

KROTAJ

KROTAJ is a newly formed Ethiopian entity that will be processing Ethiopian-sourced sesame seeds into tahini for export to various markets around the world.

KROTAJ invites a driven and like-minded professional to apply and join us in pursuing this ambitious mission and vision. We look forward to candidates with a long-term vision of growing with a new company in a new frontier in East Africa.

OVERVIEW OF ROLE

The Project Manager is responsible for overall coordination of KROTAJ and the projects associated with each of the Units internally within KROTAJ and externally with stakeholders such as Board of Directors, suppliers, vendors, and customers.

This person should possess the ability to ensure all projects are delivered to high quality standards and meet management and company expectations. This person must have strong communication skills and the ability to operate in varying strategic and tactical roles, covering business and technology, using various management skills and tools.

The candidate will have managed multiple enterprise class projects, carefully tracking hours and budget.

Elements of success defined for this role will include on-time delivery, financial management, quality, customer satisfaction.

Primary Responsibility

Accountable to the General Manager of the company, the Project Manager's responsibilities are:

- Provide and oversee project management support to the CEO, CFO, and other senior management members
- Develop strategies with KROTAJ team for achievement of performance targets and support
- implementation of these strategies
- Represent KROTAJ and build strong relationships with external stakeholders
- Coordinate and oversee the provision of company management and in areas of financial management, governance and marketing
- Ensure accurate and timely investor and impact reports
- Plan, organize, direct and control the activities of all departments
- Participate in determining technical standards for departmental work and compliance
- Provide sufficient and accurate data, analysis and reports to requesting Units for further decision
- Design and periodically update the Unit's manual and standard operating procedures
- Produces action plan of the unit that is aligned to the strategic plan
- Ensure implementation of the action plan
- Evaluate the performance of staff under his/her supervision
- Work closely with team members such as General Manager, Operations Manager, and/or Plant Manager to support all operational activities as directed
- Develop reporting tools and models to improve efficiency
- Analyze facts and findings to provide clear and thoughtful written reports for Operations
- Develops forecasts of commodity production volume and coordinates the use of such forecasts in financial and operational planning activities
- Insure that all activities and operations are performed in compliance with local, regional, and federal regulations and laws governing business operations

Qualifications

KROTAJ

- Bachelor's degree in related field or equivalent manufacturing managerial experience
- 5+ years of increasing management responsibilities as a Project Manager or Operations Manager within a manufacturing environment
- Experience working in Africa would be favored
- Excellent communication skills; both verbal and written
- Excellent leadership and interpersonal skills
- Excellent computer skills and proficient in Excel, Word, Power Point, and internet communication
- Team concept management style (employee empowerment and engagement)
- Excellent time management and organizational skills
- Ability to measure and monitor production processes to create efficiency- reduce cost, waste, and downtime; eliminate material consumption variances
- Develop, coach, train, and mentor personnel across all levels
- Ability to analyze and formulate process flows, identify root cause process breakdowns, and implement process changes, improvements, and corrective actions
- Develop goals and objectives; monitor and measure with key performance indicators
- Strong leadership skills- providing clear expectations and responsibilities

Wages and Benefits

- Negotiable salary with appropriate benefits.

Work Location

- Addis Ababa, Ethiopia

Application Process

Applicants can submit their CVs to krotajmulle@gmail.com with a cover letter describing their qualifications to the requirements of this position, their salary expectations and reasons for applying. Applicants should include degrees, two professional references and other material they deem relevant with their applications.

Application Deadline

January 19, 2018