



## APPENDIX A: Job Description

### Position

**Factory Production Manager** based at Nangula Farm, Kasiya Road, off Airwing, Lilongwe

### Job Purpose

The Factory Production Manager is a senior management leadership position whose post consists of planning, coordinating and overseeing the production of Invegrow's products in factories. There will be multiple production teams for five business lines, although only three will be active in 2023.

### Relationships

- The position reports directly to: CEO
- The position will have accountability for: Production Crews

### Key Duties & Responsibilities

- Working with senior management team to come up with weekly harvest/production work plans for cannabis flower, extracts and hemp foods
- Oversee drying and curing activities for flower and manage contamination, climate controlled conditions and tracking on record forms by supervisors
- Oversee the extract line and delicate glassware/equipment that should be operated by a trained manager
- Help oversee the lab manager/technician and ensure quality control is done on material, and samples are taken as needed
- Hemp foods to be packaged and value added on site, and must meet ISO and MBS quality standards before distribution
- The company is auditing for ISO22000 and so all factory standards, SoPs, hygiene, and procedural manuals must be completed and adhered to
- The Manager will organise teams and manage staff, prepare work schedules and assign specific duties to direct reports

### Qualifications / Skills

This position demands a well-qualified individual with a high sense of maturity, integrity and organisation. The following attributes are desirable:

- Bachelor's degree in business management, agro-processing or a relevant degree
- 5+ years of operational experience in a similar ISO22000 processing company
- Effective, friendly leadership with efficient and accurate monitoring & assessment of performance of staff & contractors
- Well-developed line management and training skills
- Good knowledge of the Malawi facility regulations and condition requirements
- Ability to put in place and implement safety and operational control systems and tools
- High proficiency in use of software systems: microsoft office, stock softwares, and transport tracking systems
- Professional fluency in oral and written English, as well as the vernacular

### Key Result Areas



Area	Elements
Behavioural competencies	<ul style="list-style-type: none"><li>● Dependability: be reliable, responsible, and dependable, and fulfill all obligations in timely manner</li><li>● Attention to detail: careful about detail / thorough in completing tasks</li><li>● Initiative: willingness to take on responsibilities and challenges without having to be hand held or consistently managed</li><li>● Resourceful problem solver: move forward all operations in cost-effective, timely manner utilising safe ingenuity in line with company policies. Use logic &amp; reason to identify the strengths &amp; weaknesses of potential solutions</li><li>● Self control: maintain composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.</li></ul>
Leadership	<ul style="list-style-type: none"><li>● Willingness to lead, offer opinions and direction without micromanaging</li><li>● Empowering direct reports to show initiative, be resourceful and efficient</li><li>● Always takes responsibility for team. Successes &amp; failure are result of team</li></ul>
Safety Compliance	<ul style="list-style-type: none"><li>● Conduct risk assessments on Ops lead projects</li><li>● Maintain systems and procedures for work in accordance with workplace health &amp; safety and environmental obligations and asset management objectives. Includes in all building, machinery and warehouse activities.</li><li>● Incident Reports completed within expected time frames</li><li>● Active promotion of environmental awareness</li></ul>
Controllable Costs	<ul style="list-style-type: none"><li>● Aid in development of operational budgets</li><li>● Provide &amp; understand cost of recommendations/plans and if reforecast (favourable/unfavourable) is required in budget</li><li>● Monitor operational costs of production</li><li>● Aid in the development of capital budgets</li><li>● Establish relationships and agreements with skilled contractors / suppliers</li></ul>
Human Resources	<ul style="list-style-type: none"><li>● Sign off time cards</li><li>● People and team development: develop the production, maintenance and security skills, knowledge and understanding of employees.</li><li>● Conduct information sessions and trainings and, interviews</li><li>● Works with Administrator, complete performance management requirements, ie: team and 1-2-1 line report meetings, annual appraisals</li></ul>
Planning	<ul style="list-style-type: none"><li>● Contribute to the development and continuous improvement of the company's operating systems to deliver best practice principles efficiently</li><li>● Contribute to weekly operation meetings</li><li>● Coordinate the development and ongoing maintenance of production line and warehouse and stores.</li></ul>
Records / Reports	<ul style="list-style-type: none"><li>● Monitor relevant process / machinery recordings</li><li>● Report on the effectiveness and success of various production processes</li></ul>

## To apply

Read through the full job description then email Invegrow your application with **both** a CV and a full 1 page cover letter addressing how you meet **all** qualifications / skills selection criteria to [vacancies.invegrow@gmail.com](mailto:vacancies.invegrow@gmail.com). Please ensure the job role title is in the email subject line.