

Vistari SEZ Limited - Job description

Job details	
Job title: Production Planning & Control Manager (PPC)	Line Manager title: General Manager - Production
Department: Production	Location: Eldoret, Kenya
Direct reports	
Production Clerks	
Job summary	
The PPC Manager will plan, coordinate, and control all production planning and control activities across the textile and apparel value chain, ensuring optimal utilisation of capacity, timely order execution, and alignment of manufacturing schedules with sales forecasts and customer commitments. The role oversees production scheduling, material planning, capacity analysis, and workflow coordination from yarn to garment, ensuring on-time delivery, cost efficiency, and compliance with quality and sustainability standards. In addition, the role acts as the operational bridge between Production, Design, Commercial, Supply Chain & Procurement, and Warehousing & Logistics to deliver seamless, efficient, and responsive manufacturing operations.	
Key roles and responsibilities	
Production Planning & Scheduling - Develop, review, and implement master production schedules for all production divisions and units, as well as for the Apparel Manufacturing & Fashion (AMF) Department. - Translate customer orders, sales forecasts, and market demand into actionable production plans and daily line targets. - Prepare Time & Action (TNA) calendars and track progress from order receipt to shipment. - Ensure adherence to delivery schedules by monitoring workflow and addressing bottlenecks proactively. - Adjust production schedules based on capacity constraints, machine breakdowns, or raw material delays. Material Resource Planning (MRP) & Coordination - Prepare and monitor material requirement plans (MRP) in line with bill of materials (BOM) and approved samples. - Liaise with Supply Chain & Procurement and Warehousing to ensure timely availability of raw materials, spares, trims, accessories, and consumables. - Maintain optimal inventory levels to minimise working capital without disrupting production. - Monitor raw material utilisation, wastage, and yield to support cost control and efficiency. Capacity & Process Planning - Assess production capacity and allocate workloads across production divisions and lines, as well as AMF to optimise resource use. - Conduct manpower, machine, and time studies in collaboration with the Technical Services Department, particularly Engineering. - Evaluate factory and line capacity for new orders before acceptance or confirmation. - Review production flow, identify constraints, and recommend process adjustments or balancing measures. Production Monitoring & Control - Track daily production progress against targets, delivery dates, and efficiency benchmarks. - Coordinate with Supervisors, Senior Production Officers, and Heads of Department to resolve issues affecting production timelines or quality. - Implement systems for monitoring work-in-progress (WIP), rework, and rejects. - Conduct variance analysis between planned vs. actual performance and recommend corrective actions. - Maintain updated production dashboards and performance indicators for management review. Costing, Forecasting & Data Analysis - Collaborate with Finance & Accounting, Commercial, Production, and AMF teams to support garment costing and budgeting. - Analyse production data, order trends, and material consumption to guide strategic decisions.	

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- Monitor cost of production (COP) drivers such as fabric yield, line efficiency, and downtime and collaborate with all stakeholders to address any challenges that arise.
- Identify opportunities to reduce lead times, improve throughput, and enhance profitability, and implement corrective actions.
- **Quality, Compliance & Coordination**
 - Work closely with Quality Assurance to integrate quality checkpoints into production plans.
 - Ensure all production activities comply with internal quality standards, buyer requirements, and ISO systems.
 - Liaise with Engineering for preventive maintenance scheduling aligned with production cycles.
 - Support sustainability initiatives through waste reduction and efficient material use.
- **Team Leadership & Collaboration**
 - Coach and mentor Production Supervisors and Clerks, fostering analytical, planning, and communication capability.
 - Facilitate regular planning meetings with Production, AMF, Commercial, Procurement, and Warehousing & Logistics teams.
 - Promote cross-functional collaboration and accountability across departments.
 - Promote a culture of teamwork, accountability, inclusion, and operational excellence.
 - Take proactive action to address poor performance and misconduct.
- **Reporting & Continuous Improvement**
 - Prepare weekly and monthly PPC performance reports covering capacity utilisation, order status, efficiency, and delivery compliance.
 - Analyse historical data to improve forecasting accuracy and process reliability.
 - Recommend and implement digital tools (e.g., ERP/MRP systems) to enhance planning accuracy and real-time visibility.
 - Drive continuous improvement initiatives in scheduling, inventory management, and production follow-up systems.
- **Compliance with Vistari's Corporate Systems**
 - Apply the highest standards of internal controls and risk management practices and behaviours and embed a positive risk and control culture.
 - Demonstrate prudence, sound judgement, and appropriate and timely escalations in management of all types of risk (including fraud risk) applicable to the role.
 - Promote and adhere to Vistari's core values and ensure compliance with organisational policies and procedures.
 - Maintain zero tolerance to bribery, fraud, and corruption, and ensure the immediate reporting of any corruption or suspect behaviour that threatens Vistari's reputation.
 - Adhere to safeguarding policies and procedures and immediately report any safeguarding concerns.
 - Any other related responsibilities that may be assigned by the Line Manager from time to time.

Academic and professional qualifications

- Bachelor's degree in Textile Engineering, Industrial Engineering, Production Management, or related discipline from a recognised institution.
- Training in Project Management, Lean Manufacturing, Production Planning, Project Management, or Supply Chain is an added advantage.

Work experience

- Minimum of twelve (12) years' experience in textile or apparel manufacturing, with at least four (4) years' experience in a production management capacity.
- Strong understanding of textile production processes from yarn to garment.
- Proficiency in ERP, MRP, or other production planning software (e.g., SAP, Oracle, or equivalent).
- Expertise in lean manufacturing, Six Sigma, Kaizen, or ISO 9001 quality systems is an added advantage.

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Technical skills and behavioural competencies

- **Safety Compliance & Monitoring:** Skilled in enforcing health, safety, and environmental (HSE) standards across technical and production operations.
- **Production Planning & Scheduling:** Proven ability to translate customer demand into efficient production schedules.
- **Material & Capacity Management:** Skilled in MRP, inventory control, and resource allocation.
- **Analytical & Problem-Solving Skills:** Ability to interpret data and resolve scheduling or production conflicts.
- **Cross-Functional Coordination:** Effective liaison between production, procurement, and sales teams.
- **Cost & Efficiency Management:** Strong financial and commercial acumen in balancing timelines, costs, and output.
- **Systems & Digital Literacy:** Competence in ERP tools and data-driven decision-making.
- **Management & Team Development:** Capable of guiding, mentoring, and motivating a multidisciplinary team.
- **Continuous Improvement Mindset:** Focused on process optimisation and lead-time reduction.
- **Stakeholder Engagement:** Skilled communicator and relationship builder with internal and external partners.
- **Values and work ethic:** High integrity, ethical judgment, results-driven approach, and commitment to accountability.

Sign off

Job holder name:	Signature:	Date:
Line Manager name:	Signature:	Date:
Secondary Reviewer name:	Signature:	Date: