

Vistari SEZ Limited - Job description

Job details	
Job title: Production Supervisor (Spinning, Preparation & Weaving, or Processing)	Line Manager title: Senior Production Officer (Spinning, Preparation & Weaving, or Processing)
Department: Production	Location: Eldoret, Kenya
Direct reports	
Machine Operators	
Job summary	
The Production Supervisor plans, coordinates, and supervises daily production activities to ensure targets are achieved safely, efficiently, and to the required quality standards. The role ensures effective use of people, machines, and materials while promoting teamwork, discipline, and adherence to company policies and QHSE (Quality, Health, Safety, and Environment) standards.	
Key roles and responsibilities	
Production Coordination & Supervision - Plan and allocate work to Machine Operators to meet daily and weekly production targets. - Monitor machine operations and production flow to minimise downtime and ensure steady output. - Address operational challenges quickly and liaise with maintenance for timely repairs. - Adjust processes to maintain efficiency and resolve production bottlenecks. - Ensure all activities follow standard operating procedures (SOPs) and work instructions. Quality Control & Efficiency - Ensure production meets approved quality standards at every stage of the process. - Identify any defects, process deviations, or material wastage and take corrective action promptly. - Promote continuous improvement and lean manufacturing practices on the production floor. - Encourage Machine Operators to take ownership of product quality and cleanliness at their stations. People Supervision & Development - Supervise, guide, and motivate Machine Operators to achieve performance goals. - Maintain discipline, attendance, and positive morale within the team. - Provide on-the-job coaching and ensure new staff are properly inducted. - Conduct regular performance appraisals and provide constructive feedback to support staff growth and accountability. - Identify skill gaps and recommend training or rotation to build capability on different machines. - Ensure adherence to company policies, code of conduct, and standard operating procedures (SOPs). - Encourage teamwork, accountability, and open communication across shifts. Safety, Maintenance & Housekeeping - Enforce adherence to QHSE policies and procedures. - Ensure staff use the correct PPE at all times and comply with safety instructions. - Conduct daily machine and area checks, reporting any unsafe conditions or hazards. - Maintain 5S (Sort, Set in Order, Shine, Standardise, and Sustain) standards - ensure work areas are clean, organised, and free of clutter. - Support preventive maintenance schedules and coordinate with Maintenance Mechanics to reduce breakdowns. - Promote waste reduction through proper handling of materials and tools. Communication, Coordination & Continuous Improvement - Communicate clearly with Machine Operators, Maintenance Mechanics, Quality Assurors, and other departments to ensure smooth workflow. - Ensure proper shift handovers and reporting discipline to maintain continuity. - Address minor employee concerns promptly and escalate where necessary. - Report production progress, issues, and resource needs to the Senior Production Officer.	

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- Encourage feedback and suggestions from Machine Operators on improving efficiency and safety.
- Stay informed on new operating procedures, company updates, and process improvements.
- Lead or participate in shift handovers and improvement meetings.
- **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

- Diploma in Textile, Mechanical, Electrical, Industrial, Production Engineering, or related field.
- Grade I Certificate in Textile, Mechanical, Electrical, Industrial Maintenance, Production Engineering, Plant Engineering, or related fields, with extensive experience, may be considered.
- Certificate in Computer Applications is an added advantage.

Work experience

- Minimum of six (6) years' experience in textile or manufacturing production, with at least two (2) years in a supervisory role.
- Proven record of meeting production targets and managing operational teams effectively.
- Proficiency in MS Office and ERP/manufacturing systems for data entry and reporting.

Technical skills and behavioural competencies

- **Production Supervision:** Strong understanding of production planning and process flow.
- **Quality & Efficiency Focus:** Ability to monitor standards and drive improvement.
- **People Supervision:** Skilled in supervising and motivating teams.
- **Technical Knowledge:** Working understanding of textile or industrial machinery.
- **Safety & Compliance:** Commitment to QHSE and 5S principles.
- **Problem Solving:** Analytical approach to identifying and resolving operational challenges.
- **Communication:** Clear and respectful communication with staff and management.
- **Adaptability:** Ability to work under pressure and adjust to changing priorities.
- **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: