

Job Description

<b>Name:</b>
<b>Title:</b> Purchase Officer (Imports)

<b>Qualifications:</b> Relevant degree in Imports, Logistics, Procurement
<b>Experience:</b> 5-7 Years
<b>Responsibilities:</b> <ul style="list-style-type: none"><li>• Manage the entire procurement process of the organization</li><li>• Ensure no storage &amp; no demurrage on import shipments</li><li>• Closely liaise with Forwarders, Clearing Agents and Port authorities for smooth delivery of shipment to plant</li><li>• Develop and implement strategies for cost savings and efficiency improvements</li><li>• Import document verification, confirmation &amp; correct HSCode declaration by agent</li><li>• Ensure timely delivery of goods and services to meet production needs</li><li>• Liaise with Finance department for Advance Payments based on priorities and update suppliers</li><li>• Monitor the import cycle very closely from order confirmation to shipment to vessel monitoring to loading at Mombasa and delivery to Kampala</li><li>• Ensure original documents are submitted to shipping lines / agents in time to avoid any kind of delay</li><li>• Liaise with Inventory stores / consumables stores for priority deliveries from Mombasa</li><li>• Ensure compliance with all applicable laws, regulations, and policies</li><li>• Establish and maintain relationships with key supplier</li><li>• Effective team management for optimum output</li><li>• Ensure safe work procedures and environmental guidelines complied with, for zero penalties from respective authorities</li><li>• Prepare various MIS reports and monitor KPIs for optimum performance</li><li>•</li></ul>
<b>Authority:</b> <ul style="list-style-type: none"><li>• Reports to the Operations Manager</li></ul>
<b>Interfaces:</b> (titles of people you deal with, e.g. from other departments, sections, customers) <ol style="list-style-type: none"><li>1 Cross functional departments (Admin, Sales, Finance, PPIC, Stores)</li><li>2. Peers, direct reporting team members (operations &amp; maintenance).</li></ol>
<b>Safety, Environmental &amp; Health responsibilities and Ethics:</b> <ul style="list-style-type: none"><li>• Ensure cleanliness in and around the workplace</li><li>• Ensure security of cargo, company staff and property</li><li>• Promote health and safety at the workplace</li><li>• Encourage teamwork for the purpose of a smooth and prosperous management</li><li>• Help create a culture and atmosphere of hard work and high personal integrity</li><li>• Safeguard the company's systems and Terms and Conditions of employment</li></ul>
<b>Requirements:</b> <ul style="list-style-type: none"><li>• In depth understanding of Import process and customs clearance procedure</li><li>• Ability to communicate in clear and understandable manner</li><li>• Ability to handle team</li></ul>

Rev. No. 00	Revision Date	Written by Process Owner	Checked by HR	Confirmed by MR	Approved by GM
Issue Date 06/09/2024	00				

Job Description

<b>Name:</b>
<b>Title:</b> QA/QC Engineer –Structural Fabrication

<b>Qualifications:</b> Diploma or degree in Mechanical Engineering
<b>Experience:</b> 3-5 years
<b>Responsibilities:</b> <ul style="list-style-type: none"><li>• To inspect and record measurements for material as per drawings before and/or during inspections.</li><li>• Provide technical assistance (drawings, pressure tests, defect acceptance, tools and instruments).</li><li>• To perform incoming inspection of all the raw materials as per the requirement.</li><li>• To perform online inspections of every member on the shop floor &amp; report its conformity or non-conformity.</li><li>• Maintain records of various inspection reports &amp; liaise with concerned departments for necessary support.</li><li>• Follows up the important orders according to the specific customer requirements.</li><li>• Maintain &amp; update all required technical documents pertaining to the type of process &amp; operation.</li><li>• Provides PQR and WPS for different welding processes as per project / order requirement, ensures approval of the same from TPA (third party agency).</li><li>• Make Inspection Test plans and QAPs as per the project / customer requirement.</li><li>• Records and edits all pressure test certificates, Quality reports and reports to the Plant Manager for measures for improvement.</li></ul>
<b>Authority:</b> <ol style="list-style-type: none"><li>1. Reports to the General Manager – Structural Division;</li></ol>
<b>Safety, Environmental &amp; Health responsibilities and Ethics:</b> <ul style="list-style-type: none"><li>• Ensure cleanliness in and around the workplace.</li><li>• Enforce PPE usage by employees in the plant at all times.</li><li>• Guidance and on-the job training of workers especially new ones in good environmental maintenance and safer working procedures in order to reduce occupational accidents.</li><li>• Assist management to identify resources required to improve EHS in the company.</li><li>• Ensure good housekeeping in the plant i.e., immediate cleaning of coolants and oil spillages, emptying of waste bins, shift of scrap from respective workplace.</li><li>• Ensure proper use of waste bins and their availability at the designated respective locations in the plant</li><li>• Assist in taking corrective actions for any EHS deficiencies identified during audits or day to day observations</li><li>• Help casualties get immediate medical attention and also work closely with HR and systems coordinator during accidents/incident investigations</li><li>• Facilitate security of company staff and property.</li><li>• Promote health and safety at the workplace.</li><li>• Encourage teamwork for the purpose of a smooth and prosperous management</li><li>• Help create a culture and atmosphere of hard work and high personal integrity.</li><li>• Safeguard the company's systems and Terms and Conditions of employment.</li></ul>