

All members of the company are to abide by the company's policies and procedures.

ANNEXURE A: JOB PROFILE

| 1. POSITION | |
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| Position title: | Production Manager |
| Department: | Operations |
| Reporting to: | Chief Operating Officer |
| Job Purpose | <p>We are looking for an experienced Production Manager to lead, manage and oversee the manufacturing of our products. You will be ultimately responsible for the smooth running of all production lines and the quality of output. Must have the ability to coordinate all activities to ensure enough resources on hand. Must plan workers' schedules, estimate costs, and prepare budgets to ensure workflow meets required deadlines.</p> <p>The goal is to ensure an efficient and productive manufacturing process that meets customer requirements.</p> <p>As a member of our dynamic team, you will play a pivotal role in ensuring that the manufacturing processes run smoothly and cost-effectively and deliver products on time and to the desired quality standards.</p> <p>We expect you to have deep know-how in production procedures. Ability to direct personnel towards maximum performance will set you apart as a leader. Decision-making and problem-solving will take up a great part of your day. If you are up to it, we'd like to talk to you.</p> |
| 2. REQUIREMENTS | |
| Minimum education (essential): | Grade 12 |
| Minimum education (suggested): | B.Eng. |
| Minimum applicable work experience (years): | 5 – 10 Years |
| Required nature of applicable experience: | <p>Deep knowledge of production management</p> <p>Understanding of quality standards and health & safety regulations</p> <p>Knowledge of performance evaluation and budgeting concepts</p> <p>Experience in reporting on key production metrics</p> <p>Expert at leading teams and ensuring top performance and exceptional efficiency.</p> |
| Computer literacy (essential): | <p>MS Excel (Expert)</p> <p>MS Word (Expert)</p> <p>MS PowerPoint (Expert)</p> |
| Computer literacy (suggested): | Microsoft Dynamics NAV |
| Language proficiency: | English |
| Other Characteristics: Based on the Values and Competency Frameworks | <ul style="list-style-type: none"> ➤ People centric. ➤ Excellent organizational skills. ➤ Attention to detail. ➤ Self-driven. ➤ Assertive nature. ➤ Logical thinker. ➤ High levels of initiative. ➤ Work independently, with a high degree of responsibility. ➤ Work well under pressure and adhere to deadlines. ➤ Organizational, analytical, and decision-making skills. |



3. KEY PERFORMANCE AREAS, WEIGHTS, AND TASKS

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| <p>Responsibilities</p> | <ul style="list-style-type: none"> ➤ Plan and maintain production task schedules to ensure efficient assignment of personnel required to complete hardware deliveries on time. ➤ Coordinate with Project Managers, material control, configuration control, quality, and warehouse personnel to ensure a controlled flow of approved materials are available to support production requirements. ➤ Report to the COO and team, the status of work in progress, production schedules, material availability, and potential production problems to ensure that personnel, equipment, materials, and services are provided as needed strive to reduce expenses and increase efficiencies across all task orders. ➤ Set ambitious production goals and communicate them to personnel. ➤ Provide direction, motivation, and support to all employees. ➤ Establish workflow processes that enhance efficiency without compromising product quality or employee safety. ➤ Monitor, analyze & report task performance on schedule utilizing information derived from material and production control systems. ➤ Ensure each task meets shipping dates according to Master Production Schedule ➤ Interface with engineering and program management to coordinate the shipment of task deliverables. Ensures all task material is provided to Logistics to support shipping of material and task requirements to best support the overall company revenue targets. ➤ Ensuring all safety and health standards are met to keep an organization accident-free. ➤ Establishing a balance between increased productivity and reduced costs of manufacturing operations ➤ Anticipates bottlenecks, clarifies project priorities, identifies risks, and escalates issues that cannot be internally resolved. ➤ Identifies the best tools and technologies to help manage workflow and optimizes their implementation and deployment. ➤ Estimating costs and preparing budgets ➤ Supervising and evaluating the performance of production personnel ➤ Hire, train, and assess the performance of workers. ➤ Support workers as questions, concerns, or feedback arises |
| <p>Key general performance metrics</p> | <ul style="list-style-type: none"> ➤ Efficient recovery rate ➤ On-Time-Deliveries ➤ Exceptional quality – Limit RMAs ➤ Continuous Skills Development ➤ Exceptional forward planning |