



## JOB DESCRIPTION

### Senior Production Manager

Job Title:	<b>Senior Production Manager</b>
Department/ Division/ Unit:	Operations
Duty Station:	Windhoek
Reports to Position:	Managing Director (MD)
Number of Direct Reports:	Five (5)

#### **PRIMARY PURPOSE OF THE JOB:**

To manage the daily operations of the Company's production plants by implementing the short-term business strategies, applying innovative and sound business principles as well as service excellence to customers and stakeholders to ensure the production plants of the Company runs effectively, efficiently and profitably. The Chief: Technical Services will further fulfill a supervisory level role in overseeing the day-to-day operations and activities of the technical services department. The incumbent manages a team of complex technical employees, such as Production Plant Managers and Specialists in various fields, i.e. garments and shoe designs, leatherproducts and other customized products. The incumbent will be expected to spearhead the introduction and sampling of new products and maintain operational excellence. They further establish and enforce production policies, procedures, and standards. They guide strategic planning and identify primary department objectives in consultation with the MD.

#### **JOB SPECIFICATIONS:**

**Minimum Educational Qualifications:** A relevant Degree (NQF Level 7) in the fields of Fashion Design, Garment/ Leather Manufacturing, Operations, Entrepreneurship, Business Administration/ Management, or equivalent. A Management and Leadership or Project Management Certificate will be an added advantage.

proven track record of success in a Company of similar magnitude and complexity. Previous hands-on experience in the manufacturing industry, preferably in the production of fast-moving consumer goods and at senior management level will be an added advantage. Incumbent must have good understanding and implementation of ISO 9001 or related management systems.

OR

**Minimum Education Experience Required:** A relevant Diploma (NQF Level 5) with a minimum of 10 years **relevant and extensive** working experience of which at least 10 years must have been at management level. Previous hands-on experience in the manufacturing industry, preferably in the production of fast-moving consumer goods and at senior management level is a MUST. A Management and Leadership or Project Management Certificate will be an added advantage.

**Special Requirements / Licences:** Valid Driver's License and MS Office Package proficiency.

#### **COMPETENCY PROFILE:**

Incumbent needs to demonstrate working knowledge in building new business, organizational skills, time management skills, managerial skills, marketing skills, negotiation skills, and larger-scale business awareness. Incumbent should have good working knowledge in business strategy and business development. Demonstrated critical thinking skills and dedication to continuous improvement. Strict attention to detail. Is committed to operational excellence in all things and leads others on team. Demonstrated problem solving and collaboration skills. More importantly:

- **Technical Competency**  
Extensive knowledge in the technical field who is able to develop, implement and monitor specialized department and a senior subject expert in the organization.
- **Communication**  
Balancing listening and talking; speaking and writing clearly and accurately; influencing others to communicate openly and honestly; keeping others informed.
- **Teamwork & Coachability**  
Ability to work as a member of a team; be receptive to feedback; willing to learn new things and share knowledge and skills; embracing continuous improvement. Be part of and contribute to the wider August 26 portfolio. Provide training to technical staff on major changes to processes and equipment documentation.

Managing for profit by problem solving and finding the best solution to a given problem or situation; collaborate with others to seek input and alternative ideas; think first before acting. Take ownership of your work and think of new ways to do things better and be willing to share your ideas with others.

- **Self-Management**  
Be self-managing; focus on effective planning and time management as well as prioritization of tasks; be reliable and maintain work / life balance.
- **Technical & Practical Skills**  
Be able to understand and measure, monitor and adapt; seek training opportunities for further development; improve performance in day to day tasks of the role; use technology to improve productivity; be receptive and willing to learn and embrace technology as required of the position and the incumbent to be proficient with work study techniques.
- **Leadership / People Management**  
For those with direct reports – lead but empower; lead by example; set clear expectations and provide role clarity, be consistent and fair; review progress, develop people; provide feedback and guidance; hold people accountable. Employ, train, and discipline staff as required in accordance with company policy.
- **Administration & Quality Compliance**  
Keep up to date with administrative and reporting responsibilities required of the position and job duties; always comply with company policies and auditing requirements.
- **Business & Asset Management**  
Work in conjunction with others in setting and achieving production and financial targets. Ensure property and associated assets are optimized, secure and maintained within seasonal operating budgets.

## **KEY PERFORMANCE AREAS:**

### **1. Production Strategy (Planning, implementation and monitoring)**

- Develop the Production Strategy of the Company as well as the relevant planning.
- Participate in the development and effective implementation of the Company's Vision, Mission and Philosophy/ Values.

- Participate in the development, implementation, evaluation and approval of the Company's 3/5-years Corporate Strategy as well as the annual Business Plans, that ensure that production operations priorities are identified and prioritized.
- Present analyses of departmental performance to the Managing Director, discuss and subsequently agree on focus areas at strategic as well as critical operational level.
- Spearhead the formulation and implementation of professional and practicable standard operating procedures and policies that comprehensively govern all critical aspects of the production, and that meet best practice in management and ensure that these are at all times up to date and relevant to the operations of the company.
- See to it that all Company policies and procedures are understood and adhered to by Departmental staff.
- Lead product development and life cycle management process to support new product introductions and life cycle management opportunities.

## **2. Planning & Budgeting**

- Participate in the development, implementation and maintenance of the Company's annual budget.
- Develop an annual production plan (also covering equipment /machinery maintenance), covering all envisaged assignment (orders placed) during the year. Discuss this plan with the management colleagues and also submit it to the immediate superior for approval.
- Develop an annual Production Department budget in support of the annual approved production plan.
- Investigate and determine the requirements of capital projects, e.g. replacement of machinery, and the urgency and the priority thereof, and budgets for this accordingly in the capital budget.
- Submits the entire budget to the Finance Department for review and discussion with the MD. Reviews and modifies the budget if requested.
- Provides management colleagues, the MD and the Board with strategic input regarding all production matters as required. This includes advice on production capacities of the plant, which serves as a vital ingredient when making commitments to major customers.
- Provides management colleagues with all required information and data necessary to establish the viability of new envisaged products from a costing and market perspective. Discusses the results of feasibility studies done with the colleagues and the immediate superior and provides the required technical input.

- Confers with management and the MD to plan preventive maintenance programmes and to schedule inspection and major overhauls in coordination with other operating activities.
- Identifies, plans, develops, and implements new methods and procedures designed to improve production operations, minimize production costs, and effect greater utilization of labour, equipment/machines, and materials.
- Where required, schedules repair, maintenance, and installation of machines, tools, and equipment in such a way that normal production is not affected.
- Acts as interface between the company and external service providers thereby contributing to sound control over maintenance contracts.
- Monitor / track Service Level Agreements (SLAs) with appointed service providers to ensure compliance of both parties to the contract.
- Remains continuously up to date with the latest technological developments in the field of leather and textiles products manufacturing.
- Monitor seasonal expenditure in line with the budgeted cash flow.
- Accountable for the achievement of monthly activities and budgeted targets.
- Motivate the procurement and or lease of new equipment.

## **2. Production Operations Management**

- Plan and execute the running of the department by directing and coordinating, through subordinate supervisory personnel, activities of workers.
- Take charge of all the production activities to ensure achievement of production targets.
- See to it that the Company is managed within consent conditions and that work is done within best practice environmental guidelines.
- Oversee the development of detailed production schedules for each manufacturing assignment (order), including all product specifications, raw materials required, tools and equipment required, and timelines.
- Coordinate and oversee all daily, weekly and monthly activities of the Plants, including the redeployment of employees to ensure effective and efficient running of the Production operations.
- Monitor the Company's production performance and implement continuous improvement mechanisms.
- Monitors production process through physical inspections. Where necessary adjusts production schedules to ensure there are no production delays.
- Performs continuous checks to ensure that all products are produced in line with the set time schedules.

- Oversees and controls all routine maintenance activities during the annual shut-down, ensuring that all relevant targets are achieved during these exercises.
- Plans and coordinates the procurement of all raw materials required for the production process. Provides the required instructions in this regard, and monitors the progress made, ensuring own up datedness with the status of any consignment at all times.
- Identifies potential problems and initiates appropriate corrective action steps to minimize possible production stoppages.
- Monitors all expenditure in the department monthly, identifies spending deviations, and provides explanations / takes corrective action to remedy such spending.
- Implements and drives continuous improvement initiatives in the production process through the implementation of change management processes and the communication of best practices.
- Oversee regular stock takes and ensure and ensure results are recorded and reported to the Management.
- Implement and Ensure adherence to all occupational health and safety requirements to ensure a safe working environment.
- Reports in writing on all production activities during the month for monthly reporting.
- Identify and implement innovative production practices that contribute to increased production, economic use and efficiency.
- Formulate and implement standard operating procedures and policies within the department.

### **3. Quality Assurance System**

- Design, document, implement and evaluate quality assurance policies and procedures necessary to ensure compliance to ISO 9001.
- Maintain document control mechanism and processes.
- Coordinate the mapping of the Company's production processes.
- Monitor product quality standards and assesses the level of workmanship, and the extent to which the specific product fully complies with the customer's specific requirements.
- Continuously enforces all required set quality standards and implements quality control programmes.
- Plan and coordinate internal and external quality audits and management system reviews.

- Liaise with Certification Bodies authorities to external quality audit for certification to provide assurance to customers.
- Support continuous improvement processes to improve quality and operational performance.
- Maintain and develop quality assurance and QC programs for the manufacturing facilities.

### **3. Business Development & Innovation**

- Keep up to date with developments in the field of manufacturing.
- Implement improvements in execution of tasks and direct change management in the department.
- Remain sensitive and responsive to industry trends and changes.
- Monitor industry trends, development and policy environment.
- Conduct continuous benchmarking is done against industry's best practice in order to maintain cost effective and efficient structures and effective machineries for August 26 Manufacturing (Pty) Ltd.
- Introduce new products and offerings for business development and to boost sales.
- Support and participate in all Sales and Marketing activities taking place at the Company in conjunction with Manager: PR, Sales & Marketing.
- Perform internal audits, identify root causes and corrective actions, and verify completion of corrective actions.
- Manage risk assessments and technical reports summarizing results from production and validation studies to support products and process technologies and use appropriate statistics to drive results.
- Work closely with appropriate teams to monitor analytical/stability data and track product performance data to anticipate issues needing remediation and/or optimization.
- Collect and analyze data to improve product specifications and create certificates of analysis.
- Perform advanced customer service functions acting as a liaison between our customers and key internal departments to maintain and improve customer/production satisfaction.

## **7. People Management & Leadership**

- Supervise day-to-day activity, organize rosters and schedule tasks/activities that need to be undertaken.
- Oversee the functions and work delivery of all reporting staff.
- Monitor manage and review performance of reporting staff.
- Provide relevant training and transfer of knowledge through on the job training, guidance and coaching.
- Oversee the recruitment, motivation and retention of high calibre staff within the existing framework of the law.
- Provide training/coaching to staff to enable them to competently carry out tasks required of them on Company.
- Review the training and development needs of staff and implement development and growth initiatives as required and within the parameters of the performance management system.
- Discipline staff according to group policy and procedure, providing support and facilitating counselling where required.
- Instil the creation of a culture and platform for continuous learning and growth (innovation and creativity) in the August 26 Manufacturing (Pty) Ltd.
- Instil a service-oriented, value-adding work culture.
- The incumbent must exercise tact and diplomacy in directing the work of technical professionals and allocate their assignments so as to create a productive work environment and career opportunities.
- The incumbent co-operates with the rest of the unit management on general issues of staffing, career paths and staff mobility among groups, the establishment of procedures and standards, monitoring staff performance and focusing staff efforts on August 26 Manufacturing goals in response to changes in technology.

## **PRIMARY FEATURES OF THE JOB**

**TYPICAL DECISIONS TAKEN** : Operational Decisions relating to the running of the Production operations of the Company and mostly involves Policy and Strategy Implementation. Decisions are mainly about how to best contribute to the overall viability of the Company through effective and efficient production processes. Non-performance in this position could lead to the sustainability of the Company being compromised. Despite the above, the incumbent is in a position, through effective planning and time management, to schedule own tasks in such a way to prevent serious operational pressures.

**Supervision Required** : The incumbent is expected to operate independently, initiating operational action steps where required and within the mandate of the incumbent. Meets with the immediate superior on a daily informal basis if required, and also attends weekly management briefing meetings.

**Pressure of Work / Physical Effort** : High Operational Engagement.

**Working Conditions** : Multi-Dimensional (Office, Production Plants and in the field – visiting new and prospective clients, suppliers, and networking). Travelling between Production Plants required weekly.

The incumbent will be responsible for any additional work which is reasonable and within the position environment from time to time.

### **APPLICATIONS:**

- Interested candidates who meet the requirements are invited to submit a Letter of application, Curriculum Vitae and certified copies to the following email address: [hr@a26man.com.na](mailto:hr@a26man.com.na)
- Please note that only shortlisted candidates will be contacted.

**CLOSING DATE OF APPLICATIONS:**  
**26 April 2026**