



JOB OPPORTUNITY

Job Title: Production & Business development Officer
Organization: Watoto Childcare Ministries
Duty Station: Hope Vocational Technical Institute, Suubi

Watoto Church and Childcare Ministries has experienced exponential growth in the past couple of years composed of multiple Celebration Centers (Campuses) and diverse Community care initiatives that include Childcare, Community and Neighborhood, Education and FM Radio amongst others. In all of this, Watoto remains a local church, committed to celebrating Christ and caring for community.

We are seeking to recruit **Production and Business development officer** to support in the technical management, supervision, evaluate, control production processes in the different sections and deliver high quality standards of products, at Hope Vocational Technical Institute.

Key Duties and Responsibilities (but not limited to).

- Liaise with the management team to formulate and implement defined objectives, policies, procedures, to meet specified deadlines.
- Plan, coordinate and manage production schedules and address any raised issues in a timely manner.
- Estimate, negotiate and agree on budgets and timescales with clients and managers.
- Assess project resource requirements and determining quality control standards.
- Oversee production processes re-negotiating timescales or schedules as necessary.
- Meet internal and external client expectations, in related production requests and orders.
- Ensure high quality and timely production rates and manage quality control standards.
- Supervise, motivate, evaluate performance of production personnel, and identify training needs.
- Assist and adhere to safety and sanitation procedures and schedules in the production section. Adherence to set procedures to maintain a hygienic environment.
- Demonstrate good stewardship of resources and property in the Institute by ensuring the safe custody and optimum use of equipment assigned.
- Estimate effective production costs and participate in the budget's preparation process.
- Lead on the generation of business pipelines
- Participate in grants and acquisition processes
- Manage the maintenance, repair, and purchase of production equipment.
- Enforce and adhere to health, safety and sanitation procedures and schedules in the handling of food and equipment's.
- Timely preparation of management and performance reports.

Qualifications, Skills and Experience.

- The applicant for the role of Production and business development officer should hold at least a minimum of a bachelor's degree in business administration, Economics, Project management or any relevant discipline and knowledge of technical skills is an added advantage
- Demonstration of working experience in a similar or related field, is required.
- Computer literacy in Microsoft applications and project management skills.
- Must be willing to live up to organisational values, confident.
- Should possess the ability to write and present analytical and informative reports.
- Should be a good communicator, must have an important level of integrity, confidentiality, trust, good work ethics and sound judgement.
- Commitment to work within a team environment and ability to work under minimal supervision.



How to Apply.

All suitably qualified and interested candidates can apply by visiting our website.

1. Website www.watotochurch.com
2. Go to the **JOIN THE TEAM** on the website menu.
3. Under that, **click here** to see job details and click **Apply Here** to apply for the job.
4. Fill out the form that will be open and submit after all sections have been filled.
5. Submit your CV, academic and professional documents, and a Church/Pastor's recommendation letter to careers@watotochurch.com (Subject Line: Job Title - First Name, Last Name).

DEADLINE: 22nd / October /2024.

ONLY SUCCESSFUL APPLICANTS WILL BE SHORTLISTED AND CONTACTED FOR INTERVIEWS.

