

Q-Sourcing on behalf of its client is seeking to recruit experienced personnel to fill the positions of Leaf Growing Manager, Leaf Operations Manager and Leaf Production Manager. Below are the Job Details;

1. Position: Leaf Growing Manager

Location: Hoima and Gulu
Duties and Responsibilities:

CROP PRODUCTION PLANNING

Attends the pre-season meetings, establishes numbers of growers, annual volumes of tobacco and projected yield and contributes to the pre-season planning in line with company Agronomy SOP's

Develops the annual financial budget for the Hoima and Gulu area and submits this for approval to the Head of Agronomy, manages the budget, and identifies and addresses variances in line with Financial Policies

CROP PRODUCTION

Visits Farmers to ensure suitability, checks and approves the CRF's submitted by the Leaf Area Supervisor, arranges for IFAS Supervisors to capture the data and issue printed contracts, and ensures the Leaf Area Supervisors have obtained necessary signatures in line with Agronomy SOP's

Reviews crop estimation at critical times, manages the crop delivery in baling Centre, checks that crop throw percentages conform to the Leaf Buying Plan, participates in regular training days and provides agronomic advice to the Farmers and Agronomy staff in compliance with Agronomy SOP's

Acts as Company representative with Local Authorities and the District Tobacco Task Forces and attends relevant meetings

LOAN RECOVERY

Monitors and ensures that the Leaf Sourcing Team has recovered the required loans and volumes from the tobacco farmers in compliance with Agronomy Debt Recovery SOP's
Follows up on defaulting Farmers and assesses

the risk level of the loan repayment or otherwise, and informs the Head of Agronomy verbally and in writing.

Management of Central Purchasing Point (CPP) Logistics

Evaluates and reviews the overall requirements and resources for the Leaf Operations concerning inputs and distribution, time frames, and technology annually;

Oversees the maintenance of all operational vehicles and motor bikes, ensures that budgets are adhered to and costs are maintained through the company's Planning & Logistics Manager;

MANAGEMENT OF REGIONAL AGRONOMY STAFF

Monitors and evaluates subordinate staff on a weekly basis and takes appropriate action through the Head of Agronomy and the HR Department

Manages the recruitment and payroll data of seasonal Agronomy employees in liaison with the HR Department

Ensures that the Sustainable Tobacco Production (STP) and Safety Health & Environment (SHE) Policies and Procedures are being implemented and adhered to throughout the relevant Leaf and Agronomy operations in compliance with AOI STP and SHE Policies

Qualification, Experience, Knowledge and skill

Degree in Agriculture, Environment and/or Natural Sciences from a recognized Tertiary Institute

Post Graduate Degree in Business and General Management, Agriculture or similar

6 to 8 years' experience in a Tobacco, or relevant Agricultural crop growing and production

Knowledge in Tobacco growing and production, agronomy and agronomic, processes, grower and farm operations, tobacco and farmer

electronic systems, stakeholder engagement and management

Ability to analyse, solve related problems and make accurate decisions

Team leadership, interpersonal skills and results orientated

Ability to plan and organise work on a monthly, quarterly, bi annual and annual basis

Ability to innovate and manage change

2. Position: Leaf Operations Manager

Location: Hoima
Duties and Responsibilities:

AGRONOMY PLANNING, BUDGET AND REPORTING

Evaluates, reviews the annual departmental operational plans, and advises performance to the Head of Agronomy.

Evaluates the performance of the approved Agronomy financial budgets against actual in line with the Finance and Accounting Policies

AGRONOMY OPERATIONSEvaluates the quality and yield of the crop production, provides continuous operational expertise and service to the Agronomy team, monitors compliance and assesses the development of the Agronomy Field staff and farmers in compliance with Agronomy SOPs

Monitors and evaluates ALL GAP projects and recommends remedial action if required in line with the agreed Project Plan

Qualification, Experience, Knowledge and skill

Degree in Agriculture, Environment, Natural Sciences or Economics, Accounting from a recognised Tertiary Institute

Post Graduate Degree in Business Management, Agriculture or similar

8 to 10 years in a tobacco and agronomic production experience

Knowledge in tobacco production, agronomic

expertise, budgeting and financial control, government, SRTP, farmer, customer and stakeholder relationships and the impact to the organization.

Ability to analyse, solve related problems and make accurate decisions

Team leadership, interpersonal skills and results orientated

Ability to innovate and manage change

Member of relevant Environmental/Agronomy/ Agricultural Association in Uganda

3. Position: Leaf Production Manager

Location: Hoima
Duties and Responsibilities:

LEAF OPERATIONS PLANNING AND BUDGET

Prepares, implements and ensures adherence to the annual, monthly and weekly Leaf Operations plan

Prepares, monitors and maintains the financial budget for the Leaf Production Operations for approval by the Head of Agronomy

LEAF OPERATIONS

Manages the Volume and quality of the crop production, provides agronomy expertise and service to the Stakeholders in compliance with company Agronomy SOPs

Monitors, reviews and oversees green tobacco movement

Oversees and controls Operational Fleet Managements and vehicle running costs

Ensures that there is full awareness and understanding of the Sustainable Tobacco Production program (STP) requirements throughout Small Holder Sector in line with company and Customer requirements

CUSTOMER RELATIONSHIPS

Builds and maintains Customer and stakeholder

relationships, promotes awareness on environmental issues and prepares for self-evaluation in compliance with company STP STAKEHOLDER RELATIONSHIPS

Develops and maintains stakeholder relationships through education and on-going communication monthly

DEPARTMENTAL MANAGEMENT

Oversees the human resources for Small Holder to ensure the achievement of goals and objectives in line with company HR SOP's

Monitors SHE, GAP/SRTP and allied policies and regulations to ensure compliance in line with Tanzania laws and company SOP's

Qualification, Experience, Knowledge and skill

Degree in Agronomy/Agriculture or similar Master's Degree in Business Administration or similar

6 to 8 years' experience in Operations and business management or similar experience

Knowledge in tobacco production and operations, agronomic expertise

Business management, budgeting and financial control, Computer literacy

Leadership and team management, ability to introduce and manage change

Ability to plan and coordinate large areas of production, analytical and problem solving

How to apply

Candidates who meet the above requirements should submit their CV to recruitment@qsourcing.com not later than 5:00pm, Friday 22nd December 2017.

For further details, please visit www.qsourcing.com