

# MPANGA GROWERS TEA FACTORY LIMITED

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## CAREER OPPORTUNITY

Mpanga Growers Tea Factory Ltd is a public limited liability company engaged in the growing, manufacturing and processing of high quality black CTC tea for the local market and for export. The company is strengthening its management and administrative systems to enhance both policy initiation and implementation through recruitment of highly qualified and committed individuals and to attain this, the company hereby invites applications from suitable qualified persons to fill the following positions:

**01 Job Title: GENERAL MANAGER**  
**Reports to: The Board of Directors**

**Job Role:** Set MGTf strategy, provide overall leadership in implementing them so that the objective of the organization is achieved, monitor and evaluate the company performance and growth strategies in line with the Board decisions, MGTf established policies and best practices, Person specifications

### Qualification and Experience:

- A bachelor's degree in agriculture sciences, Agribusiness or any other related qualification with experience in tea production.
- A Post Graduate Diploma in Project Planning and Management or in Business Management is an added advantage.
- A minimum of 5 years working experience at senior management level preferably in an agribusiness set up or the Tea Industry.
- Knowledge of,
  - Strategic planning and management.
  - Networking, alliances and partnership building.
  - Practices and trends in the agribusiness industry.
  - Contracts and Project management.

### Skills and Abilities:

- Leadership skills.
- Planning and budgeting.
- Exceptional decision making and problem solving skills.
- Emotional intelligence.
- Analytical skills.
- Coaching and mentoring.
- Communication and networking.

### Key Result Areas Duties and Responsibilities

#### 1 Lead the development of MGTf

- Strategy and communicate the corporate goals to all employees in line with the Board decisions and best practices and ensure their implementation.
- Hold stakeholder engagement and identify areas of focus for the organization.
- Coordinate the planning and budgeting for the organization with all department heads.
- Set and communicate targets for critical activities.
- Evaluate the performance of the strategy and coordinate strategy plan reviews.
- 2 Monitor and evaluate the implementation of MGTf strategy and other

operational strategies, the performance of the organization budget and account for all operations in line with the organization strategy and Board decisions.

- Monitor field activities and ensure that the activities and projects are implemented as per approved strategy and plans.
- Monitor the progress and success of ongoing organization operations in production, marketing and sales and all other supporting functions.
- Receive and review daily and periodic departmental reports, identify operational gaps and follow-up on the implementation of mitigations.
- Authorize expenditures in line with the Board approvals and organization policies.
- Prepare and present operational performance reports to the Board.

3 Promote the corporate image of the Organisation and coordinate the implementation of Corporate Social Responsibility programs in line with the Company strategy and best practices.

- Represent the Organisation in high level business meetings, conferences, trade fairs and other corporate events.
- Identify suitable programs for Corporate Social Responsibility focus, monitor the implementation of CSR programs and evaluate the success and impact of such programmes.
- 4 Establish and maintain business networks, alliances and collaboration for MGTf through which the organisation can realize support.
  - Develop and present concept papers and business proposal for funding of MGTf initiatives and projects to strategic partners.
  - Build alliances, partnerships and networks in line with the organisation strategy.
  - Coordinate the organisation communications to the general public.

- 5 Develop, Review and coordinate the implementation of policies and procedures, follow-up on the implementation of National and International standards.
  - Initiate the development of relevant Organisation policies and procedures, review and present such developments to the Board for approval.
  - Communicate Company policies and procedures to staff and follow-up on the implementation.
  - Ensure the implementation of national and international standards and ensure they are complied with.
  - Assess the Organisation business operation environment and identify policy gaps and develop interventions.

6 Develop frameworks for risk analysis, coordinate the Organisation wide risk management and develop interventions for adoption.

- Develop and communicate risk management framework to all departments.
- Carryout independent business risk analysis, make recommendations and follow-up on their implementation.
- Receive risk management reports from different departments, review and coordinate the mitigation of such risks.
- Profile business risks and maintain a data bank of such risks and lessons learnt.

7 Manage the performance, development and motivation of staff in line with Human Resources Management policies, employment laws and best

practices.

- Ensure that the Organization – wide performance management programme is effectively implemented.
- Set performance goals for direct reportees and appraise the staff as per the performance guidelines.
- Identify staff skills gaps and direct trainings to equip them with the required skills.
- Establish and implement staff appreciation initiatives for outstanding performance.
- 8 Direct, coordinate and monitor the implementation of the Company HR, administrative and business support activities in line with the company policies and relevant laws.
  - Review, approve and monitor Human resource and administration plans and activities.
  - Monitor and evaluate activities and initiatives of the marketing function.
  - Review, approve and monitor procurement of goods and services for the Organisation.
  - Negotiate, draft contracts and enter into agreements with contractors and partners on behalf of the company.
  - Monitor and appraise the contractors and ongoing projects.

### Others Competencies / Attributes:

- Computer literate MS Word, Excel, Access and SPSS.
- Finance management knowledge.
- Valid driving permit.

**Job Title: Manager - Human Resource & Administration**  
**Reports to: General Manager**

### Key Duties and Responsibilities:

- In charge of planning, developing and disseminating strategies, annual action plans and contingencies based on the strategic business plan; ensuring that the organisation is geared to achieve the targets defined.
- In charge of the development and monitoring of the implementation of the of the company's human resource management and development strategy, ensure best human resource management practices are upheld.
- Manage the Human Resources planning function to match the Corporate strategy, for future staff acquisition, placements, retention and promotion.
- In charge of developing human resource management and administrative services policies, procedures and manuals for management's approval, and provide guidance in their implementation and review.
- Develop human resource and administrative services plans and budget in line with strategic and operational plans and monitor their implementation.
- Oversee the human resources planning process, develop and implement effective staff training and development of programmes that facilitate the achievement of the organization's objectives.
- Ensure timely implementation of the performance management system; offer support to staff and supervisors during the implementation of the various stages of the annual appraisal cycle.
- Provide guidance to both management and staff on all matters pertaining to welfare, industrial and employee relations including terms and conditions of service.

• Establish and maintain appropriate systems that promote security and safety for property, staff and visitors at MPANGA GROWERS TEA FACTORY PREMISES.

- In charge of developing and implementing systems and procedures that facilitate delivery of efficient and effective office and administrative service to internal and external customers.
- Build and strengthen working relationships with comparable organization and key stake holders to help in sharing updated information and keep in tune with human resource environment and best practices.
- Manage the performance and development of staff under the department in line with the Human Resource Manual, and offer them strategic oversight to enable them understand the MPANGA GROWERS TEA FACTORY LTD vision, and mission.
- Actively monitor remuneration packages for comparable organisations and advise on reviews.
- Efficient management of the payroll function.
- Ensure compliance with human resource policies, procedures and employment laws.
- Ensure accuracy and completeness of staff records and personal files.
- Act as secretary to management meetings.
- Perform any other duties as the General Manager will advise.

### Qualifications, skills and Experience:

- The ideal candidate should preferably hold a Bachelor's degree in Human Resource Management, Administration, Management or a related field. Candidates are also required to possess a qualification in administrative law. A post graduate Dip. In Human Resource Management will be an added advantage.
- A minimum of three years experience in human resource management in a big organization preferably in the Tea Industry.
- Excellent interpersonal skills.
- Computer literacy skills.
- Excellent communication skills.
- Self motivation and ready to prioritise work and follow up task to completion.
- Proven ability to interpret labor laws
- Willingness to take on additional responsibility.

### Application Procedure:

Interested candidates, who meet the above requirements, must submit to the company their application letter, curriculum vitae (including biography, date of birth, educational qualification, language proficiency, work experience and at least two referees), photocopy of their academic papers, 2 copies of coloured passport size photographs, and day time contact number not later than **18th December 2017**.

Applications for the post of General Manager should be addressed to the Chairman board of directors where as Human resource & administration to the General Manager, Mpanga Growers Tea Factory Limited, P.o.Box 585, Fort Portal, Uganda.  
Email to [mpangatea@iwayafrica.com](mailto:mpangatea@iwayafrica.com)