

Vistari SEZ Limited - Job description

Job details	
Job title: Senior Production Officer (Spinning, Preparation & Weaving, or Processing)	Line Manager title: Head of Department (Spinning, Preparation & Weaving, or Processing)
Department: Production	Location: Eldoret, Kenya
Direct reports	
Production Supervisors	Maintenance Supervisors (Direct for Spinning, Indirect for Preparation & Weaving and Processing)
Job summary	
The Senior Production Officer provides operational oversight of all assigned production shifts, ensuring efficient utilisation of labour, machines, and materials while maintaining compliance with quality, safety, and labour standards. The role is responsible for planning, coordinating, and controlling manufacturing processes across all shifts to achieve production targets, optimise workforce deployment, and uphold operational discipline. The position ensures that all shifts run efficiently, safely, and in alignment with company policies, productivity goals, and statutory labour provisions.	
Key roles and responsibilities	
Shift Planning & Resource Management - Develop and implement shift rosters and workforce deployment plans in compliance with the Kenyan Employment Act 2007, working hours, and rest day regulations. - Ensure optimal staffing levels across shifts to meet production demand, while controlling overtime and labour costs. - Coordinate shift handovers and ensure accurate communication of production priorities, targets, and issues. - Monitor time and attendance, leave schedules, and shift adherence to maintain workforce discipline and fairness. - Collaborate with Human Resources (HR) and Production Planning & Control (PPC) teams to forecast manpower needs based on order volumes and capacity. Production Operations & Performance Management - Oversee day-to-day shift operations, ensuring that production output meets set targets for volume, quality, and timelines. - Supervise and support Production and Maintenance Supervisors, Line leaders, and Machine Operators to achieve efficiency and minimal downtime. - Track production Key Performance Indicators (KPIs) such as efficiency, machine uptime, output variance, and waste reduction. - Review daily performance data and initiate corrective actions for deviations or bottlenecks. - Ensure accurate shift documentation, including production logs, downtime reports, and incident records. Quality, Safety & Compliance - Enforce strict adherence to quality standards and standard operating procedures (SOPs) across all production lines. - Work closely with Quality Assurance and Maintenance teams to prevent and resolve quality issues or mechanical breakdowns. - Ensure compliance with occupational health, safety, and environmental standards (OSHA, WIBA, and ISO requirements). - Promote a culture of safety awareness, including PPE (Personal Protective Equipment) use, incident reporting, and hazard mitigation. - Participate in safety audits, toolbox talks, and root cause investigations for any workplace incidents. Workforce Engagement, Training & Supervision - Provide management, coaching, and performance feedback to shift teams, ensuring accountability and motivation.	

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- Identify training needs and collaborate with HR to upskill Machine Operators, Supervisors, and Helpers.
- Conduct daily briefings to communicate shift objectives, performance updates, and policy reminders.
- Ensure that employee voice mechanisms (shift feedback sessions, suggestion boxes, mini “pulse” meetings) are active and acted upon.
- Promote teamwork, discipline, and a positive work environment during all shifts.
- **Operational Efficiency & Continuous Improvement**
 - Drive continuous improvement initiatives (e.g., Lean, Kaizen, 5S (Sort, Set in Order, Shine, Standardise, and Sustain) principles) to enhance productivity, reduce waste, and optimise line balancing.
 - Collaborate with the PPC team to streamline workflow, minimise idle time, and improve throughput.
 - Recommend process enhancements, technology upgrades, or layout changes to improve efficiency and product flow.
 - Monitor energy and resource utilisation to support cost control and sustainability initiatives.
- **Reporting, Communication & Coordination**
 - Prepare daily shift performance reports highlighting production output, manpower utilisation, downtime, and key incidents.
 - Ensure effective coordination between shifts, maintenance, quality, and planning teams to maintain workflow continuity.
 - Report equipment faults, material shortages, or staffing gaps to the relevant departments for timely resolution.
 - Maintain accurate and auditable production records for management review and compliance purposes.
- **Governance, Discipline & Compliance**
 - Promote a culture of teamwork, accountability, inclusion, and operational excellence.
 - Take proactive action to address poor performance and misconduct.
 - Support enforcement of disciplinary procedures fairly and consistently across shift teams.
 - Ensure all shift operations align with ethical, legal, and organisational governance principles.
 - Assist in internal or external audits related to production, safety, and labour compliance.
- **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, collective agreements, and statutory employment standards.
 - 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 Industrial Engineering, Textile Technology, Business Administration, or related fields.
- Diploma in Textile Production, Manufacturing Management, or related fields, with extensive experience, may be considered.

Work experience

- Minimum of eight (8) years’ experience in textile or apparel manufacturing operations, with at least four (4) years in a supervisory capacity.
- Strong understanding of and experience in production planning, machine operations, and workflow management in a multi-shift setup.
- Knowledge of Kenyan labour laws, OSHA (Occupational Safety and Health Act), and WIBA (Work Injury Benefits Act) requirements.
- Proficiency in MS Office and ERP/manufacturing systems for data entry, reporting, and analysis.

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- Demonstrable team management and problem-solving skills in high-volume production environments.

Technical skills and behavioural competencies

- **Operational Excellence:** Proven ability to manage multi-shift production, balance workloads, and achieve output targets.
- **Labour Law & Compliance Awareness:** Sound understanding of shift scheduling, working hours, and rest day provisions under Kenyan law.
- **People Management:** Strong interpersonal and coaching skills to guide Production Supervisors and Machine Operators toward performance goals.
- **Analytical & Process Thinking:** Ability to analyse production data, identify trends, and implement improvements.
- **Safety & Quality Consciousness:** Commitment to workplace safety, quality standards, and continuous improvement.
- **Decision-Making & Agility:** Ability to make timely decisions under pressure and respond effectively to operational challenges.
- **Communication & Coordination:** Excellent communication skills to foster collaboration across departments and shifts.
- **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: