



Job Title: Quality Assurance Officer

Reports to: Production Manager

Location: Yumbe District

Job Summary:

Ensure compliance with food safety regulations, company policies, and quality standards by implementing and maintaining effective quality control processes. Conduct inspections, audits, and testing to guarantee the quality and safety of food products.

Key Responsibilities:

1. Develop, implement, and maintain quality control procedures.
2. Conduct regular inspections of production areas, equipment, and processes.
3. Monitor and control critical control points (CCPs) in the production process.
4. Ensure compliance with HACCP, GMP, and other regulatory requirements.
5. Implement and maintain food safety policies and procedures.
6. Oversee the microbiological and chemical testing of raw materials and finished products.
7. Investigate and address food safety incidents.
8. Monitor and control product specifications (e.g., Acidity (as citric acid), Total soluble solids (TSS) etc.).
9. Ensure compliance with customer specifications.
10. Maintain accurate and up-to-date records of quality control activities.
11. Prepare and submit reports to management.
12. Provide training in areas of GMP, GHP, quality and food safety procedures to production staff.
13. Participate in continuous improvement initiatives.
14. Coordinate internal audits and third-party audits.
15. Ensure compliance with regulatory requirements.
16. Perform any other related duties and special projects as assigned.

Requirements:

Education:

Bachelor's degree in Food Science & Technology, Microbiology, Chemistry, or related field from a recognized Institution.

Experience:

5+ years of experience in quality assurance or food safety in the food manufacturing industry.

Skills:

1. Knowledge of HACCP, GMP, food safety regulations, National & international standards.
2. Strong analytical and problem-solving skills.
3. Excellent communication and interpersonal skills.
4. Ability to work in a fast-paced environment.

Working Conditions:

1. Manufacturing environment.
2. Exposure to food processing equipment and cleaning chemicals.
3. Ability to adopt to remote working environment

Job Title: Laboratory Technician

Reports to: Quality Assurance Officer

Location: Yumbe District

Job Summary:

Conduct chemical, microbiological, and physical analyses of food products, and environmental samples as per the Company Quality and Test Inspection plans to ensure compliance with company standards, regulatory requirements, and customer specifications.

Key Responsibilities:

1. Prepare samples for analysis.
2. Ensure proper sampling techniques.
3. Perform chemical tests (e.g., pH, Brix, etc.)
4. Conduct microbiological analyses (e.g., plate counts, Yeasts & Moulds etc.).
5. Perform physical tests on received raw materials
6. Analyze sensory characteristics.
7. Monitor and control laboratory equipment.
8. Maintain laboratory supplies and inventory.
9. Participate in method validation and verification.
10. Maintain accurate and up-to-date laboratory records.
11. Generate Certificates of Analysis (COAs).
12. Adhere to laboratory safety protocols.
13. Ensure compliance with regulatory requirements (e.g., UNBS).
14. Work with production staff to resolve quality issues.
15. Communicate test results to relevant stakeholders.
16. Perform any other related duties and special projects as assigned.

**Requirements:****Education:**

Diploma in Laboratory Technology/Food Processing technology

Experience:

3+ year of experience in a Food Laboratory or related industry.

Skills:

1. Knowledge of laboratory techniques and instrumentation.
2. Familiarity with food safety regulations and national & International standards.
3. Analytical and problem-solving skills.
4. Attention to detail.

Working Conditions:

1. Laboratory environment.
2. Exposure to laboratory chemicals and equipment.

Job Title: Mechanical Technician

Reports to: Process Engineer

Location: Yumbe District

Job Summary:

Diagnose breakdown problems, perform maintenance activities, carry out maintenance repairs according to acceptable engineering standards, document and give feedback on all information maintenance to the respective supervisors, engage in plant machine operations and maintenance.

Key Responsibilities:

- Perform assigned maintenance activities including assessments
- Diagnose breakdown problems and provide solutions where applicable
- Deal with emergency and unplanned equipment breakdown and repairs.
- Request for permission to stop plant/ process and time required to attend to the process after formal negotiations with the relevant supervisors.
- Provide timely feedback to supervisor on deviations to schedule and on work to be completed.
- Investigate equipment failures, attend to remind work orders, and ensure reduced downtime.
- Prepare and submit periodical reports about ongoing repair and maintenance activities.
- Isolate Plant/process as per relevant procedures.
- Carry out maintenance and repairs according to acceptable engineering standards
- Hand over to supervisor for approval all plant/equipment/process commissioned after maintenance works
- Document and give feedback on all information concerning maintenance to the respective supervisors

- Ensure efficiency of the line is met as per equipment rated speed.
- Attend maintenance meetings when on shift or on instruction by supervisor
- Attend and contribute to all business management systems activities
- Provide support for the implementation of autonomous maintenance through involvement with the coaching of production staff
- Identify and action unsafe conditions & work practices as per the standard maintenance procedures
- Use, handle and dispose of as per procedures all hazardous substances.
- Adhere to all housekeeping standards.
- Maintain all work areas clean and organized at all times
- Perform any other activities that may be assigned by the supervisor
- Any other duty given by management

Qualifications, Skills and Experience:

- Ordinary Diploma in Mechanical Engineering/Industrial Engineering/Manufacturing Engineering.
- Ordinary Diploma in metal fabrication / certificate in welding is an added advantage
- At least 3 years factory machine maintenance experience from a food/fruits processing/FMCG factor.
- Experience in maintenance and operation of steam boilers in a busy manufacturing environment is an added advantage.
- Good verbal, written communication skill.
- Ability to positively deliver under pressure
- Dynamic knowledge and understanding of engineering practices in an FMCG factory
- Ability to troubleshoot equipment failures in a short period
- Problem solving and decision-making skills
- Team work and good interpersonal skills

Job Title: Process Operator

No. of positions: Two (2)

Reports to: Process Engineer

Location: Yumbe District

Job Summary:

Operate the plant in adherence to standard operating procedures, monitor and also maintain plant parameters as per the set standards so as to achieve production and quality targets.

Key Responsibilities:

- Monitor and operate the plant in adherence to standard operating procedures to achieve production and quality targets
- Monitor any defects of the equipment and make sure to inform the relevant supervisors
- Maintain logs on all equipment to meet reporting requirements
- Preventive and autonomous maintenance of production machines
- Operate production machines efficiently
- Control wastage of materials
- Conduct shift hand overs according to the standard procedure in place
- Communicate to other shifts all line and equipment specific problems and outstanding work
- Contribute to all development of SOP's
- Maintain all work areas clean and organized at all times
- Use, handle and dispose of as per procedures all hazardous substances.
- Report & action health & safety incidents as per procedures.
- Adhere to all housekeeping standards.
- Inspect the machines regularly to ensure they are in good and operational condition.

- Liaise with the Production Team in conducting spot quality assurance systems inspections and audit.
- Ensure compliance to Staff, Material, and Equipment Health, Environment and Safety regulations.
- Participate in scheduled Stock Takings.
- Supervise, mentor, motivate and guide any staff below your level
- Perform any other activities that may be assigned by the supervisor
- Any other duty given by management

Qualifications, Skills and Experience:

- The applicant must hold a Diploma in Mechanical and Production Engineering, chemistry, chemical Engineering, Food Processing and Technology or related field.
- Higher Diploma in a relevant field is an added advantage.
- Three years of experience from Food/Fruits Processing or in any FMCG Factory.
- In depth understanding of Basic Engineering Procedures and Principles.
- In depth understanding of Best Machine Operation Practices.
- Ability to positively deliver under pressure.
- Good verbal, written communication skills, staff mentoring and supervisory skills.
- Team work and good leadership skills.
- Adequate IT and Analytical skills.
- Ability to do Precision Work.
- Awareness of Factory Safety and Health Regulations.

Job Title: Forklift & Skid Steer Loader Operator

No. of positions: Two (2)

Reports to: Production Manager

Location: Yumbe District

Job Summary:

The Forklift & Skid Steer Loader Operator is responsible for operating forklifts to move, locate, relocate, Load, offload, stack, and count merchandise, materials, or equipment in a safe and efficient manner. The driver is also expected to maintain accurate records of inventory and ensure the safe handling and storage of goods.

Key Responsibilities:

1. Forklift and Skid steer Loader Operation:

- Safely operate a forklift to move materials, products, or equipment around a warehouse or facility.
- Load and unload goods from trucks or containers.
- Stack and organize goods efficiently in storage areas or designated locations.

2. Inventory Management:

- Accurately document materials moved, loaded, and unloaded.
- Assist in inventory control by recording the locations of materials and performing periodic inventory checks.
- Report any discrepancies or damaged goods to the supervisor.

3. Equipment Maintenance:

- Conduct daily inspections of forklifts to ensure they are in safe operating condition.
- Participate in routine servicing of the equipment

- Report any mechanical issues or maintenance needs to the relevant personnel.

4. **Safety and Compliance:**

- Adhere to all company safety standards and guidelines to prevent accidents.
- Use appropriate safety equipment and PPE when handling materials.
- Comply with all legal and company policies regarding forklift operation, load capacity, and material handling.

5. **General Duties:**

- Assist in general warehouse operations such as packing, labeling, or manual loading/unloading when necessary.
- Keep the work area clean and organized.
- Any other duties assigned to you

Qualifications

- Uganda Certificate of Education (UCE)
- **MUST** possess a Valid **Class F** Permit
- At least 3 years' Experience in industrial equipment operation and maintenance
- **MUST** be able to drive other Vehicles like Heavy duty trucks

How to Apply:

- Eligible candidates can access a detailed Job description from the company website at www.nilezilla.com
- All applications with detailed CVs, Certified copies of academic documents shall be addressed to the Chief Executive Officer, Nilezilla Ltd, P. O. Box 125630, Kampala. Applications shall be sent to the company official email info@nilezilla.com in ONE pdf file format or hand deliver to the above address
- **Candidates from the West Nile region are highly encouraged to apply.**
- Only shortlisted candidates shall be contacted.