



Deputy Manager Supply Chain

- I. Major Functions
 - Deputy Manager Supply Chain has overall the same obligations and responsibilities as he is subordinate to Executive Manager - Logistics and Supply Chain and when he is not on duty, the Deputy Manager Supply Chain acts as he is temporary successor with the same obligations and responsibilities. As outlined below, the Deputy Manager Supply Chain does have specific areas of responsibilities, but overall the function of the Deputy Manager Supply Chain is to assist and support the Executive Manager - Logistics and Supply Chain.
- II. Basic Duties & Responsibilities [Time Spent%:]
 - Strategic: Planning Responsibilities [Time Spent%: 30]
 - Assess requirements of the company from time to time and facilitate change in the related functional areas.
 - Develop and implement Best Practices in related areas.
 - Continuously improve quality of staff by imparting training and motivation.
 - Ensure smooth relation with suppliers and sort out issues which may arise from time to time.
 - Ensure smooth and efficient coordination across all departments.
 - Ensure best utilization of system and technology to improve efficiency of operation in related fields.
 - Be a prominent part-taker to make KDD a strong brand through related functional departments.
 - Lead the team to attain goals and pursue excellence.
 - Ensure company property protected all the time.
 - Proactive to the fast moving and fast growing & emerging industry.
 - Proactive to upper-management direction.
 - Enforce standard company policies and procedures.
 - Communicate market information for timely decision making.
 - Pursue excellence in all aspects of business
 - Business requirements
 - Study markets of all related ingredients.
 - Conduct market research for timely action.
 - People Management Responsibilities [TimeSpent%: 20]
 - Lead internal teams and task forces.
 - Direct, cooperate, interact and coordinate with all levels of Company employees across all countries of operation
 - Hold regular status meetings with team.
 - Keep team well informed of changes within the organization and general news.
 - Consistently acknowledges and appreciates each team member's contributions.
 - Effectively utilizes each team member to his/her fullest potential.
 - Motivate team to work together in the most efficient manner.
 - Mitigate team conflict and communication problems.

- Conduct effective performance evaluations and mentors those with less experience through formal channels.
 - Help team execute career development plans.
 - Reports & Administration Responsibilities. [TimeSpent%: 20]
 - Project and monitor budget as well as department expenses of related functional areas.
 - Monitor report on deliverables and timing for any assigned project
 - Track staff achievements and deliverables
 - Build and maintain relationships with key constituents to ensure smooth operational success.
 - Functional Responsibilities [TimeSpent%: 20]
 - Build and maintain vendor relationship
 - Hold responsibility for capacity planning and scheduling and vendor negotiations.
 - Ensure that company assets are maintained responsibly.
 - Trouble shooting
 - Administrative & Behavioral Responsibilities [TimeSpent%: 5]
 - Ensure Company and Department policies and procedures are followed
 - Follow KDD standards & defined processes and policies for workflow using a systematic approach, to complete assigned tasks
 - Ensure positive service image in the user community
 - Manage day-to-day internal customer interaction
 - Set and manage internal customer expectations.
 - Communicate effectively with internal customers to identify needs and address the same.
 - Continually seek opportunities to increase internal customer satisfaction and deepen user relationships.
 - Suggest areas for improvement in internal processes along with possible solutions.
 - Lead internal teams/task forces
 - Review status reports of team members and address issues as appropriate.
 - Comply and help to enforce standard policies and procedures.
 - General Responsibilities [TimeSpent%: 5]
 - Performs any duty assigned by the line
 - Processes any cross training as mandated by the line
 - Alternates for colleagues when requested by the management
- III. Minimum Requirements At Joining:
 - Education:
 - Bachelor degree of relevance + professional certification in Supply Chain required Master's Degree in Management or any other relevant domain is preferred
 - Work Experience:
 - Minimum of 15 years' experience in Supply Chain out of which at least 10 years in leading a multi-functional FMCG company. Experience in manufacturing environment is strongly recommended.
 - Languages:

- Expected Language
 - English & Local Practiced Language is preferable
 - Number of Languages
 - 1
 - Language Type
 - Communication
 - Language Level
 - Proficient
 - Specialized Experience (In Years)
 - 10
 - Education Level
 - Bachelor Degree with Certificate
 - Relevant Experience (In Years)
 - 15
 - Specialized Experience:
 - 10 years of hands on, typical relevant experience in Supply Chain.
- IV. Competencies [Weight %:]
 - Organized [Rating %: 10]
 - Problem solving [Weight%: 10]
 - Creative thinking [Weight%: 10]
 - Critical thinking [Weight%: 10]
 - Leadership [Weight%: 10]
 - Multi-tasker [Weight%: 10]
 - Time management [Weight%: 10]
 - Strategic [Weight%: 10]
 - Decision Making [Weight%: 10]
 - Team Player & Team Leader [Weight%: 5]
 - Result Oriented [Weight%: 5]
 - Quality Assurance. [Weight%:]
- V. Key Performance Indicators
 - Schedule management
 - Problem resolution
 - Contingency plans
 - Administration
 - Leadership KPI
 - Resource management
 - Staff development
 - Delegate Responsibilities
 - Quality assurance
- VI. Supervision:
 - Supervised by : Executive Manager - Supply Chain and Logistics.
 - Supervising:
 - Supply Chain Managers, Stores Manager, Procurement Manager, Supply chain officer, Assistant Mgr Stores - Planning
 - Supervised by:
 - Executive Manager - Logistics and Supply Chain

- VII. Career Path: Minimum Achievement Prior To Consideration For Upper Vacant Position
 - Skills:
 - Computer Literate: Advanced MS Office & Oracle user
 - Training Required:
 - Strategy - Planning - Decision Making - Problem Solving - Networking - Emotional Intelligence
 - Average Performance Review
 - 4.6
 - On Job Training
 - Company practices, Department procedure - process - networking, communication, Strategy and planning at Department level.
 - Years In Position
 - 6
 - Learning
 - Strategic Advanced Supply Chain Certificate & MBA
- IX. Measures
 - Manages @
 - REGION OR LIMITED GLOBE
 - Position is
 - DECISION MAKER & ALL
 - Leads a Team of
 - 50 TO 249
 - Number of Disciplines
 - THREE
 - Tech Rate
 - Intermediate
 - Functional Influence
 - AT 15%
 - Professional/Core Influence
 - AT 85%
 - Service Segment
 - Purchasing
 - Core Business Influence from:
 - Functional Perspective
 - P&L Accountable
 - ACCOUNTABLE



Deputy Plastic Factory Manager

- Drive and implement LEAN production actions within the plastic factory together with the LEAN department.
- Support and strengthen the production quality initiatives within the plastic factory.
- Develop new and existing products.
- Identify opportunities for improvement together with solution proposals.
- Study, analyze and provide packaging proposals/ solutions in accordance with Sales and Marketing gathered and posted requirements.
- Suggests new and improved packaging solutions and promotional products.
- Build the production based on standard measurable systems, benchmarked with similar production operations locally, regionally and globally.
- Research and development of new polymers, equipment and operational processes.
- Performs constant research for the design and development of products and services.
- Ensure products conform to statutory and regulatory requirements.
- Direct personnel to ensure all operations proceed according to clearly defined standards and criteria.
- Take an analytical approach to monitor operations and ensure the plant, personnel and machinery remain efficient.
- Develop and manage General and Capital expenditure budgets of the Plastics factory and ensure implementation in support of projections and forecasts.
- Provide technical support and problem solving solutions where necessary.
- Ensure requirements are determined, analyzed, reviewed and communicated.
- Ensure high standards are maintained and the facility performance is optimized.

Qualifications:

The successful applicant for this position will have a:

- Minimum 10 years' experience obtained within relevant packaging environments, including extrusion, thermoforming, injection molding etc including a minimum of 5 years of experience in a managerial position;

- Educated to a higher standard with Plastics processing/packaging qualifications or diplomas from accredited educational university.
- Technical/Engineering Degree in Plastics Technology or Bachelor's Degree in Polymer Engineering or any relevant domain or equivalent.

It is also important that the Deputy Plant Manager – Plastic Factory:

- Is a committed manager and team player with a strong personality.
- Thrives in a culturally diverse organisation.
- Communicates in English – written as well as spoken. Knowledge of the local practiced language is preferred;
- Knows MS Office & Software. Knowledge of Oracle or SAP or Microsoft Dynamics or any ERP software will be an advantage.



Maintenance Utility-Manager

- **I. Major Functions**
 - Administrative, supervisory and technical work related to planning and directing daily activities of Mechanical, Electrical and Instrumentation maintenance staff.
 - This position is responsible for cooling plant, compressed air, boilers, water plant, HVAC, electrical power outlets, lights, fire alarm system, elevators and UPS and generators.
 - Update electrical drawings, documentation, P&I diagrams for the utilities and SCADA system.
 - Ensures that staff training and development is ongoing
 - Provides leadership and direction to the Electrical/Utility Section
 - Understands the executives' overall plan for the company and sets specific goals for the Sections responsible.
 - Service contracts are followed with the suppliers and activities are implemented into Maximo
 - Attend daily morning meetings in the maintenance department to inform about the activities in the Utility section.
 - Make weekly/monthly/quarterly/yearly report for the utility section.
 - Make goals and KPIs for the utility department and follow them.
 - Implement LEAD in the utility section.
 - Ensure that the sections working environment is correct.
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- **II. Basic Duties & Responsibilities** [Time Spent%: 100]
 - Plant Maintenance Responsibilities [Time Spent%: 30]
 - **Utilities:**
 - Check the water analysis carried out by the Lab and operators
 - Ensure Preventive Maintenance schedules are maintained
 - Attend and analyze the root cause for Selective and emergency Maintenance to prevent them occurring again
 - Ensure that safety is in place within the department
 - Ensure that 3rd party safety test is carried out for the boilers and the ammonia cooling plant.
 - Monitoring the water, steam and fuel consumption to find optimization opportunities.
 - Ensure that spare parts are ordered in time for preventive maintenance.
 - Control the spare parts inventory in order to keep a minimum value in stock.
 - Follow and monitor the activities done by contractors as per service contracts and capture into Maximo.
 - Ensure that fire sprinkler system is up to date according to Kuwait fire brigade standard.

- In case of water shortage, contact the ministry and inform the problem.
 - Ensure that service contracts are renewed in timely manner.
 - Asset management within the department.
 - Mechanical system for Air conditioning
 - Updating preventing maintenance in Maximo
 - Keep P&I diagram updated
 - Keep the work instructions updated
 - Ensure calibration procedures are followed and executed on time
 - Visual corrosion test of pipes and vessels.
 - Co-ordinate service shut down with the other sections in maintenance department.
 - **Electrical:**
 - Ensure Preventive Maintenance schedules are maintained
 - Attend and analyze the root cause for Selective and emergency Maintenance to preventing them occurring again
 - Ensure that safety is in place within the department
 - Monitoring the electrical power consumption to find optimization opportunities.
 - Ensure that spare parts are ordered in time for preventive maintenance.
 - Control the spare parts inventory in order to keep a minimum value in stock.
 - Follow and monitor the activities done by contractors as per service contracts and capture in Maximo
 - Ensure that fire alarm system is up to date according to Kuwait fire brigade standard.
 - Ensure Preventive Maintenance schedules are maintained
 - Thermographic testing
 - Earth leak testing
 - Testing of UPS and Generators
 - Maintenance of electrical doors & Insecticutors
 - Service Elevators
 - General lighting & Emergency lighting
 - Control System for Air conditioning
 - Monitoring & Optimizing the Preventive Maintenance programme in Maximo
 - Co-ordinate service shut down with the other sections in maintenance department.
 - Ensure calibration procedures are followed and executed on time
 - Ensure Electrical drawings are updated
- **Functional Responsibilities** [Time Spent%: 20]
- Ensure that the utilities are maintained and running smoothly.
 - Visual managements at the utility section.

- Ensure Preventive Maintenance works are performed and consumption of spare parts and other materials monitored into Maximo
 - Develops and implements Preventive Maintenance System in accordance with the Maximo System
 - Directs the supervisors/engineers/technicians to sustain and continuously improve the efficiencies of the machinery
 - Provides support when needed to resolve the electrical and mechanical issues in the section
- **Strategic Functions Responsibilities** [Time Spent%: 15]
 - Develop annual budget/capex for the Electrical and Utility Sections together with the General Maintenance Manager
 - Identifies opportunities for improvement and makes constructive suggestions for change
 - Remains on the forefront of emerging industry practices
- **People Management Responsibilities** [Time Spent%: 10]
 - Builds and maintains proper staffing level, employee performance evaluations, employee discipline and employee recommendation
 - Holds regular status meetings with the team
 - Keeps team well informed of changes within the organization
 - Extensive cooperation, interaction and co-ordination with all levels of Company employees
 - Consistently acknowledges and facilitates the supervisors to appreciate each team member's contribution
 - Mitigates team conflict and communication problems
 - Conducts effective performance evaluations and mentors those with less experience through formal channels
 - Manages the development of supervisors/engineers/technicians within the Section
- **Functional & Procedural Responsibilities:** [Time Spent%: 10]
 - Reviewing the performance of the team
 - Suggests areas for improvement on internal processes along with solutions
 - Leads internal teams/task forces
 - Complies with and helps to enforce standard policies and procedures as per MEW directives
 - Ensures skilled manpower available at all time to run the plants
 - Upgrades, installs new electrical equipment in Plant wherever required
- **Inventory Management Responsibilities** [Time Spent%: 10]
 - Ensure latest update of spare parts with description, part #, etc. are in stock
 - Maintains the lowest stock level as possible.
 - Follow up with suppliers to keep the right spare parts in stock for needed services
 - Inform Stores about obsolete spare parts of the machinery removed
- **General Responsibilities** [Time Spent%: 5]
 - Performs any duty assigned by the line
 - Processes any cross training as mandated by the line
 - Alternates for colleagues when requested by the management

- **III. Minimum Requirements At Joining:**
 - Specialized Experience:
 - 10 years hands on experience in Electrical & Utilities
 - Work Experience:
 - 10 years
 - Languages:
 - Number of Languages
 - 1
 - Language Type
 - Communication
 - Language Level
 - Fluent
 - Expected Language
 - English & Local Practiced Language is preferable
 - Specialized Experience (In Years)
 - 10
 - Education Level
 - A Bachelor's degree in Marine Engineer, or related field
- **IV. Competencies** [Weight %: 100]
 - Commitment [Weight%: 20]
 - Leadership [Weight%: 20]
 - Team Player [Weight%: 20]
 - Communicate [Weight%: 20]
 - Motivation [Weight%: 10]
 - Decision maker [Weight%: 10]
- **V. Key Performance Indicators**
 - Safety
 - Equipment Installation
 - Team support
 - Equipment repair
 - Equipment maintenance
 - Service quality
- **VI. Supervision:**
 - Supervised by : General Maintenance Manager
 - Supervising :
 - 1 Utility Supervisor & Technicians
 - 1 Electrical Supervisor & Technicians
- **VII. Career Path:** Minimum Achievement Prior To Consideration For Upper Vacant Position
 - On Job Training
 - Company Practices, Policies & Procedures, Production Line performance, Multi Technical Skills or knowledge
 - Training Required:
 - Leadership skills, Negotiation skills, Networking & Communication
 - Skills:
 - Computer literate and Knowledge of MEW regulations

- Years In Position
 - 6
- Average Performance Review
 - 4.35
- Learning
 - Diploma in addition to at least one type of technical expertise



Manager - Audit and Compliance

- I. Major Functions :
 - Manages planning, executing and reporting on operational, financial, regulatory and compliance related audits/reviews.
 - Examine and evaluate the adequacy, effectiveness and efficiency of the organization's internal control systems and procedures.
 - Recommends corrective actions to improve operations, enhance internal controls and reduce costs where possible.

- II. Basic Duties & Responsibilities [Time Spent%: 100]
 - Audit & Compliance Responsibilities [Time Spent%: 60]
 - Establish the annual internal audit plan and manage internal and external resources to execute the plan.
 - Design procedures that provide assurance to management, the Audit Committee, external auditors and shareholders that operations, financial statements and reports comply with company policy, as well as generally accepted accounting practices.
 - Evaluates and provides reasonable assurance that risk management, control, and governance systems are functioning as intended and will enable the organization's objectives and goals to be met.
 - Reports risk management issues and internal controls a deficiency identified directly to the audit committee and provides recommendations for improving the organization's operations, in terms of both efficient and effective performance.
 - Evaluates information security and associated risk exposures.
 - Evaluates regulatory compliance program with consultation from legal counsel.
 - Evaluates the organization's readiness in case of business interruption.
 - Maintains open communication with management and the audit committee teams with other internal and external resources as appropriate.
 - Engages in continuous education and staff development.
 - Oversee the execution of other tasks or special projects when required by management, such as due diligence reviews, fraud investigation, etc.
 - Maintain a dialogue with other industry colleagues from professional audit organizations and commercial enterprises.
 - Keep abreast of industry issues and trends in order to proactively shape Internal Audit practices and procedures.

- Partner with functional leadership and their staff in developing strong, professional and independent relationships to ensure a comprehensive understanding of the business to enable value added recommendations that improve efficiency and effectiveness.
 - Continuous Improvement [Time Spent%: 30]
 - Assist the development of an internal control culture, including training to staff.
 - Monitor the trends and developments in the internal audit area.
 - Conduct ad-hoc investigations and reviews as requested by senior management.
 - Coordinate Internal Audit activities with those of the external auditors to ensure proper audit coverage, eliminate duplicate efforts and improve the efficiency and effectiveness of audit activities.
 - General Responsibilities [Time Spent%: 10]
 - Performs any duty assigned by the line as needed.
 - Processes any cross training as mandated by the line.
 - Alternates for colleagues when requested by the management.
- III. Minimum Requirements At Joining:
 - Education:
 - Bachelor Degree in Finance, Accounting or Business Administration and be CA/CMA/CGA certified.
 - Work Experience:
 - 15 Experience in an Internal Audit or Internal control function in financial sector or prior.
 - Languages:
 - Expected Language
 - English & Local Practiced Language is preferable.
 - Specialized Experience (In Years)
 - 10
 - Education Level
 - Bachelor Degree
 - Relevant Experience (In Years)
 - 15
 - Specialized Experience:
 - 10 years' experience within in an Internal Audit or Internal control function in financial series sector or prior.

- **IV. Competencies** [Weight %: 100]
 - Integrity [Weight %: 20]
 - Leadership [Weight %: 10]
 - Multi-tasking [Weight %: 10]
 - Strategic [Weight %: 20]
 - Communication skills [Weight %: 20]
 - Problem Solving [Weight %: 10]
 - Result oriented [Weight %: 10]
- **V. Key Performance Indicators**
 - Compliance to risk management.
 - Internal controls and risk management.
- **VI. Supervision:**
 - **Supervised by:** Executive Manager - Finance
 - **Supervising:** Nil.