality
- The number of proposals, concepts or funding avenues contacted.

### **Minimum Requirements:**

- Good work experience as a researcher for at least 2 years in Textile manufacturing and material science Engineering.
- Knowledge of processing, dyeing and finishing procedures, including machine handling and 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, Industrial Chemistry engineering or any other related field. Prior experience of working in a textile industry in processing department with strong research skills will be an added advantage.

## **Research Assistant – Marketing (Re-advertised)**

**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 General Manager

**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.
- Perform duties of administrative assistant and front desk officer.
- 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 care
- 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 for at least 2 years in marketing and sales.
- Mastery 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 Mass communication, Business Marketing, Art and industrial Design, Business administration or any other related field. Female with high social media following with strong marketing and sales skills will be an added advantage.

## **Position: Fibre Extraction Supervisor**

**Job Summary:** Supervise and participate in all extraction, weaving and administration all related activities to sustain the stable supply of raw material and fiber products.

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

**You will report to;** The company General Manager

### **Position Description:**

We are looking for a skilled Fiber extraction supervisor to operate and maintain machines in the extraction centre and administer the extraction and weaving 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 General Manager.
- 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 agreed standards.
- Train other staff how to weave and make various woven and non-woven products from banana fiber.
- Test the operation of extraction 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 and weaving 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
- Successful maintenance, servicing and repair sessions.
- 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 Fiber extractor or weaving for at least 2 years in a manufacturing plant.
- Masterly of extraction and weaving processes and procedures, including machine maintenance and loom use.
- 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, Diploma in Mechanical Engineering or any other related field. Good mastery of Weaving skills will be an added advantage.

## **Position: Hair Stylist**

**Job Summary:** Participate in hair production activities to sustain the stable supply of hair products.

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

**You will report to;** The company General Manager

### **Position Description:**

We are looking for a skilled Hair stylist to operate and maintain sewing machines in the hair production section. You are therefore expected to learn fast and adjust accordingly. Below are the details of your job description;

- Have a written hair production cycle and schedule agreed upon with the Managing Director and General Manager.
- Maintain your activity log
- Maintain stable output of hair products including combing, wig sewing, pillow case stitching with less machine downtime, and low defects.
- Design new styles of hair and feed into the machine and ensure hair is processed according to agreed standards.
- Train other staff how to comb, style and make various products from banana fiber hair.
- Test the operation of sewing machines regularly and report any issues that may arise.
- Advise on routine sewing machine maintenance and repairs.
- Ensure quality control of hair products and fiber by sorting the fibre to attain better grading.
- Good stewardship of the sewing machines.
- 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 hair products in stock
- Approved production cycle and schedule
- Successful maintenance, servicing and repair sessions.
- The number of activity logs kept

**Minimum requirements:**

- Good work experience as a Hair stylist for at least 2 years in a, Textile, Beauty and fashion industry.
- Mastery of wig machine sewing 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.
- Bachelors or Diploma in Fashion, design, beauty and cosmetology, Textile technology or any other related field. Good mastery of wig stitching and styling skills with Salon experience etiquette will be an added advantage.

Please send your cover letter, CV and academic documents in one file of not more than 5MBS to [info@skilpack.org](mailto:info@skilpack.org) or send hardcopies to **Managing Director, Skilpack Ltd, P.O Box 115102 Kampala - Uganda** not later than 31<sup>st</sup> August 2024 Midnight. Only the successful candidates will be contacted. Please reach us on our website [www.skilpack.org](http://www.skilpack.org) for more detailed information.