**DRAFT Job Description**

**Facility Manager – Food Processing Centre, Kaduna State, Nigeria**

**Open to Nigerian Nationals Only**

**Background**

The Food Africa Project is an innovate partnership between Sahara Group, the United Nations’ SDG Fund, FAO, ILO and ITC, the Roca Brothers and the Kaduna State Government, directed at promoting replicable integrated solutions to agro-food value chain development, food security and nutrition, youth employment and poverty alleviation. The project focuses on **identifying and testing a replicable model** in Kaduna State, Nigeria with a view to scaling-up in other parts of Nigeria and other countries in Sub-Saharan Africa.

The project will establish the food collection and processing facilities, promote forward and backward integration and serve as a one-stop-shop **training facility and Centre of Excellence** providing vocational training in agriculture and agro-processing with a view to identifying best practice and promoting replication. It will operate an **out growers’ scheme**, create a **database and employ GIS-based mobile telephony** to connect farmers to extension workers and the facility and other local and international markets. **A minimart will be established** close to the facilities, ensuring comprehensive utilization of off-specficatin produce and also agro-residues.

The project will also contribute at a higher level to **improved policy and inter-sectorial coordination** between Ministry of Agriculture, Ministry of Water Resources, Ministry of Environment and Ministry of Industry. Strengthen the capacity of and support ministries, departments and agencies to develop and implement policies and provide public services that enhance inclusive and sustainable development in food and agriculture.

Project activities will thus be carried by a core team of 20 locally selected young **community facilitators**, who will benefit from a two-year full-time vocational **traineeship, comprising training in technical skills, business management and a mentoring programme.** Theywill in turntrain **at least 1,500 beneficiaries** throughout the duration of the project, under the supervision the Project Management Team.

**Key Responsibilities**

1. **Strategic planning and management of food processing facility**

* Develop and implement on approval, business strategy and other strategic documentation on facility taking into cognizance medium to long term impacts.
* Ensure prompt and adequate supplies of utilities (electricity, water, diesel, agro-produce, packaging materials) to the facility at all times
* Ensure the proper maintenance of the facility utilities in line with the project objectives and accepted safety standards to the satisfaction of all stakeholders.
* Work closely with the Project Manager on Project Assessment and strategies for continuous improvement
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1. **Financial oversight of food processing facility**

* Develop and deploy a sustainable vendor management system to foster prompt supplies and other processes pivotal to the delivery of associated services
* Prepare viable annual budget and financial projections for the unit and formulate policies guiding expenditures to ensure cost savings
* Ensure the prompt renewal of associated leases
* Ensure the prompt payment of associated statutory rates, taxes, and levies
* Oversee and ensure the continuous improvement of facility management processes
* Ensure proper storage of food and compliance with all occupational health and safety regulations
* Notify maintenance and follow-up with work orders on any repair or improvement to the facility

1. **Reporting to Chief Technical Advisor and Board of Trustees**

* Ensure running and operations of facility according to business strategy
* Actively identify problems and issues and proposes appropriate solutions
* Timely reporting on project facilities and operations to CTA and Board of Trustees

**Key Competencies**

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* Able to establish and build networks links within and outside the facility
* Ability to work independently and with minimal supervision
* Demonstrates professional competence and expert knowledge of the pertinent substantive areas of work.
* Has good corporate knowledge/awareness and sound judgment
* Demonstrates and safeguard ethics and integrity
* Demonstrates a good understanding of project cycle/ project management
* Ability to work in a multicultural, multi ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.

**Qualifications**

**Education**

* Have bachelor’s degree in Law, Engineering, Agriculture, Accounting, Business Administration, Economics or other related discipline

**Experience**

* At least five years’ experience in agricultural sector, food processing, an SME or agribusiness, start-up and/or any other similar facility, etc.
* At least two years’ experience in management position
* Good knowledge of agro-value chains in Nigeria
* Working knowledge and use of computers and programmes/applications
* Must be Nigerian national or already have right to work in Nigeria, should willing to relocate to Kaduna State
* Qualified female candidates are strongly encouraged to apply

**Languages**

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**Contract duration**

* One year contract with three months’ probation and with possibility for extension

**Application procedure**

* Deadline: XX
* Please apply with:
  + Covering letter explaining your motivation and related skills
  + A short pitch (maximum: two pages) of your proposed vision/ business strategy for the facility within the context of the Food Africa project and how you would implement it
  + The latest version of your CV, and
  + Contact details of three references
* Applications should be made to: XXXX, those received after the closing date will not be accepted
* Only short-listed candidates will be contacted

**Evaluation and Selection Criteria**

* Selection will be based on written test, followed by a panel interview