

1. Job Title: Factory Manager

Job Title	Production Manager
Division	Factory
Department	Production
Position reports to	Head of Production
Position Supervises	• Production Assistant • Factory Supervisors

Purpose of the Job

This position reports to Head of Production and oversees and manages all tea production operations, ensuring that products are processed, packed and delivered in compliance with quality standards, cost targets and delivery timelines. Planning and effectively execute all the factory production processes - Receiving, Blending, Packing and Dispatch.

Main Duties and Responsibilities

The duties and responsibilities are as follows:

I. Managerial Roles and Responsibilities

(a) Production Planning & Management

- (i) Develop and implement production schedules to meet customer orders and market demand (OOS Management)
- (ii) Coordinate and work closely with Procurement, Quality Control and Maintenance Teams to ensure smooth operations
- (iii) Monitor and adjust Production Plans to address any disruptions or equipment breakdowns

(b) Contract Packing Management

- (i) Plan, Coordinate and Oversee contract packing projects for External Clients, ensuring timelines, specifications and quality requirements are met
- (ii) Liaise with Purchasing and Finance Teams to align contract packing capacity with commitments
- (iii) Monitor profitability and resource utilisation for contract packing operations
- (iv) Provide performance reports for contract packing assignments, including efficiency, quality, traceability and profitability metrics



- (c) Summarise loose tea requirements for procurement to raise Local purchasing Orders (LPOs).
- (d) Maintain the Quality Assurance Systems improving and implementing new systems/ guidelines.
- (e) Implement ISO Managements systems and other relevant standards
- (f) Participate, in liaison with NDP team other relevant departments in product development.

II. Operational Duties and Responsibilities

- a) Ensure efficient sourcing and utilization of raw materials and factors of production (optimal utilization of plant capacity).
- b) Create, implement and ensure occupational health and safety standards are met/observed at all times.
- c) Ensure monthly and annual stock taking and reconciliation of raw material (Loose tea and packaging material)
- d) Lead, Train and Mentor Production Supervisors, Machine Operators and other staff
- e) Conduct Performance Appraisals, identifying training needs and build staff capability
- f) Promote teamwork, motivation and discipline in the Production floor
- g) Prepare daily, weekly and monthly production reports for management review
- h) Manage leave schedules to avoid disruptions of production
- i) Analyse production data to identify trends, bottlenecks and improvement areas.

III. Perform any other relevant duties that may be assigned by the Supervisor within the scope of the position.

Key Result Areas:

The accountability areas are as follows;

- Proper monthly/annual stock taking
- Production volume vs target achievement
- Product quality compliance rate
- Reporting and documentation
- People management
- Waste management
- Production cost per unit
- Contract packing turnaround time and customer satisfaction
- Implementation of ISO standards of Occupational Health and Safety
- Effective budgetary planning



Knowledge and Skills Required

The job holder must possess:

- Bachelor's degree in Science in Food Science or related field.
- Eight (8) years of experience. Three (3) of which in Fast Moving Consumer Goods.
- Good knowledge of ISO 9001 & 22000 Management System
- Experience in contract Packing manufacturing is an added advantage
- Strong knowledge of production planning, quality systems and maintenance coordination
- Excellent Leadership and Communication skills
- Proficiency in ERP systems and Microsoft Office applications
- Demonstrated analytical and Information Technology skills



VACANCY ANNOUNCEMENT

Our client, **Kenya Tea Packers Ltd (KETEPA)**, is the leading tea blending, packaging, and distribution company, boasting a proud legacy of over 47 years in Kenyan and international markets. Known for its innovation, KETEPA also offers customized branding and contract packaging, with a diverse and premium portfolio of over 50 products, their offerings include; black tea, flavored tea, green tea, purple tea, white tea, orthodox tea, herbal infusions and refreshing bottled water. In alignment with their continued growth and strategic success, they are seeking to recruit highly competent, dynamic, and outstanding individuals to fill the following positions:

- 1. Production Manager**
- 2. ICT Assistant – Network Administration**

For the full job descriptions, person profiles, minimum requirements and application procedures, please visit the official KETEPA website careers page: <https://www.ketepa.com/careers/>

Applications process:

Interested and qualified candidates are invited to apply by sending their Motivation Letter (clearly stating the position they are applying for and with an indication of current and expected remuneration, Curriculum Vitae and names and addresses of three referees to:

Email: jobshag@hcsaffiliatesgroup.com

Our Client is an Equal Opportunity Employer.

Deadline for applications: is **Friday 12th June 2026**. Only short-listed candidates will be contacted.

HCS Affiliates Group is a Nairobi based, human resources solutions provider whose clients include a range of organizations in various sectors within the region.



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