	<b>Job Description Template</b>	<b>SHEQ-FRM-112</b>
	<b>Revision No:</b>	<b>1</b>
	<b>Effective Date:</b>	<b>February 2021</b>
	<b>Approved by:</b>	<b>MD</b>

## PRODUCTION MANAGER JOB ADVERT

### 1. Mission

The incumbent will report to the Managing Director of Sun Ace South Africa (SASA). Other key stakeholders for the Production Manager are, Finance Manager, Sales Team and Group Production.


The incumbent will be a member of the SASA Leadership Team. The incumbent will lead and manage the Production Department, including all line management functions, ensure production continuity, advise on raw material purchases, and manage all technical spend. The incumbent will lead all Production Projects and implement World Class Manufacturing (WCM) in the department. The incumbent will be the Shopware “super-user” as the main Production and maintenance software package.

The incumbent will be required to do minor mechanical and ideally electrical repairs, in conjunction with contractors for major repairs of a more intricate nature.

The incumbent must be a team player, have good leadership skills, manage on site contractors, manage projects teams, plus have the ability to liaise with Sun Ace Global stakeholders to ensure best practice and knowledge sharing. Group collaboration via being a member of the Group Production Manager Forum and keep the SASA equipment database up to date. The incumbent needs to be involved with all product trends and sales forecasts.

### 2. Responsibilities


- **Quality excellence achieved**
  - Daily housekeeping of your zone (Companywide KPI)
  - Manage new product development.
  - Manage all production department projects, ensuring quality workmanship of Contractors and all the relevant documentation in place (Manuals, Procedures, Work Instructions, calibration procedures, etc.).
- **Cost Leadership**
  - Implement possible cost saving opportunities (Companywide KPI)
  - Support Finance with Stock Management.
  - Procure all maintenance related spares and service.
  - Manage the maintenance budget.
  - Utilise Sage Inventory Adviser for raw material and production forecasting.
- **Efficient delivery and zero defect**
  - Manage project risks, including contingency plans.
  - Drive efficiency in problem solving, detection and correction.
  - Develop, train, and sign off all production SOP's.
  - Strive for a culture of innovation and continuous improvement (shared learnings, innovations, automation, etc.).
  - Implementation of a full WCM program (TPM, Autonomous maintenance, Preventative Maintenance, Measures, etc.)
  - Develop, train, and sign off all maintenance SOP's.
  - Manage the maintenance schedules in Shopware.
  - Manage spare part stocks.
  - Manage Contractors.
  - Perform minor repairs.
  - Motivate for emergency spares and ensure correctly stored and maintained
  - Maintain legal registers (boilers, compressors).

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- **Reputation, SHEQ, Corporate Governance and Legal**
  - Be fully conversant with the OHS Act 1983 and applicable ISO standards
  - 16(2) and GMR 2.
  - Leadership of SASA Environmental Policy.
  - Member of SASA SHERQ committee, managing the full Production SHERQ system (SHERQ – Safety, Health, local Environment, Risk and Quality)
  - Manage Ariscu (NC's, Near Misses, Shared Learnings, etc.).
- **Leadership and Moral**
  - Build positive team moral (Companywide KPI)
  - Provide input to SASA Leadership team.
  - Provide leadership, mentorship and coaching to the Production Team.
  - Develop SMART goals for Production to ensure best practice and continuous improvement. (SMART – Specific, Measurable, Achievable, Relevant and Timeous).
  - Ensure the team has regular one on one review of performance, ensuring continuous improvement and team development.
  - Support all Sun Ace corporate reputation goals and initiatives.
  - Be fully complaint to the Sun Ace Group, Policies and Corporate Governance

### **3. Education, Competences & Experiences**

- **Education**
  - Millwright/BTech/BSc Electrical, Mechanical or Chemical.
- **Legal Requirements**
  - Registered Engineer.
  - Driver's license.
  - GM1R 2 and 16(2).
- **Skills / Key Competencies and behavioural requirements**
  - Self Sufficient and Proactive.
  - Change leader.
  - Capable to manage and develop a multi-cultural team.
  - Good communication skills (written & verbal).
  - Strong customer orientation.
  - Very good capacities to analyze complex and sensitive situations.
  - Attracted to work in an International Environment and the ability to travel.
  - The ability to handle stress.
  - Ability to prioritize multi-faceted job.
- **Experiences and Knowledge**
  - SHEQ Inductions and SHE related training.
  - Good understanding of PVC or related industries.
  - Proficient with MS Office Suite.
  - Proficient in SAGE ERP and Shopware.
  - Experience in Project Management, Stores Management and Procurement.
  - Ability to read and understand Technical Documents, P&ID's, PFD's, C&A, electrical drawings, etc.
  - Deep technical knowledge of batch processing, water treatment, boilers, piping, electrical, civil and mechanical.
  - Ability to repair machines and if not have the knowledge of whom to call.
  - 5 Years' experience required in a Technical Role and knowledge of WCM.
  - 5 Years' experience required in a Management role and the managing of technical and production teams.

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**4. Organizational links:**

- The incumbent will report to the Managing Director of Sun Ace South Africa (SASA). Other key stakeholders for the Production Manager are, Finance Manager, Sales Team and Group Production. The incumbent will be a member of the SASA Leadership Team.

Please send your CV to [hesti@sunace.co.za](mailto:hesti@sunace.co.za) or [terence@sunace.co.za](mailto:terence@sunace.co.za) before 1 March 2021.