



1. Sustainability & Communication Specialist

Details

Sustainability & Communication Specialist (CCB240311-4) - Tanzania Logo Kwanza

Closing Date: 2024/03/22

Reference Number: CCB240311-4

Job Title: Sustainability & Communication Specialist

Job Category: Legal and Public Affairs - Communication and Sustainability

Company: Coca-Cola Kwanza (Tanzania)

Job Type: Permanent

Location – Country: Tanzania

Location – Province: Not Applicable

Location - Town / City Dar es Salaam

Job Description

Coca-Cola Kwanza Ltd has an exciting opportunity in PACS department. We are looking for a talented individual with relevant skills and experience in Sustainability & Communication Specialist position to be based in Dar es Salaam. The successful candidate will report to PACS Director.

Key Duties & Responsibilities

Strategy Development

Facilitate the development of Sustainable Development strategy across all business functions and agree medium to long term deliverables with members of the Leadership Team.

Develop sustainable development plans to support local priorities, with performance criteria.

Oversee management governance structures in the regions, reporting on progress.

Input into the Transformation's internal and external communication strategy.

Review trends, public debates and regulatory development across all the sustainability priorities, assess impact and determine key changes and issues affecting the business in the short, medium and long term.

Highlight sustainability risks and investigate innovative solutions to mitigate the risk to the business.

Manage Sustainability Projects and Initiatives

Develop Sustainability Projects / Initiatives according to identified and agreed priorities and oversee implementation of Sustainability Projects / Initiatives (e.g. Waste Minimization and Recycling Project Initiative).

Set up country working groups / task teams to oversee regional roll-out.

Run awareness and communication initiatives to drive employees' involvement and engagement.

Monitoring and Reporting

Support business commercial objectives and opportunities.

Development of Sustainability index for country.

Submit country sustainability report as per the required reporting procedures.

Monitor the country's performance against group's targets and manage any gaps with responsible leaders.

Ensure companywide implementation and adherence to provisions of the Codes of Good Practice (CoGP).

Compile the country's Bi-annual reporting of sustainability measures.

Stakeholder and PR Management

Identify external platforms to showcase country specific sustainability initiatives (conferences, magazines and interest group initiatives), enhancing corporate reputation and stakeholder relations management.

Manage relationships with all legislated related bodies.

Identify gaps & opportunities.

Engage leadership and key relationship holders to ensure that relationships are developed and maintained.

Develop and manage PR and communications calendar to address all PR opportunities with both internal and external stakeholders.

Collaborate with Internal Comms team to ensure awareness is created on all issues with Internal stakeholders.

Skills, Experience & Education

The applicant should have at least a tertiary qualification in law, politics, public policy or humanities related degree. Should have a minimum of 5 years working experience in Sustainable Development Management. Prior working experience in a Public Affairs department will be an added advantage. The applicant should have the ability to demonstrate high levels of interpersonal skills and good communication skills at all levels within and outside the organisation.

To Apply, [**CLICK HERE**](#)

2. Planning Manager

Details

Planning Manager (CCB240311-1) - Tanzania Logo Kwanza

Closing Date: 2024/03/29
Reference Number: CCB240311-1
Job Title: Planning Manager
Job Category: Manufacturing
Company: Coca-Cola Kwanza (Tanzania)
Job Type: Permanent
Location – Country: Tanzania
Location – Province: Not Applicable
Location - Town / City: Dar es Salaam

Job Description

Coca-Cola Kwanza Ltd has an exciting opportunity in Manufacturing Department. We are looking for a talented individual with the relevant skills and experience in Manufacturing industry (Total Production Plan) for a Planning Manager position, which will be based in Dar es Salaam. The successful candidate will report directly to the Manufacturing Director.

Key Duties & Responsibilities

Compile short term, midterm and long-term capacity plans for own plants and feedback to SPM (Include annual maintenance shutdown and peak stock build)

Doing Long Term Planning monthly, Capacity Check against RE Forecasted Volume. incorporate Shutdown Maintenance for the year

The business plan is reviewed quarterly, and variances are addressed

Timelines and resources are realistic

Business plan and subsequent progress is communicated to team at agreed intervals

Monitor compliance to short term (13 weeks) capacity plan

Weekly Operational review meeting of all KPI's i/e Sales Forecast accuracy, Produce to Plan, Order Fulfilment

Monitor customers, line utilisation, raw material utilisation, quality performance goals (product and package), and the quality requirements of the unit performance goals

Identify short term capacity issues or deviations from agreed midterm plan and feedback to Manufacturing Manager/Director

Capacity check for midterm plan through Long term plan

Capacity check against sales Volume

Monitor weekly execution against production plan (Produce to Plan Accuracy report)Analyse reasons for deviations

Escalate to Manufacturing Manager/Director if required

Adjust plan if required

Track production trends and incorporate into future plans. Feedback to Manufacturing Manager/Director (Produce to Plan Report)

Conduct weekly Operational review meeting of all KPI's i.e. Sales Forecast accuracy, Produce to Plan, Order Fulfilment Input of Team Leaders is obtained

Review weekly production plans, approve

Manage weekly operation plan from supply planner(s) and approve

Conduct Weekly Operational Production Plan review

Production Raw Materials Planning and approve

Monthly raw materials Planning, liaise with Procurement on deliveries

Ensure Raw materials Days cover as per requirement

Production Planning and Control Module Coordinator

Train and coach Super users, attending call logged by SU's

Ensure SAP PP knowledge, PP training records are available

Full team participation in change process is encouraged

To solve systemic problems to save costs, minimise risk and losses and to improve productivity in line with benchmarks

Systems and processes are improved, revised, changed and designed as and when required

Solution is applied to other, similar systemic problems

Relevant people are involved

Unit members are coached and empowered to solve their own situational problems

Skills, Experience & Education

The incumbent should have at least a Degree in Engineering , Procuction, Supply Chain or related field; 3-5 years manufacturing planning background and strong leadership experience in a FMCG environment. Strong communication skills, good in analytical and numerical skills, and a demonstrated high level of integrity.

To Apply, [**CLICK HERE**](#)

3. People & Culture Specialist

Details

People & Culture Specialist (CCB240304-3) - Tanzania Logo Kwanza

Closing Date: 2024/03/13
Reference Number: CCB240304-3
Job Title: People & Culture Specialist
Job Category: People and Culture
Company: Coca-Cola Kwanza (Tanzania)
Job Type: Fixed Term (Temporary)
Location – Country: Tanzania
Location – Province: Not Applicable

Location - Town / City Mbeya

Job Description

Coca-Cola Kwanza Ltd has an exciting opportunity in People & Culture Department. We are looking for a talented individual with relevant skills and experience in Human Resource/People

& Culture for a People & Culture Specialist position, based in Mbeya. The successful candidate will report directly to the People & Culture Manager.

Key Duties & Responsibilities

1. People Administration and Query Handling • Adheres to procurement policy and practices. • Resolves Time queries, relating to queries regarding time and attendance • Refers queries to HRM and/or Learning & Development Manager (including TM and OD); where queries cannot be resolved. • Forwards any payroll related information promptly. • Processes/ administers loan applications and ensures appropriate application protocols are adhered to.
2. Talent Management Support • Conducts background checks for potential candidates. • Supports with the administration of the Engagement Survey process. • Supports engagement initiatives. • Assists with onboarding of new employees.
3. Learning & Development Support • Assists with administration, securing of venues and liaison with the relevant site based stakeholders in ensuring the smooth delivery of training • Support with collection and administration around study assistance and bursary applications.
4. Completed general office administration • Completes and controls day-to-day office administrative functions so that all documentation can be correctly and timeously handled, whilst providing a quality service. • Ensures at all administrative activities meet the standards of the customer and relevant company policies and procedures (100% accurate, timeous). • Treats all customers with respect and dignity at all times. • Requests are completed timeously, correctly and are legible. • Records are kept, maintained and updated as per company procedure and access is properly controlled. • Co-ordinates various HR activities.
5. HR Reporting • Draws HR reports, analyses trends and reports on these. • Provides reports to customers as and when requested. • Reports meet the standards of the customer (on time and 100% accurate and any other specific needs of the customers in line with the requirements set by the HRM). • Helps maintain a positive service culture.
6. Employee Relations , Fosters an employee relations environment that supports the delivery of strategy, and ensures communication directly with shop floor employees.

Skills, Experience & Education

The applicant should have at least a Bachelor's Degree in Human Resources / Personnel Management / Public Administration or equivalent. A minimum of 2 to 3 years' experience in the full range of HR - HR services; legal; employee relations; HR systems; staffing and talent management, including recruitment and succession planning, learning and development, compensation and benefits, and organizational design. Proficiency in Ms Office applications; excellent interpersonal, good communication skills and an ability to communicate at all levels with internal and external customers; highly professional standards of integrity and customer service.

To Apply, [**CLICK HERE**](#)