

## Kawempe Home Care Job Advertisement

**Role Title:** Production Co ordinator  
**Reports to:** Skills Development & Empowerment |Manager  
**Department:** Skills Development & Empowerment.

### Key result areas

- Review production orders or schedules to ascertain product data such as types, quantities, and specifications of products and scheduled delivery dates in order to plan units operations.
- Plan production operations, establishing priorities for making paper beads, bags and other crafts
- Prepare operational schedules and coordinate manufacturing activities to ensure production and quality of products meets specifications.
- Ensure all products are packed timely for market.
- Ensure that clients making the goods, hold to productivity standards in accordance with company policy.
- Inspects production machines and equipment to ensure specific operational performance and utilisation.
- Ensure production is monitored.

### Minimum requirements

- Strong written, oral and analytical skills
- Able to manage multiple tasks
- Good computer skills
- Understand the processes of making paper beads, bags, crafts etc, is an added advantage
- Leadership skills
- Product & customer focused
- Adapt and learn to encourage and build talent
- Certificate in business administration

### How to Apply

Send your written application sealed to: **Volunteer's Co-ordinator, Kawempe Home Care, P.O Box 337, Kampala.** Include on the envelope, in BLOCK LETTERS the position you are applying for. Please include with your application recommendation letters from LC 1 and Community Network of Care Co ordinator.

**Application Closing Date: Thursday 8 November 2018**