

Job Title	Dairy Hub Manager
Position Reports to	Board/Management Committee
Position Supervises	<ul style="list-style-type: none"> • Dairy Technologist • Accountant • All other hub employees



OSIEPE Practical Action is looking for a result-oriented Dairy Hub Manager.

Overall Purpose of the Job:

Manage the profitability and diversity of the OSIEPE Dairy Hub (DH) businesses and bring year on year incremental revenues from milk collection. Ensure effective and efficient DH management controls are developed and adhered to and responsible for the budget, revenue, customer service, staff morale and overall productivity.

Key Tasks and Responsibilities:

- Ensure efficient management and operations of Dairy Hub (DH);
- Ensure that the milk collection process is effective, efficient and flawless;
- Create structures and activities that foster excellent customer service delivery and maintain a positive image for DH;
- Implement administration systems controls, in order to eliminate losses to the DH through revenue leakage;
- Manage DH assets including office equipment and human personnel;
- Supervise all staff and handle all matters related to human resources and staff performance management;
- Collaborate with external partners to increase milk production for farmers in the region;
- Ensure annual budgets are prepared in consultation with the Accountant and communicated to the management for approval;
- Attend management committee meetings as a senior management member and provide advice on technical issues concerning dairy production and management;
- Meet revenue targets set by the management committee within agreed timelines;
- Implement management committee decisions and annual general meetings resolutions; and
- Any other work assigned by the Management Committee/Board.

Key Result Areas:

- Sound technical operations of services in the dairy
- Prudent financial resources management
- Improved milk production, collection and sales
- Optimal labour productivity
- Efficient Operational cost control.
- Efficient Record Management
- Optimum resource utilization.
- Submission of accurate, timely and relevant reports to the relevant management committees of the board
- Successful implementation of quality control standards for services offered by the dairy

- Effective supervision of employees assigned to the team
- Continuous process improvement of services through efficient working
- Enforcement of relevant guidelines, rules and regulations
- Ensure customer satisfaction for the consumers of the services offered by the dairy

Knowledge and Skills Required:

- The Job holder must possess; Business Management or related field. Diploma or other forms of certification in Management from a recognized institution will be an added advantage
- A Minimum of five (5) years post experience
- Experience in management of agri-business and working with smallholder and medium scale farmers preferably in a dairy set up
- Sound knowledge of business management, finance, industrial engineering and human resource management principles and practices
- Knowledge and experience in implementing and ensuring compliance to, quality systems production standards and health and safety standards
- Should have thorough knowledge of the relevant dairy industry/sector as well as knowledge of regulatory requirements affecting the dairy and milk processing
- Must have ability to plan, organize, implement and evaluate assigned goals

Application Procedure

Interested Candidates should submit written applications including a cover letter and CV to osiepepa@gmail.com by close of business 24th of January 2019. Only shortlisted candidates will be contacted for further engagement.