

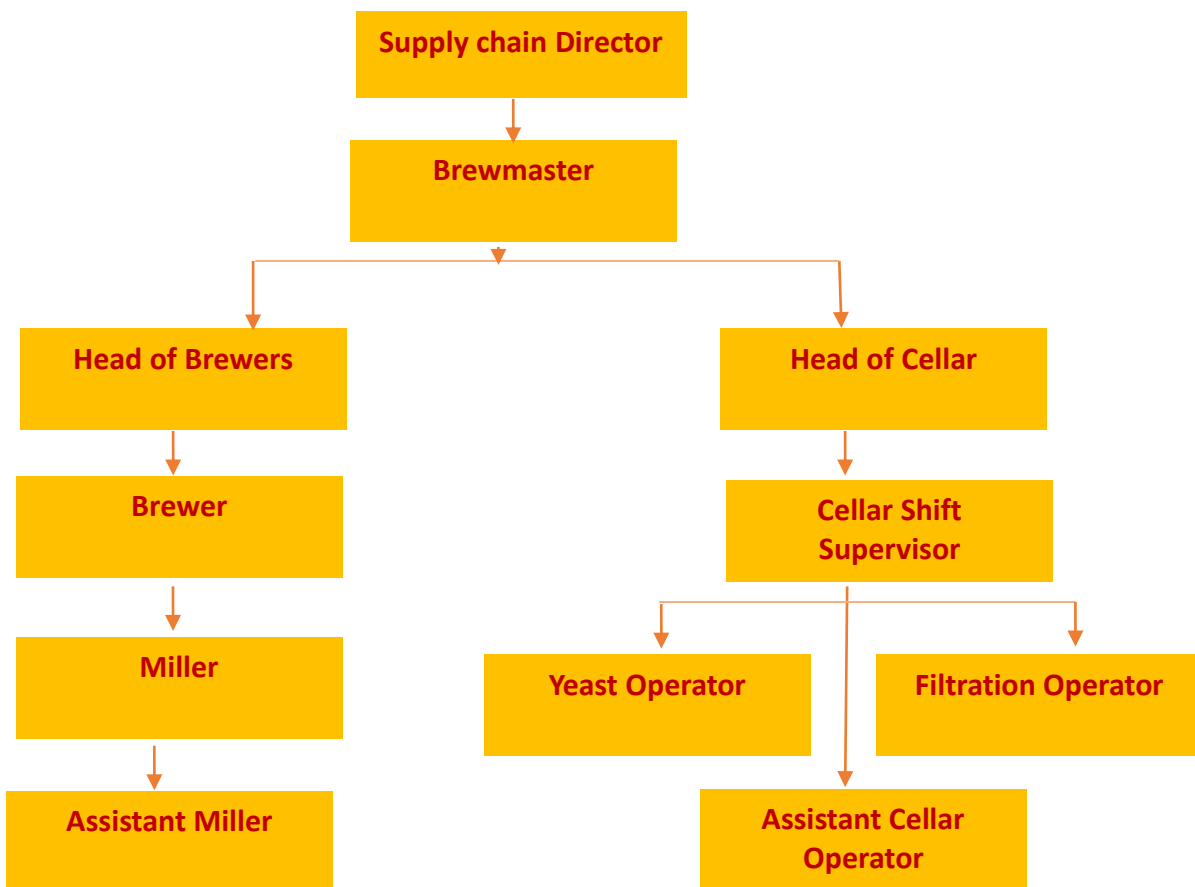


ROLE PROFILE

1. GENERAL INFORMATION

Department: Supply Chain
Service: Production
Function title: Brewmaster

2. POSITION IN THE ORGANISATION



3. MISSION

To ensure all aspects of the beer production process and day-to-day operations of the brewery as required quality on time and at optimal costs.



4. DUTIES AND RESPONSIBILITIES

Strategy

- Develop & implement beer and other beverages production process standard operating procedures (SOP's) based on companies' policies & requirements.
- Participate & contribute to the development of brewery strategy as part of the brewery management team
- Brewmaster participates in all the stages of production in the factory.
- Ensure day-to-day smooth production operations in brewhouse, fermentation-maturation & filtration sections.
- Participate in TPM process development and implementation in the brewing and process area through the standard governance model
- Share of best practices within the brewery employees and with group counterparts.
- Support brewing and processing improvements & new product development initiatives.
- Constantly look for possibilities to improve the production process to reduce waste and improve quality of the final product at the consumer.
- Overall responsibility for ensuring that our production schedule meets the needs of the Sales teams for range and quantities of products available.

Design training program

- Train & develop people in the department in line with company guidelines - competencies and skills are developed and progressed to an agreed department requirement.

Performance Management

- Set and manage the department financial budget (VIC & FIC).
- Set and manage the department KPI's based on set requirements.
- On regular basis evaluate the performance of his/her team and motivate them to perform better. If required, act according to company disciplinary procedure.

Compliance

- Ensure HSE, food safety, hygiene and legal standards are complied with legal and company internal requirements.
- Ensuring human resources & other companies' policies & procedures are implemented and maintained at required level.
- Closely maintain standards in quality and ensure that there are no deviations from set specifications.
- Implement a time-bound production schedule and make sure that the manufacturing is timely and standardized.



Evaluation

- Review objectives set for employees if they are SMART
- Participate in the end of year employee appraisals
- Evaluate employees after trainings
- Ensure availability of role profiles for new positions.

Reporting

- Ensure the department Management Control and Reporting System (MCRS) is maintained and the Performance Management System (PMS) complied with company standards and spirit
- Ensure standardized problem-solving methodologies are used to resolve day to day and repeating problems.

5. KNOWLEDGE, SKILLS, AND ATTITUDE PROFILE

(1= basics, 2 = working level, 3 = high level, 4 = expert)

Knowledge		Required Level			
		1	2	3	4
1	Beer production process, conception and development				X
2	Recipe Formulation				X
3	Product Knowledge				X
4	Product & Semi-finished Quality control				X
5	Business Management			X	
6	Engineering knowledge (mechanical, electrical and automation)			X	
7	Knowledge of OSHA and safety food standards				X
8	Knowledge of Industry trends and innovations				



Skills		Required Level			
		1	2	3	4
1	Coordination skills (Beer processing planning and organisation)				X
2	Data Analysis and interpretation				X
3	Problem Solving and decision making				X
4	Communication, active listening and influencing skills			X	
5	Coaching and Personnel Management				X
6	Document writing and presentation (digital tools)			X	
7	Project management skills and methodical nature				X
8	Computer literate and technological skills			X	

Attitudes		Required Level			
		1	2	3	4
1	Leadership				X
2	Entrepreneurship			X	
3	Positivity				X
4	Integrity				X
5	Commitment				X
6	Creativity			X	
7	Flexibility				X
8	Respect			X	

6. KEY SUCCESS FACTORS

- Production volume
- Quality of Goods produced.
- Production efficiency /Brewery profitability; consumption of raw materials per hl, utilities per hl
- In budget project management, capital expenditure
- Actual budget performance versus budget made annual brewery budget
- Training & Development plans implemented.
- Level of understanding and commitment to overall Skol Brewery Ltd vision and objectives by supervised staff.
- Customer satisfaction
- Reports:
 - Accurate,
 - On time,
 - Up to date.



7. WORK RELATIONS

Establish a high level of credibility and manage strong working relationships with internal parties

- Internal:
 - Chief Executive Officer
 - Supply chain Director
 - Management Team
 - All staff
 - Department Managers and their supervisors

- External :
 - Unibra
 - Suppliers
 - Group breweries
 - Other stake holders

Signatures

Employee's Name :	Signature:
.....	
Direct Manager's Name :	Signature:
.....	
Director's Name:	Signature:
.....	