

Vistari SEZ Limited - Job description

Job details	
Job title: Supervisor, Making Up - Production	Line Manager title: General Manager - Production
Department: Production	Location: Eldoret, Kenya
Direct reports	
Making Up Assistant	
Job summary	
The Supervisor, Making Up oversees day-to-day operations within the Making Up section in Production, ensuring efficient workflow, product quality, and timely completion of finishing and packing processes. The role coordinates people, materials, and machines to achieve production targets, maintain quality standards, and uphold safety and housekeeping requirements. The role ensures adherence to production plans, supervises staff performance, and supports continuous improvement in line with operational excellence and labour compliance.	
Key roles and responsibilities	
Production Planning & Execution - Plan, coordinate, and supervise daily making-up operations to meet output and quality targets. - Allocate tasks to operators and assistants based on production schedules and skill requirements. - Ensure optimal utilisation of machines, materials, and manpower to avoid downtime or bottlenecks. - Monitor progress throughout the shift, adjust workflow as needed, and report deviations. - Ensure all textile products and fabrics are finished, labelled, and packaged as per specifications. Workforce Supervision & Deployment - Supervise Operators and Assistants, ensuring proper attendance, discipline, and task execution. - Prepare and manage shift rosters, leave schedules, and overtime allocations in line with company policy and the Kenyan Employment Act 2007. - Conduct shift briefings to communicate targets, quality expectations, and safety reminders. - Support induction and on-the-job training for new or redeployed employees. Quality Control & Process Assurance - Enforce compliance with quality standards, inspection procedures, and customer specifications. - Conduct in-line and end-of-line inspections to identify defects, rework, or process gaps. - Liaise with the Quality Assurance team to address non-conformities and implement corrective actions. - Ensure proper finishing techniques and packing presentation are consistently applied. - Promote a 'right-first-time' production culture to reduce waste and rework. Safety, Health & Housekeeping - Ensure compliance with occupational health and safety guidelines and promote safe working practices. - Conduct regular safety checks and ensure proper use of PPE (Personal Protective Equipment) by all staff. - Immediately report accidents and unsafe conditions to Health & Safety for resolution. - Maintain 5S (Sort, Set in Order, Shine, Standardise, and Sustain) housekeeping standards in the making-up area - clean, organised, and hazard-free. - Oversee safe handling and maintenance of equipment, ironing presses, and tools. Materials & Inventory Control - Coordinate with the Warehouse unit to ensure timely delivery of fabric panels and accessories. - Monitor material usage and keep accurate records to ensure minimal wastage. - Support reconciliation of daily production inputs and outputs. Reporting & Documentation - Maintain accurate shift records, including output, absenteeism, idle time, downtime, and rejects. - Submit daily and weekly production reports to the Senior Production Officer. - Support preparation of audit and compliance documentation. - Record incidents, maintenance requests, and improvement actions promptly.	

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- **People Supervision & Engagement**
 - Train and mentor Operators and Assistants to improve productivity, quality, and multi-skilling.
 - Foster a culture of teamwork, discipline, and respect within the section.
 - Support employee engagement initiatives and ensure that employee voices are heard.
 - Handle minor grievances in a proactive manner, and escalate complex issues appropriately.
- **Continuous Improvement & Efficiency**
 - Participate in productivity, Kaizen, and waste-reduction initiatives.
 - Recommend layout or process improvements for workflow efficiency.
 - Support machine and process trials for new styles, fabrics, or designs.
 - Track section KPIs and identify improvement opportunities.
- **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 or Certificate in Textile Technology, Garment Production, Industrial Engineering or related fields.
- Certificate in Computer Applications is an added advantage.

Work experience

- Minimum of six (6) years' experience in textile manufacturing, with two (2) years in a supervisory role.
- Knowledge of quality assurance and lean manufacturing principles.
- Familiarity with production planning, time study, and workflow balancing.
- Working knowledge of occupational health, safety, and labour regulations and laws.
- Proficiency in MS Office and ERP/manufacturing systems for data entry and reporting.

Technical skills and behavioural competencies

- **Technical Proficiency:** Strong knowledge of finishing and packing techniques.
- **Production Supervision:** Ability to plan, allocate, and oversee workflow to meet daily targets.
- **Quality Focus:** Ensure strict adherence to quality and customer specifications.
- **People Supervision:** Capable of supervising, motivating, and guiding team toward performance excellence.
- **Safety & Compliance:** Commitment to maintaining safe, legal, and ethical operations.
- **Problem Solving:** Ability to proactively and quickly respond to machine, quality, or staffing challenges.
- **Communication:** Clear and respectful communication with staff and management.
- **Teamwork & Collaboration:** Works effectively across production and other departments and units.
- **Continuous Improvement:** Proactive in identifying process and productivity improvements.
- **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: