



2024

NATIONAL EMPLOYMENT COUNCIL FOR THE AGRICULTURE- INDUSTRY WIDE JOB EVALUATION FULL -REPORT



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Table of Contents

Regions sampled	2
NEC Sub-sectors sampled	3
Participation by industry sub-sector	3
Agro – sector jobs	6
General Agriculture – sector	10
Horticulture – Sector jobs	13
Kapenta – Sector jobs	16
Sugarcane – Sector jobs	16
Tea and Coffee – Sector jobs	17
Timber – Sector jobs	19
Net jobs for Grading.....	20
Job Evaluation methodology applied.....	21
SUMMARY OF THE BANDS WITHIN PATTERSON SYSTEM	21
The -Tool in Grade Matrix.....	22
Summary of factors for consideration in scoring jobs to achieve subgrades	36
Grading Matrix.....	0
General Agriculture Subsector -Jobs and Grades	0
Summary of General Agriculture subsector Jobs.....	314
Kapenta Subsector jobs and Grades	324
Summary of Kapenta Subsector Jobs.....	347
Sugarcane Sector jobs and Grades	348
Summary of Sugarcane Subsector	447
Tea and Coffee Subsector jobs and Grades	450
Summary of Tea and Coffee Subsector Jobs.....	642
Timber Subsector jobs and Grades	648
Summary of Timber Subsector Jobs.....	777
Horticulture Subsector jobs and Grades.....	784
Summary of Horticulture Jobs	1016
Agro Sub sector jobs and Grades	1023
Plans for stock take, incoming materials for stacking	1223
Plans for incoming delivery trucks and the raw materials to be offloaded	1339
Summary of Agro Subsector Jobs	1568

Regions sampled

Manicaland Region



Mashonaland West



Harare Region



Matebeleland region



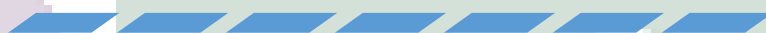
Mashonaland East



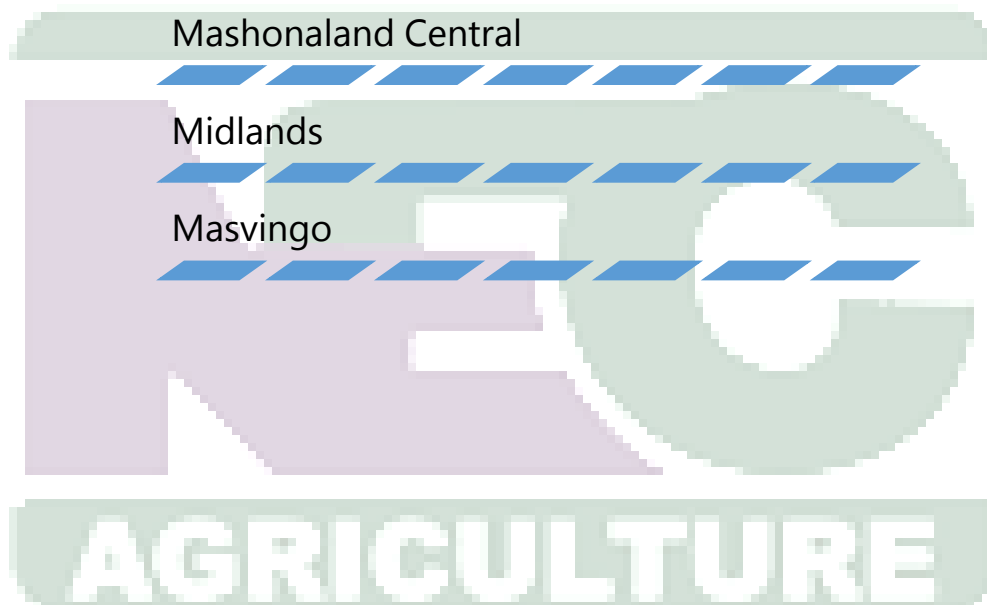
Mashonaland Central



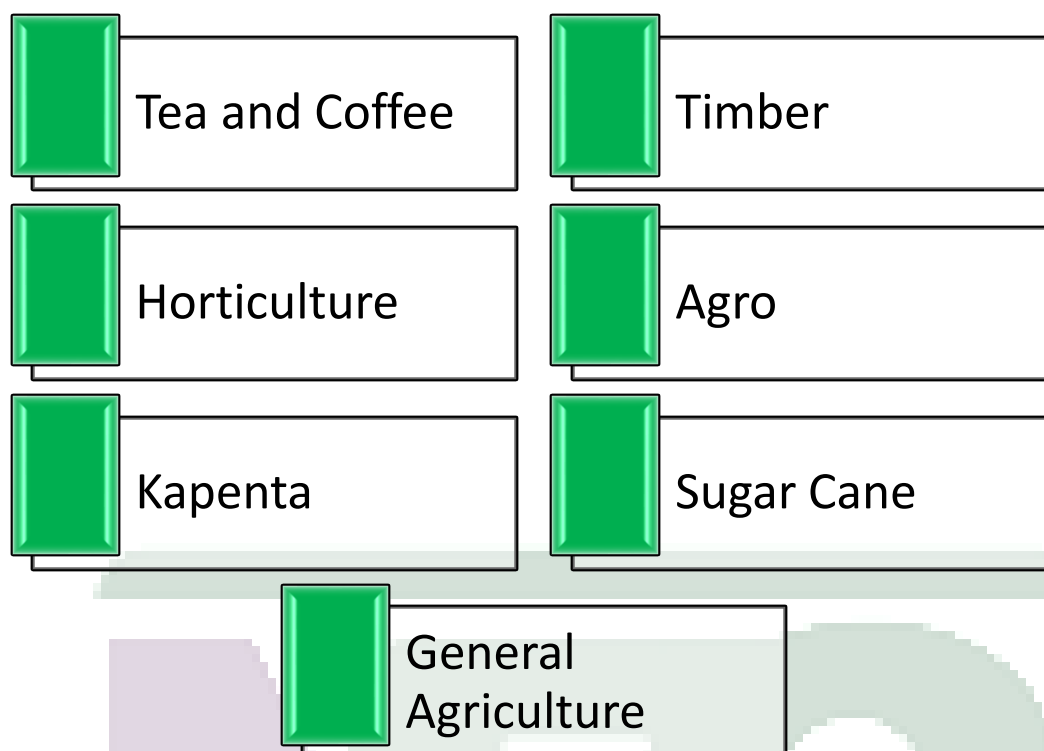
Midlands



Masvingo



NEC Sub-sectors sampled



Participation by industry sub-sector

Sector	Name of Farm/Estate	Jobs interviewed
Agro	Chirundu Crocodile	17
Agro	Irvines	274
Agro	Muller Brothers	37
Agro	Binga Crocodile Farm	27
Agro	Beitbridge Juicing	25
Agro	Surrey Group	46
Agro	Hukuru Chicks	10
Agro	Mazoe Citrus	42
Agro	Padenga Holdings	41
Agro	Festive eggs	24
Agro	Charels Stewrat	32
Agro & Horticulture	Fairhill Farm	24
Agro	Lake Harvest	37
Agro Sector Total		636
General Agriculture	Landos	10
General Agriculture	Dendary Farm	43
General Agriculture	Selby Enterprises	41
General Agriculture	UZ Farm	18

General Agriculture	Glenara Estate	19
General Agriculture	Eskbank	28
General Agriculture	CredCorp	16
General Agriculture	Marry- Ellen	19
General Agriculture	Mondalay Farm	8
General Agriculture	Drumon Ranching	13
General Agriculture	Tavistock Farm	21
General Agriculture	Sambok Farm	20
General Agriculture	Karimba Estate	21
General Agriculture	Liwonde Farm	2
General Agriculture	Wing-Tip Farm	5
General Agriculture	Trisbel (Nero-farm)	5
General Agriculture	Chahototo	3
General Agriculture	Bill-Stream	14
General Agriculture	Mafuro farming	9
General Agriculture	Mukuyu Winery	4
General Agriculture	Good Grass Farm	4
General Agriculture	Marirangwe (WUA)	3
General Agriculture	Califonia Estates	14
General Agriculture	Msitwe Farm	25
General Agriculture	Buttler Farm	22
General Agriculture	Kutsaga TRB	44
General Agriculture	Toppick Investment	8
General Agriculture	Pellier Farming	28
General Agriculture	Inamo Agri	16
General Agriculture	Nora Doma	11
General Agriculture	Kaguvi VCT	2
General Agriculture	Midlands State University Farm	26
General Agriculture	Cool Moreen	2
General Agriculture	Precab/Sherwood Farm	18
General Agriculture	Size Investment	16
General Agriculture	Sweetapie	9
General Agriculture	Chitsuwa Farm	9
General Agriculture	Port-kind – Kent	7
General Agriculture	Lions Den	11
General Agriculture	Dalston	23
General Agriculture	Miller Brother	15
General Agriculture	Mawanga farm	7
General Agriculture	Pig Industry Board	24
General Agriculture	Seedco Shamva	30
General Agriculture	Tripple C Piggs	31
General Agriculture Totals		726

Horticulture	Matanuska Bananas	30
Horticulture	Flora Tsanga	29
Horticulture	Claremont	28
Horticulture	Chipinge Bananas	23
Horticulture	Luhwade (Pvt)Ltd	8
Horticulture	Nottingham Estate	25
Horticulture	B.K Cawood Estate	10
Horticulture	Nhimbe Farm	24
Horticulture	Wiserow Farm	20
Horticulture	Bishop Stone Estate	27
Horticulture	Luxafloor Roses	28
Horticulture	John Sole	33
Horticulture	Forester Estate	34
Horticulture	Danjoe (Oban farm)	27
Horticulture	ARDA Mushumbi	16
Horticulture	Gwebe Farm	11
Horticulture	P B Anot	7
Horticulture Totals		380
Kapenta	Nitima	17
Kapenta	Drop Engineering	4
Kapenta Totals		21
Sugar Cane	Green Fuel Middle Sabi	34
Sugar Cane	Green Fuel Chisumbanje	15
Sugar Cane	Farm 41	11
Sugar Cane	Samba Range (woolwork)	16
Sugar Cane	Zireva farm – Cane Master	6
Sugar Cane	Puweivhu	5
Sugar Cane	Mukwasini Management	16
Sugar Cane	Farm 36 Hippo Valley	6
Sugar Cane	Farm 24	3
Sugar Cane	Farm 6	2
Sugar Cane	Chikerema	4
Sugar Cane	Mangwanandi farm	7
Sugar Cane Totals		125
Tea & Coffee	EHPL	64
Tea & Coffee	Tanganda	74
Tea & Coffee	Makandi Tea & Coffee	16
Tea & Coffee	Ariston- Southdowns	20
Tea & Coffee Totals		174
Timber	Allied Timbers	54
Timber	Border Timbers	38
Timber	Wattle Company	38
Timber Totals		130
Grand Total		2,192

Agro – sector jobs

Jobs interviewed	Net - Jobs interviewed		
	Account Clerk	Executive Driver	Neck Remover
	Account Clerk – Transport and Logistics	Fabrication Supervisor	Neck Slitter
	Administration Clerk Security	Factory Cleaner	Night Watchmen
	Truck Driver Assistant	Farm Clerk	Nurse Aid
	Assistant electrician	Farm Supervisor	Off loader
	Assistant Electrician Semi-Skilled	Feather Mill Operator	Offal Transporter
	Assistant Fitter	Feed loader	Office Orderly
	Assistant Fitter – Semi Skilled	Feed Mill Trainer	Oil Separator
	Assistant FMC Operator	Feed Mixer	Orange Packer
	Assistant Foreman	Feed Plant Assistant	Order Assembler Central Storer
	Assistant Mechanic	Feed Weigher	Order Assembler Dispatch
	Assistant Painter	Fence Attendant	Order Assembler Foreman
	Assistant Refrigeration Operator	Fencer	Overall Quality Controller
	Assistant Refrigeration Technician	Final Searcher	Painter
	Assistant Stores Clerk	Fitter and Tuner	Paltral Clerk (Exports)
	Assistant Technician	Flier	Pan Attendant
	Assistant Tractor Driver	FMC Operator	Pan Attendant Yearlings
	Assistant Welder	Foreman – Bananas	Panel Beater
	Auto electrician	Foreman chicken Abattoir	Paper Sealer
	Bag Sealer	Foreman-Chicken House	Pasteurising Attendant
	Bag Sorter	Foreman Evisceration	Pellet Pressor
	Balancing Tanks Operator	Foreman Hatchlings	Pelletor Operator
	Bandsaw Operator	Foreman Layers	Pet Food Machine Operator
	Basket Carrier	Foreman Live-stock	Piggery Attendant
	Batching Operator	Foreman Pet Food	Piggery Supervisor

Beef - Skinner	Foreman Piggery	Plant Maintenance – Pack House
Bin Puller	Foreman Poultry	Plucker
Boiler Assistant	Foreman Rendering	Plumber
Boiler Attendant	Foreman Small chickens	Plumber – skilled
Boiler Operator	Foreman Teeth Intervention	Portion Breaker
Boilerman	Foreman Warehouse	Production Clerk
Breeder Attendant	Foreperson Crate Wash	Production Floor Cleaner
Brine Machine Operator	Foreperson Egg room	Pump attendant
Brooder	Foreperson Night Cleaner	Quality Controller
Browner Finisher	Foreperson packing	Quality Controller – Mill
Builder – semi skilled	Forklift Operator	Quality Controller – Pet Food
Building Supervisor	Freezer Room Attendant	Quality Controller Egg room
Canteen Attendant	Fridge Attendant	Quality Controller Hatch
Canteen Cook	Fridge man	Quality Inspector
Canteen Foreman	Fridge men Foreman	Receiving Clerk Central Stores
Capenter	Fruit Grader	Receiving Clerk Dispatch
Carcas Washer	Fruit Quality checker	Reconciliation and Payment Officer
Cattle Feeder	Fruit Receiver	Records Clerk
Cattle Foreman	Game Park Attendant	Refrigeration and Air Conditioning Mechanic
Chain Saw Operator	Gardener	Returns Clerk
Charge Hand	Gardener – Green Vegetables	Ritz Cutter Operator
Check Grader	General hand	Salter
Chemical Handler	General Hand – Chicken Plant	Sampler
Chemical Handler – Hatchery	General Hand – Hatchery	Sanitation Worker
Chemical Handler – Lanark	General Hand Administration	Satter Hatcher Operator
Chemical Handler – processing plant	General Hand Central Storers	Satter Hatcher Operator Supervisor

	Chemical Handler – Twiglane	General Hand Factory	Sausage Marker
	Chemical Handler -IDOC	General Hand Field	Sawing Machine Operator
	Chemical Supervisor	General Hand Pulping	Scale Operator
	Chick Grader	General Worker Broilers	Scouter
	Chicken Bleeder	General Worker Field	Scouting and Spraying Supervisor
	Chicken Catcher	Gizzard Re-mover	Sealer Operator
	Chicken Cutter	Grader Culling	Section Clerk
	Chicken Hanger	Grader Operator	Section Foreman
	Chicken Keeper	Gyro Machine Operator	Security Clerk
	Chicken Packer	Hand Grader	Security Corporal
	Chicken Recorder	Handyman	Security Guard
	Chicken Trimer	Hatch Foreperson	Security Sergeant
	Chicken Weigher	Hatchery Clerk	Senior Clerk
	Citrus Production Supervisor	Head Clerk	Senior Foreman
	Cleaner	Head Foreman	Senior Foreperson
	Cleaner – Egg room	Head Quality Control – Hatchery	Senior Production Clerk
	Cleaner- Commercial Mill	Headman Poker	Shower Inspector
	Cleaner Processing plant	Health Worker	Skinner Foreperson
	Cleaner- Rendering Plant	Heavy Duty Mechanic	Slaughterer
	Clerk – Pet Food	Herdman	Solar Plant Attendant
	Clerk Chicken Abattoir	Herdsman Foreman	Solter Supervisor
	Clerk Orders	Horse Groom	Sprayer
	Clerk Sampler	House Attendant	Sticker
	Cook – Commercial Mill	Houseman Chicks	Stock Controller
	Cooker Operator	Houseman Layers	Store Clerk
	Creach Attendant	Houseman Poultry	Stores man
	Croco Feed Preparation Hand	Houseman Young Birds	Stores man Trainer
	Croco Pan - Builder	Incinerator Operator	Stores Receiving Clerk

	Croco Skin Grading Supervisor	Incubation Hand	Stunner Operator
	Crocodile Breeder Attendant	Intestine Remover	Supervisor Rearing
	Crocodile Clipper	Invoicing Clerk	Supervisor Water
	Crocodile Eviscerator	Irrigation Hand	Technical Administration Clerk
	Crocodile Foreman	Irrigator	Till Operator / Coordinator
	Crocodile Hatchling Attendant	JCB Operator	Tipper Driver
	Crocodile Pan Attendant	Junior Foreman Beef Abattoir	Tractor Driver
	Crocodile Rearing Attendant	Junior Foreman Chick Abattoir	Tractor Driver – Trailer Work
	Crocodile Skin Handler	Junior Foreman Poultry	Tractor Mechanic
	Crocodile Skinner	Kiosk Clerk	Trainee Buyer
	Crop Guard	Labeller	Trainer Egg Room
	Crop Remover	Laboratory Assistant	Trainer Evisceration
	Crop Supervisor	Laboratory Cleaner	Trainer Hatchery
	Culing Clerk	Lance Corporal	Transfer and Vaccination Supervisor
	Customer Care Clerk	Laundry Foreperson	Transfer Hand
	Customer Support Clerk	Laundry Hand	Transfer Vaccinator Foreperson
	Data capture Clerk	Layers Foreman	Tree Budder
	Data Capturer	Liver Harvester	Trotters Cutter
	De-boner	Loader	Truck Driver
	Decanter	Loading Foreman	Truck Driver – Hatchery
	De-denter	Lodges Attendant	Truck Loader
	Dispatch Cleaner	Logistics Clerk	Truck Off loaders – Chicken
	Dispatch Clerk	Logistics Supervisor	Tyre Fitter
	Domestic Maid	Lorry Assistant	Upholstery Supervisor
	Drain Cleaner	Machine Cleaner	Vaccinator
	Driller	Machine Operator	Vaccinator Hatchery
	Driver Class A	Maid	Van Assistant
	Driver Class B	Maintenance Fitter- Implements	Van Off loaders
	Driver Class D	Meat Cutter	Vector Controller

Driver Egg Van	Meat Handler	Vent Gun Operator
Effluent Irrigator	Meat Inspector	Waste Collector
Egg Collector	Meat Packer	Waste Peel Spreader
Egg Grader	Mechanic	Water Plant Attendant
Egg Room clerk	Mechanical Fitter – Skilled	Wax Attendant
Egg room Foreperson	Micro weigher	Welder
Egg Sampler	Milker	Welder Skilled
Egg Trayer	Mill Sampler	Welfare Assistant
Egg-Transferer	Miller	Workshop Assistant
Electrician	Milling Shed Foreman	Workshop Assistant – skilled
Electrician Supervisor	Mincer Operator	Workshop Clerk
Equipment Maintainer	Mixing Tank Attendant	Workshop Store man
Evisceration Cutter	Motor Bike Mechanic	Yard Maintainer
Evisceration Forks	Near Infrared Operator	

General Agriculture – sector

	Net - Jobs interviewed		
Jobs interviewed	Abattoir General Hand	Foreman Tobacco Field	Pivot Supervisor
	Abattoir Supervisor	Front End Loader Operator	Plant Fitter Skilled
	Accounts Clerk	Fuel Attendant	Plumber
	Animal Veterinary	Game Scout	Plumber semi-Skilled
	Asset Protection Assistant	Gardener	Pollinator
	Assistant Builder	General Hand Banana	Production Clerk
	Assistant Builder	General Hand Cattle	Pruner Oranges
	Assistant Electrician	General Hand Crops	Pump Attendant
	Assistant Manager	General Hand Hatchery	Quality Controller
	Assistant Plumber	General Hand Horticulture	Reaper Citrus
	Assistant Supervisor	General Hand Manufacturer	Receiving Clerk
	Assistant Welder	General Hand Milling Shed	Receptionist
	Bagging Machine	General Hand Mixing	Sales Consultant
	Stitching Operator		

Baler	General hand Office	Scaler
Banana Cutter	General hand pigs	Scouter
Banana Packer	General Hand Poultry	Seargent Major
Banana Proper	General hand Stores	Section Leader Mill Shed
Banana Quality Checker	General Hand Stores Room	Security Corporal
Banana Reaper	General Worker – Artificial insemination	Security Guard
Banana Waiter	General Worker – Calves	Security Guard Dog Section
Bar Attendant	General Worker Bed Making	Security Guard Field
Barn Loader	General Worker Broilers	Security Officer
Blending Machine Operator	General Worker Broilers	Security Supervisor
Boiler Assistant	General Worker Chillies and Roses	Seed Packer (Pelleted seed)
Boiler Attendant	General Worker Citrus	Seed Packer (Raw seed)
Boiler Maker	General Worker Counters- Potatoes tubers	Seed Processor
Box Pressor	General Worker Dairy	Seed Treater
Builder	General Worker Field	Senior Foremen
Builder semi-skilled	General Worker Health	Senior Mechanic
Canteen Cook General Staff	General Worker Horticulture	Shed Clerk
Caretaker	General Worker Milling	Shift Leader
Cattle Attendant	General worker Pre School	SIR Clerk
Cattle Feeder	General Worker Seed	Site Supervisor
Cattle Headman	General worker Seed Bed Cultural Operations	Sprayer – Field
Chain Saw Operator	General Worker Seed Bed Fence Construction	Sprayer – Seed Section
Check Grader	General worker- Tobacco	Stock Feed Mixer
Chemical Mixer	General Worker Tray Filling and Sewing	Stock Feed Sweeper
Chemical sprayer	General Worker Trays	Stores Clerk
Chemical Supervisor	General Worker Trolleys	Student on Attachment

Chief Skinner	General Worker Veg- etable Garden	Super Blender
Child Minder	General Worker Win- ners Rearing	Supervisor Chicken House
Cleaner	General Workers Macadamia	Supervisor Citrus
Clerk	Grading Shed Clerk Tobacco	Supervisor Crops
Clerk Egg Room	Groom	Supervisor Farming
Clerk Hatchery	Hatchery Machine Operator	Supervisor Feeding
Clipper	Head Buyer	Supervisor Gardens
Coal Feeder	Head Foreman	Supervisor Heat Spotting
Cold Room Controller	Head Tractor Driver	Supervisor High Care
Combine Harvester Operator	Health Worker	Supervisor Irrigation and Spraying
Community Health Worker	Heat Spotter	Supervisor Pack House
Cook	Herdman	Supervisor Winners
Crop Supervisor	House Maid	Tea Maker
Curer	Human Recourse Clerk	Team Leader Seed- ing
Curer Supervisor	Human Resource Foremen	TLB Operator
Curing Supervisor	Irrigation supervisor	Tobacco Grader
Dairy Cleaner	Irrigator	Tobacco Packer
Data Capturer	Junior Foreman	Tobacco Reaper
Debtors Clerk	Land and Pasture At- tendant	Tobacco Rough Grader
Disel plant Fitter	Live Stock Manager	Tobacco Seed Har- vester
Dispatch Clerk	Live stock Supervisor	Tobacco Sweeper
Documentation Clerk	Livestock Foremen	Tobacco Waiter
Domestic Maid	Livestock General Worker	Tractor Driver
Driver	Livestock Supervisor	Tractor Driver – Trailer Work
Driver Messenger	Loader	Tractor Driver Im- plements
Egg Grader	Marketing Clerk	Trailer Loader
Electrician	Master Blender	Trollies Pusher
Electrician Skilled	Mechanic	Truck Assistant
Farm Butcher man	Mechanic – Semi Skilled	Truck Driver
Farm Clerk	Mechanic Skilled	Trye Fitter
Farm Secretary	Merchandiser	Tunnel loader

Farm Shop Keeper	Milk Recorder	Tunnel Pusher
Feed Weigh Clerk	Milker	Vaccination Foreman
Fencers	Miller	Vaccinator
Filling Clerk	Moulder Operator	Vaccine Mixer
Flower Collector	Nursery Hand	Vegetable reapers
Flower collector Leader	Nursey Supervisor	Vegetables Grader
Foremen Maintenance	Offal Cleaner	Village Worker
Foreman	Office Cleaner	Welder
Foreman Agriculture	Order Assembler	Welder Semi-Skilled
Foreman Dryer	Order Maker	Workshop Assistant
Foreman Greenhouse	Pack House Clerk	Workshop Clerk
Foreman Tobacco Field	Panel Beater	Workshop Foreman
Foreman Calves	Pest Controller	
Foreman Field	Piggery Attendant	
Foreman Grading	Piggery Supervisor	
Foreman Irrigation and Spraying	Pivot Attendant	
Foreman Livestock	Pivot Operator	

Horticulture – Sector jobs

Jobs interviewed	Net - Jobs interviewed		
	Assistant Mechanic	Foreman Pump House	Pre-Harvest Auditor
	Assistant Mechanic semi-skilled	Foreman Tobacco Field	Primary Teacher
	Assistant Stores Clerk	Foremen Crops	Production Clerk
	Assistant Trick Driver	Foremen Propping	Pump Attendant
	Assistant Welder	Foreperson	Pump Mechanic
	Banana Cutter	Foreperson Berries	Pump Operator
	Banana Harvester	Foreperson Field	Quality Checker
	Banana Packer	Foreperson Maintenance	Quality control pack Shed
	Banana Ripener	Foreperson Propagation	Quality Controller
	Bee Kepper	Forklift Operator	Quality controller field
	Box Maker	Fruits Packer	Quality controller finished products
	Brush Cutter	Game Scout	Quantity controller
	Builder	Gardener	Reaping Clerk
	Builder Semi-Skilled	General Hand	Receiving Clerk

	Cable Operator	General Hand Banana Field	Receiving Supervisor
	Capenter Semi-Skilled	General Hand Green House	Receptionist
	Care Taker	General Hand Herb Dryer	Safari Camp Maid
	Chain Saw Operator	General Hand Maintenance	Scale Boy
	Check man	General Hand Oil Pressing	Scout
	Check Roll clerk	General Hand Palletisation	Scout Researcher
	Chemical Mixer	General Hand Production	Scouter
	Chemical Sprayer	General Hand Pruners	Section Head Citrus
	Cirtus Packer	General Worker Branch Care	Security Corporal
	Citrus Pruner	General Worker Field	Security Guard
	Citrus quality controller	General Worker Live Stock	Security Lance Corporal
	Citrus Reaper	General Worker Pack Shed	Security Officer
	Citrus Scout	General Worker Petal Remover	Security Surgent
	Citrus Supervisor	General Worker Propper	Senior Foreman
	Cleaner	General Worker Sterm Clearing	Senior Foreman Field
	Clerk	General Worker String Picking	Senior Foreman Spraying
	Clerk Citrus	General worker Tobacco	Senior Mechanic
	Clerk Liver Stock	Grader Export	Shed Marker
	Compound Care Taker	Grading Clerk	Shred Operator
	Crèche Attendant	Grafter	Skinner
	Crop Guard	Head Foreman	Sout
	Crop scout	Health and safety worker	Sprayer
	Curer	Health Worker	Stores Clerk
	Data Collection Clerk	Herb Machine Operator	Supervisor
	Deiseal Plant Fitter	Herbs Grader	Supervisor Berries
	Dispatch Clerk	Herbs Packers	Supervisor field
	Dispatch Supervisor	Irrigation Foreman	Supervisor Pack Shed

	Doek Tires	Irrigation Supervisor	Supervisor Production
	Domestic Maid	Irrigator	Supervisor Propagation
	ECD Teacher	Junior Foreman	Supervisor Quality Control
	Electrician Semi Skilled	Junior Foreman Spraying	Supervisor Tagging and Flower Count
	Export Clerk	Junior Foreman Tobacco	Tagging and Bells Hand
	Export Supervisor	Loader	Team Leader
	Farm Clerk	Lorry Assistant	Time Keeper
	FCM Scout Monitor	Maid	TLB operator
	Fencer	Maintenance Assistant	Tobacco Blender
	Field Scout	Mechanic	Tobacco grader
	Field Supervisor	Mechanic Semi-skilled	Tobacco Graders
	Filed Clerk	Miller	Tobacco Reaper
	Finished Product Recorder	Nurse Aid	Traceability Supervisor
	First Aider	Nursery Hand	Tractor Assistant
	Flower budders	Oil Press Operator	Tractor Drive Trailer Work
	Flower Buncher	Pack Shed Clerk	Tractor Driver implement
	Flower Counter	Pack Shed Stores Clerk	Tram Leader
	Flower cutter	Paint Sprayer	Truck Driver
	Flower Parker	Per Wax Attendant	Tyre Fitter
	Flower Quality Checker	Petal Remover	Village Health Worker
	Foreman	Pivot Operator	Wages Clerk
	Foreman Cattle	Plumber	Welder
	Foreman Coled Room	Plumber Foreman	Welder Foreman
	Foreman Composter	Plumber Semi-skilled	Workshop Assistant
	Foreman fence construction	Plumber Skilled	Workshop Foreman
	Foreman Field	Pocketer	
	Foreman Grading Shed	Potatoes Packer	
	Foreman Green House	Potatoes Reaper	
	Foreman Pack Shed	Pre Grader	

Kapenta – Sector jobs

Farms/ Estates Sam-pled	Net - Jobs interviewed		
	Accountant	Supervisor Drying	Stores Clerk
	Account Clerk	Estate Agent	Transport Supervisor
	Assistant Welder	Foreman Fishing	Boat Captain
	General Hand	Fisherman	Welder
	Head Welder	Human Resource Clerk	Mechanic Supervi-sor
	Stores Clerk	Capenter Dryer	Mechanic

Sugarcane – Sector jobs

Jobs interviewed	Net - Jobs interviewed		
	Account Clerk	Engineering Admin-istration Clerk	Receipting Clerk
	Administration Clerk	Farm Health Worker	Section Clerk
	Agronomy Clerk	Farm Supervisor	Security Guard
	Agronomy Supervi-sor	Foreman	Security Officer
	Assistant Electrician	Gap Filling Supervi-sor	Security Sergent
	Bar Lady	Gardener	Security Supervisor
	Block Foreman	General Hand	Semi-Skilled Fitter
	Builder	General Hand Engi-neering	Senior Water Bailiff
	Builder Semi Skilled	General Hand Gap Filling	Sprayer
	Bulldozer operator	General Hand Stone picker	Sugar cane Cutter
	Canal checker	General Worker Tree Stumping	Supervisor Horticul-ture
	Cane Cutter	Head Supervisor	Supervisor Packs Gardens and Amenities
	Carpenter	Herdsman	Supervisor Sugar-cane
	Cattle Supervisor	Hot Water Plant At-tendant	TLB Operator
	Chain Hand	Infield Supervisor	Tractor Driver
	Chain Issuer	Irrigation Supervisor	Tractor Driver im-plements

	Clerk	Irrigation Supervisor	Truck Driver
	Club Cleaner	Irrigator	Trye Fitter
	Cook	Office Cleaner	Warfare Clerk
	Crane Operator	Officer Orderly	Water Recorder
	Crop Guard	Painter	Welder
	Crop Scout	Pivot Operator	Welder semi-Skilled
	Dam Attendant	Plumber Semi-Skilled	Welfare Supervisor
	Dam Operator	Production Clerk	Zone Clerk
	Drip Installer	Pump Attendant	Zone Supervisor
	Drip Maintenance and Installation Hand	Pump Hand Operator	
	Drip Maintenance Foreman	Pump Operator Supervisor	

Tea and Coffee – Sector jobs

Job interviewed	Net - Jobs interviewed		
	Ablution Worker	Fitter and Turner	Plumber
	Accounts Clerk	Fitter and Turner Semi-Skilled	Pump Attendant
	Ambulance Driver	Foreman Field	Ranger
	Assistant Machinist semi-Skilled	Foreman Green Leaf	Rotter Vena operator
	Assistant Mechanic	Foreman Herbicides	Sanitation Hand
	Assistant Procurement Officer	Foreman Macadamia	Scouter
	Babe Seater	Foreman Tea and Fields	Secretary
	Beerhall Cashier	Fuel Supervisor	Security Corporal
	Boiler Attendant	Gardener	Security Guard
	Brush Cutter Operator	Gardener Vegetables	Security Sergeant
	Builder Skilled	General Hand	Senior Supervisor
	Bush Trimmer	General Hand Factory	Senior Tractor Driver
	Capenter semi-skilled	General Hand Hammer Mill	Shed man
	Cattle Header	General Hand Tea Sorting	Sister in Charge
	Chain Saw Operator	General Woker Macadamia	Sorting Room Controller
	Charge Hand Foreman	General Worker Field	Sprayer

	Chemical Sprayer	Hand Held Machine Trainer	Stores Clerk
	Cleaner	Head Clerk	Supervisor Green filed
	Compound Ranger	Irrigation Supervisor	Tea Monitor
	Crop Guard	Issuing Clerk Factory	Tea Pluckers
	CTC Sharpener	Issuing Clerk Fuels	Tea Quality Controller
	Dog Handler	Junior Supervisor	Telephone Operator
	Dog Kennelman	Macadamia Pickers	TLB Operator
	Domestic Worker	Machine Operator	Tools Clerk
	Dryer Operator	Maintenance Operator	Tractor Driver
	ECD Teacher	Mechanic	Transport and Logistics Officer
	Electrician	Mechanic Semi-skilled	Truck Driver
	Electrician Semi-skilled	Miller	Tryer Fitter
	Factory Foreman	Motor Mechanic	Village Cleaner
	Factory Overseer	Nurse Aid	Wages Clerk
	Factory Supervisor	Overseer Divisional	Watchmen
	Factory Time Keeper	Painter	Weigh Bridge Clerk
	Fan Attendant	Payroll clerk	Welder
	Farm Health Worker	Plant Fitter Skilled	Welfare Assistant
	Field Clerk	Plucker MCH	Welfare Clerk
	Fitter	Fitter and Turner	
	Bee keeper	Lodge supervisor	Administration Clerk
	Bin Clerk	Out grower Overseer	Bulk Stores Supervisor
	Boiler Stalker	Ranger	Clerk Bulk Stores
	Butcher man	Rolling Room Supervisor	Clerk Out Growers
	Chemical Sprayer	Safety Marshall	Forklift Driver
	Crèche Attendant	Senior Scouter	Green Leaf Clerk
	Daily Foreman	Sorting Supervisor	Machine Shop Supervisor
	Dispatch Clerk	Temperature Controller	Office Messenger
	Gang Supervisor	Warehouse Supervisor	Overseer Bulk Stores
	Green leaf Clerk	Water plant overseer	Pallet Marker
	Leaf house Controller	Welfare Officer	Rolling Room Controller

	Leaf house supervisor	Workshop Clerk	Sampler
	Scale Clerk	Senior Security Ranger	Supervisor Cattle
	Semester/ Tailor	Sorting Supervisor	Supervisor Charlie

Timber – Sector jobs

Jobs interviewed	Net - Jobs interviewed		
	Arbour-Edge Operator	Driver	Press Operator
	Assistant Arbour Edger Operator	Electrician Skilled	Press Operator Finger Joint
	Assistant Board-Edge Operator	Enumerator	Production Clerk
	Assistant Boiler Operator	Estate Clerk	Profile Operator
	Assistant Crane Operator	Finger Joint Operator	Resaw Operator
	Assistant Electrician	Fire Tower Attendant	Saw Mill Supervisor
	Assistant Mechanic Semi-Skilled	Fitter and Turner Skilled	Security Corporal
	Assistant Plumber	Forklift Operator	Security Guard
	Assistant Plumber Semi-Skilled	Frame Saw One Operator	SHEQ Officer
	Assistant Saw Doctor	General Hand	Shift Man
	Assistant Welder	General Hand Administration	Silvi Culture Supervisor
	Bend Saw Operator	General Hand Mill	Stores man
	Board Edge Operator	General Hand Plan-tation	Supervisor
	Boiler Assistant	General Hand Veneer	Supervisor Plantations
	Builder Skilled	Glue Mixer	Tall Clerk
	Capenter	Green Chain Supervisor	Tally Clerk Deck Input
	Carpenter Skilled	Guest House Attendant	Telle-logger Operator
	Chain Saw Operator	Handman Fitter	Timber Bundler
	Chipper Operator	Harvesting Clerk	Timber Chocker

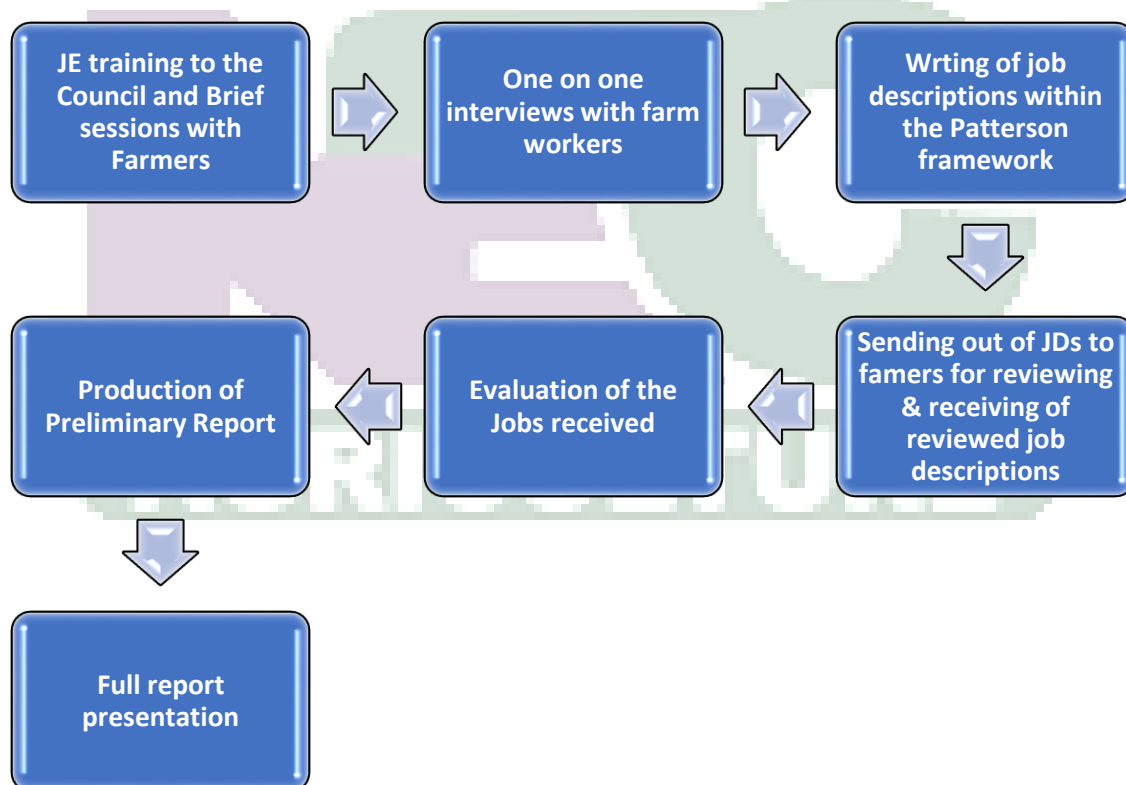
	Chipp's Feeder	Harvesting Supervisor	Timber Grader
	Conveyor Attendant	Log Feeder	Timber Quality Controller
	Crane Operator	Maintenance Supervisor	Timber Sorter
	Crop Guard	Moulder Operator	Tools Clerk
	Cross Cutter Operator	Nurse Aid	Tools Man
	Curer Operator	Nursery Supervisor	Tower Attendant
	DBS Operator	Painter	Tractor Driver
	De-barker	Plantation Clerk	Trim Sawm Operator
	Dispatch Clerk	Plumber	Trimming Table Operator
	DLE Machine Operator	Pool Table Operator	Welder Handyman
	Assistant Saw Doctor	Re-saw Operator	Nurse Aid
	Assistant Log Edger	Timber Choker	Nursery Charge Hand
	Assistant Motor Mechanic	Timber Grader	Quality Controller
	Boiler Operator	Timber Stalker	Sales Clerk
	Chain Saw Operator	Assistant Welder	Security Guard Dog Handling
	Chain Saw Mechanic	Cross Cutter Operator	Supervisor Boiler Kiln
	ECD Teacher	Fire Tower Attendant	Tally Clerk
	Fire Truck Driver	Front End Loader Operator	Tell logger Operator
	General Hand Saw Mill	Gang Leader	
	Labour Truck Driver	Head Rig Operator	
	Patrol Guard	Inventory Clerk	
	Production Clerk	Kiln Operator	

Net jobs for Grading

Sector	Net Jobs for Grading	% to Net Jobs
Agro-Sector	399	33%
General Agriculture – Sector	256	21%

Horticulture- Sector	206	17%
Kapenter- Sector	18	1%
Sugarcane- Sector	79	6%
Tea & Coffee – Sector	147	12%
Timber – Sector	117	10%
Total	1,222	

Job Evaluation methodology applied



Summary of the Bands within Patterson System

BANDS	SUB-BANDS	CHARACTERISTICS OF THE BAND
	F5- UPPER	COORDINATING TOP MANAGEMENT IN POLICY MAKING DECISIONS
	F4- UPPER	

Band F	F3- MID BAND	TOP MANAGEMENT – POLICY MAKING DECISIONS
	F2- LOWER	
	F1- LOWER	
BAND E	E5- UPPER	COORDINATING SENIOR MANAGEMENT IN PROGRAMMING DECISIONS
	E4- UPPER	
	E3- MID BAND	SENIOR MANAGEMENT – PROGRAMMING DECISIONS
	E2- LOWER	
	E1- LOWER	
BAND D	D5- UPPER	COORDINATING MIDDLE MANAGEMENT IN INTERPRETIVE DECISIONS
	D4- UPPER	
	D3- MID BAND	MIDDLE MANAGEMENT – INTERPRETIVE DECISIONS
	D2- LOWER	
	D1- LOWER	
BAND C	C5- UPPER	COORDINATING WORKERS IN ROUTINE DECISIONS
	C4- UPPER	
	C3- MID BAND	SKILLED WORKERS- ROUTINE DECISIONS
	C2- LOWER	
	C1- LOWER	
BAND B	B5- UPPER	COORDINATING SEMI-SKILLED WORKERS IN AUTOMATIC DECISIONS
	B4- UPPER	
	B3- MID BAND	SEMI-SKILLED WORKERS – AUTOMATIC DECISIONS
	B2- LOWER	
	B1- LOWER	
BAND A	A3	UNSKILLED WORKERS- DEFINED DECISIONS
	A2	
	A1	

The -Tool in Grade Matrix

Factor & Job Interpretation	Band- Scores
Job complexity There are a number of complex operations systems that must be understood by the incumbent. Work involves complex diagnosis to solve day	C5

to day problems. Draws on a range of knowledge and skills to work out methods from first principles, and achieve specific objectives. The incumbents are skilled at this level and completes the work on his/her own. Controls are applied after task has been completed. Uses skill and knowledge to diagnose and solve problems. The incumbent makes plans beyond one year and participate in determination of resources required to execute annual plans.

Pressure of work

Definite pressure- Work load is such that there are few breaks from the decision-making process, and the nature of the work is complex and causes elements of uncertainty.

Supervision given

Incumbent is responsible for the allocation of work, the deployment of staff, monitor and control the quality and quantity of output, and if necessary, the initiation of disciplinary action for first and third line 'C' Band and lower-level jobs. Co-ordinates activities within a department/ section or between departments/ sections of operations.

Independence of Operations

Control is indirect (for example, selective secondary checks in clerical procedures and checking the work of independent operators, foreman and supervisors). Controls applied largely through discussion and examination of relevant results against the work programme with members in D Band and above.

Judgement and impact/ consequences of actions/ decisions

Actions, recommendations or decisions may result in significant financial loss or lost time within sections/ departments, and may affect the decisions of others. Mistakes are only detected when supervisors conduct spot checks on completed work. The incumbent decides on operational resources such as manpower and other operational resources. The incumbent produces reports that assist Band D in decision making on the operations of the undertaking.

Knowledge skills/ Experience/ Competencies

Requires-University degree and or Similar competency gained through equivalent tertiary education/qualifications; and or Similar level of qualifications, with recognised prior learning/experience, not less than 5 years.

T.f. Scores

44-54

1. Job complexity

There are a number of complex operations / systems that must be understood by the incumbent. Work involves complex diagnosis and solving of operational problems. Draws on a range of knowledge and skills to work out methods from first principles, and achieve specific objectives. The incumbent uses skills and knowledge to diagnose and solve problems. Draws from a range of learned standardized methods to deal with a range of issues/problems. As technical specialist, the incumbent evaluates operations, systems and process and make recommendations in a specialist field.

2. Pressure of work

Definite pressure- Work load is such that there are few breaks from the decision-making process, and the nature of the work is complex and causes elements of uncertainty. The incumbent solves unforeseeable day to day operational problems with or without consultation of Band "D"

3. Supervision given

Is responsible for the allocation of work, the deployment of staff, the quality and quantity of output, and if necessary, the initiation of disciplinary action for first and second line 'C' Band and lower-level jobs. Coordinates activities within a section department or between departments/ sections.

4. Independence of Operations

Control is indirect (for example, selective secondary checks in clerical procedures and checking the work of independent operators, foreman and supervisors). Controls applied largely through discussion and examination of relevant results against the work pro-gramme with Band "D" or above.

5. Judgement and impact/ consequences of actions/ decisions

Actions, recommendations or decisions may result in significant financial loss or lost time within department, and may affect the decisions of others. Mistakes are only detected when supervisors conduct spot checks on completed work. The incumbent decides on operational resources

C4

T.f. scores

35-43

such as manpower required among other operational resources to execute the plans. The incumbent also produces reports from the day-to-day operations that assist in decision making by Band "D"

6. Knowledge skills/ Experience/ Competencies

Requires-University degree and or Similar competency gained through equivalent tertiary education/qualifications; and or Similar level of qualifications, with recognised prior learning/experience, not less than 5 years

1. Job complexity

This is skilled operational work of a technical and professional nature. The incumbents are expected to understand how operations and process are integrated and be able to apply the theory, trade knowledge and or relevant skills under-pinning the particular operation.

The incumbents are expected to analyse the requirements of the situation and decide based on their technical skills the best possible ways to manage operations successfully.

There are a number of complex systems that must be understood. Involves complex diagnosis and operational decision making.

2. Pressure of work

Definite pressure- Work load is such that there are few breaks from the decision-making process, and the nature of the work is complex and causes elements of uncertainty.

3. Supervision given

Is responsible for the allocation of work, the deployment of staff, monitor and control the quality and quantity of output, and if necessary, the initiation of disciplinary action for first line 'C' Band and lower-level jobs. Co-ordinates activities within a department or between departments

4. Independence of Operations

Control is indirect (for example, selective secondary checks in clerical procedures and checking the work of independent operators, foreman and supervisors). Controls applied largely through discussion and examination of relevant results against the work programme with Band "C" upper or Band "D".

C3

**T.f. scores
26-34**

5. Judgement and impact/ consequences of actions/ decisions

Actions, recommendations or decisions may result in significant financial loss or lost time within department, and may affect the decisions of others. Mistakes are only detected when supervisors conduct spot checks on completed work. The incumbent makes operational decisions for which he/she will be held accountable to Band "C" upper or "D".

6. Knowledge skills/ Experience/ Competencies

Requires-University degree and or Similar competency gained through equivalent tertiary education/qualifications; and or Similar level of qualifications, such as HND or technical field qualification with recognised prior learning/experience, not less than 2 years.

1. Job complexity

The systems/operations/processes are more complex, and require a higher level of education, training and experience. Uses skill and knowledge to diagnose and solve problems. Draws from a range of learned standardised methods to deal with a range of issues/problems.

2. Pressure of work

Variable pressure-Frequent, but relatively minor decisions taken under variable pressure. Work is continuous and makes demands of varying intensity and duration often associated with volumes and or deadlines.

3. Supervision given

Minimal supervisory responsibility over first line 'C' Band and or several 'B' Band subordinate jobs. There is still an involvement in mentoring, controlling and guiding staff, and or co-ordinating the activities of staff towards specific objectives.

4. Independence of Operations

The incumbent is skilled at this level and completes the work on his/her own. Controls are applied after a task has been completed. Feedback-checks occur weekly and or monthly

5. Judgement and impact/ consequences of actions/ decisions

Actions or decisions may result in moderate damage or loss of time, affecting the wider work environment (larger than immediate section but

C2

T.f. Score

17-25

smaller than whole department). Mistakes will be detected on completion of an assignment when work is checked for quality and quantity. Could cost time and money to correct.

6. Knowledge skills/ Experience/ Competencies

Requires- Formal training/development culminating in a recognised advanced diploma, trade or professional qualification or similar of not less than 1 year and prior learning/experience, not less than 1 years.

1. Job complexity

The work involves relatively simple systems/operations/process that are technically interrelated. Once trained, the inter-relationship between them is easily understood. Applies own skill and knowledge of the theory and systems/operations/processes to carry out simple diagnosis, and solve problems. Routinely applies standardised methods to solve problems.

2. Pressure of work

Normal pressure-There is a continuous flow of work requiring constant attention, and occasional increase in activity in order to reach deadlines.

3. Supervision given

Direct supervision of Band 'C' subordinates does not apply, but there should be close liaison with, and development of, the lower levels of jobs.

4. Independence of Operations

Volume and variety of work is such that it is not possible to check all that is done, instructions relate to the general work to be undertaken. Supervision is restricted spot checks, progress and results. Feedback is obtained at the time of reviewing work done or on a daily basis.

5. Judgement and impact/ consequences of actions/ decisions

Errors resulting in minor damage for which there are corrective procedures. The cost is usually wasted time and labour and limited materials-possible injury to self.

6. Knowledge skills/ Experience/ Competencies

C1

T.F. Scores

6-16

Requires- Formal training/development culminating in a recognised diploma, trade certificate, professional qualification or similar of not less than 1 year, together with at least one year 'on the job' practical development to support the formal training.

1. Job complexity

The cycle of activities is limited and once the acceptance level of basic skills has been reached, the job becomes semi-repetitive. The jobs involve the application of practical skills or acquired knowledge to undertake a well-defined but limited range of activities and operations which are a part of an established routine.

2. Pressure of work

There is a continuous flow of work requiring constant attention, and occasional increase in activity in order to reach deadlines. The job may however, require certain skill in a variety of operations performed in a section/subsection or sub discipline.

3. Supervision given

Incumbent Is responsible for the allocation of work, the deployment of staff, monitoring and controlling the quality of output, and if necessary, the initiation of disciplinary action for third and fourth line 'B' Band and lower "A" Band jobs.

4. Independence of Operations

Volume and variety of work is such that it is not possible for the supervisor to check all that is done. Instructions relate to the general work that needs to be done, and the incumbent determines work methods from general existing alternatives according to established procedures and standards. Supervision is restricted to progress and results. Feedback checks occur weekly and/or monthly

5. Judgement and impact/ consequences of actions/ decisions

Work is reviewed upon completion of short assignments by the supervisor for quality and quantity. The job incumbent imposes simple checks, and has the scope to make mistakes during the assignments prior to the supervisory check.

6. Knowledge skills/ Experience/ Competencies

B5

T.f. Scores

44-54

There is need for individual judgement where decisions can-not be pre-judged hence incumbents needs at least 1-year experiences in related fields. The skill may be related to specific activities, or equipment, or general activities. Generally, requires a post-secondary education of basic occupational skills and equivalent competency

1. Job complexity

The jobs involve processing (an integrated combination of activities or operations) which are specified. The work requires application of some practical skills and/or acquired knowledge to select, and automatically implement, the appropriate operation/s from a variety of elements/procedures.

2. Pressure of work

There is a continuous flow of work requiring constant attention, and occasional increase in activity in order to reach deadlines. The job may however, require certain skill in a variety of operations performed in a section/subsection or sub discipline.

3. Supervision given

Is responsible for the allocation of work, the deployment of staff, the quality of output, and if necessary, the initiation of disciplinary action for first and second line 'B' Band and lower "A" Band jobs.

4. Independence of Operations

Volume and variety of work is such that it is not possible for the supervisor to check all that is done. Instructions relate to the general work that needs to be done, and the incumbent determines work methods from general existing alternatives according to established procedures and standards. Supervision is restricted to progress and results. Feedback checks occur weekly and/or monthly

5. Judgement and impact/ consequences of actions/ decisions

Work is reviewed upon completion of short assignments by the supervisor for quality and quantity. The job incumbent imposes simple checks, and has the scope to make mistakes during the assignments prior to the supervisory check.

6. Knowledge skills/ Experience/ Competencies

B4

T.f. scores

35-43

The skill may be related to specific activities, or equipment, or general activities. Generally, requires a post-secondary education of basic occupational skills and equivalent competency, and 'on the job experience' of approximately 1 year.	
1. Job complexity The jobs involve processing (an integrated combination of activities or operations) which are specified. The operative or clerical work requires the application of some practical skills and/or acquired knowledge to select, and automatically implement, the appropriate operation/s from a variety of elements/procedures. There is little complexity and problems are normally solved based on past experiences. 2. Pressure of work Variable Pressure-Frequent, but relatively minor decisions taken under variable pressure. Work flow is continuous and makes demands of varying intensity and duration often associated with volumes and/or deadlines 3. Supervision given Is responsible for the allocation of work, the deployment of staff, the quality of output, and if necessary, the initiation of disciplinary action for first and second line 'B' Band and lower-level jobs. 4. Independence of Operations Volume and variety of work is such that it is not possible for the supervisor to check all that is done. Instructions relate to the general work that needs to be done, and the incumbent determines work methods from general existing alternatives according to established procedures and standards. Supervision is restricted to progress and results. Feedback checks occur weekly and/or monthly 5. Judgement and impact/ consequences of actions/ decisions The incumbent works under the direct supervision of a supervisor. Errors are easily detected in a short space of time and corrected on an ongoing basis and may not have impact on the operations. 6. Knowledge skills/ Experience/ Competencies	B3 T.f. scores 26-34

Generally, requires a post-secondary education of basic occupational skills and equivalent competency, and 'on the job experience' of approximately 1 year.

Proficiency is required in an occupational skill, and experience of a variety of relatively complex tasks. The skill may be related to specific activities, or equipment, or general activities

1. Job complexity

The cycle of activities is limited and once the acceptable level of basic skill has been reached, the job becomes semi-repetitive. Work is normally performed without haste, but on occasions the work load peaks and there is an element of speed required in order to reach deadlines

2. Pressure of work

Normal pressure -There is a continuous flow of work requiring constant attention, and occasional increase in activity in order to reach deadlines.

3. Supervision given

Minimal supervisory responsibility over first line 'B' Band and/or several 'A' Band subordinate jobs. There is still an involvement in mentoring and guiding staff, and/or co-ordinating the activities of staff towards specific objectives.

4. Independence of Operations

Work is reviewed upon completion of short assignments by the supervisor for quality and quantity. The job incumbent imposes simple checks, and has the scope to make mistakes during the assignments prior to the supervisory check.

5. Judgement and impact/ consequences of actions/ decisions

The incumbent works under the direct supervision of a Supervisor. Errors are easily detected in a short space of time and corrected on an ongoing basis and may not have financial impact on the operations and if so, minimum financial impact.

6. Knowledge skills/ Experience/ Competencies

Basic secondary education, plus formal training of 4 to 6 months, and 'on the job experience' of approximately one year

B2

T.f. Score

17-25

Requires the ability to make effective use of relatively complex machines/equipment, drive relatively complex or heavy-duty vehicles or operate plant machinery;

If the job is in the clerical or support services fields, requires the ability to prepare standard letters or perform routine calculations (for example, calculations of fractions, percentages and decimals), and give clear verbal instructions;

Though work practices are repetitive, some experience in dealing with exceptions and special circumstances is required. Experience of at least 1 year may be related to the specific tasks involved, or on wider issues affecting the operations as a whole.

1. Job complexity

The cycle of activities is limited and once the acceptable level of basic skill has been reached, the job becomes semi-repetitive. Involves the application of practical skills or acquired knowledge to undertake a well-defined but limited range of activities and operations, which are a part of an established routine. There is need for individual judgement or automatic decisions where decisions cannot be prejudged. The job involves operation of simple machinery and there is little or no ambiguity as most of the job activities are procedural to sustain key result areas.

2. Pressure of work

Occasional Pressure-Work is normally performed without haste, but on occasions the work load peaks and there is an element of speed required in order to reach deadlines.

3. Supervision given

Direct supervision of Band 'B' subordinates is not required, but there should be close liaison with, and development of, the lower levels of jobs

4. Independence of Operations

Simple, regular checks are necessary to spot flaws in the work. These are applied frequently –there is little opportunity to operate inefficiently.

5. Judgement and impact/ consequences of actions/ decisions

B1

T.F. Scores

6-16

The incumbent works under the direct supervision of a supervisor. Errors are easily detected in a short space of time and corrected on an ongoing basis and may not have impact on the operations.

6. Knowledge skills/ Experience/ Competencies

Basic secondary education. Requires the ability to read, write, perform simple arithmetic calculations, become familiar with standardised procedures and basic equipment maintenance, and be able to communicate verbally. The incumbent should have at least 3- 6 months experience on the job.

1. Job complexity

Generally procedural work where there is variety of processes and a cycle of activities, which may require up to 6-8 weeks on the job training. Once taught, the incumbent can be left on his/her own, and be expected to carry out the job effectively. The process, activities and procedures can be learned within a short space time not exceeding eight weeks.

2. Pressure of work

Occasional pressure-Work is normally performed without haste. Deadlines may increase pressure slightly. No ambiguity, but pressure may arise from the requirement for some speed, a certain amount of accuracy, and/or heavy physical effort, or working in an unpleasant/unsafe environment for long periods of the day.

3. Supervision given

The incumbent does not supervise anyone but close communication with fellow workers is required in task execution.

4. Independence of Operations

Job incumbent imposes certain simple checks on himself or herself, but has limited scope to make mistakes, as supervisory checks are more frequent.

5. Judgement and impact/ consequences of actions/ decisions

The incumbent works under the direct supervision of a supervisor. Errors are easily detected in a short space of time and corrected on an ongoing basis and may not have impact on the operations.

A3

T.f. Scores
26-34

6. Knowledge skills/ Experience/ Competencies Basic secondary education. Requires the ability to read, write and perform simple arithmetic calculations (adding, subtracting, multiplying and dividing). Adequate verbal skill is required at a non-technical level. Familiarity with simple, standardised work procedures is required. Generally, over one month and up to 3 months on the job training and experience is required.	
1. Job complexity Generally procedural work where there is variety of processes and a cycle of activities. Once taught, the incumbent can be left on his/her own, and be expected to carry out the job effectively. Tasks are predominantly of manual labour in nature. 2. Pressure of work Little or no pressure. Only simple decisions are taken, and these are quite clearly laid down. There is no ambiguity in the work assigned to the job performers. 3. Supervision given The incumbent does not supervise anyone but close communication with fellow workers is required in task execution. 4. Independence of Operations Functions are repetitively and routinely done and the incumbent works under supervision. Little operational or no decisions are taken by the incumbent since the supervisor defines what needs to be done, how and when. 5. Judgement and impact/ consequences of actions/ decisions The incumbent works under the direct supervision of a supervisor hence errors are easily detected in a short space of time and corrected on an ongoing basis and may not have impact on the operations. 6. Knowledge skills/ Experience/ Competencies General knowledge is required in performance of job holders. Requires the ability to read, write and understand simple verbal and written instructions. Instructions are normally given verbally, but basic written procedures may be provided. Experience of the work place of up to one	A2 T.f. Score 17-25

month, and in some defined roles up to three months with on-the-job training of up to one month.

1. Job complexity

Very simple defined tasks with minimal variety. Tasks are predominantly of manual labouring nature. Performance of incumbent is limited to the defined standard work. The incumbent works entirely under the Supervisor's instruction and targets of work as may defined from time to time.

2. Pressure of work

Little or no pressure-Little or no pressure. Only simple decisions are taken, and these are quite clearly laid down. There is no ambiguity in the work to be done.

3. Supervision given

The incumbent does not supervise anyone but close communication with fellow workers is required in task execution.

4. Independence of Operations

Decisions are defined and save for simple, defined tasks with no complexity. Generally, receives close supervision. Works according to detailed or standard instructions.

5. Judgement and impact/ consequences of actions/ decisions

The incumbent works under the direct supervision of a supervisor hence errors are easily detected in a short space of time and corrected on an ongoing basis and may not have impact on the operations.

6. Knowledge skills/ Experience/ Competencies

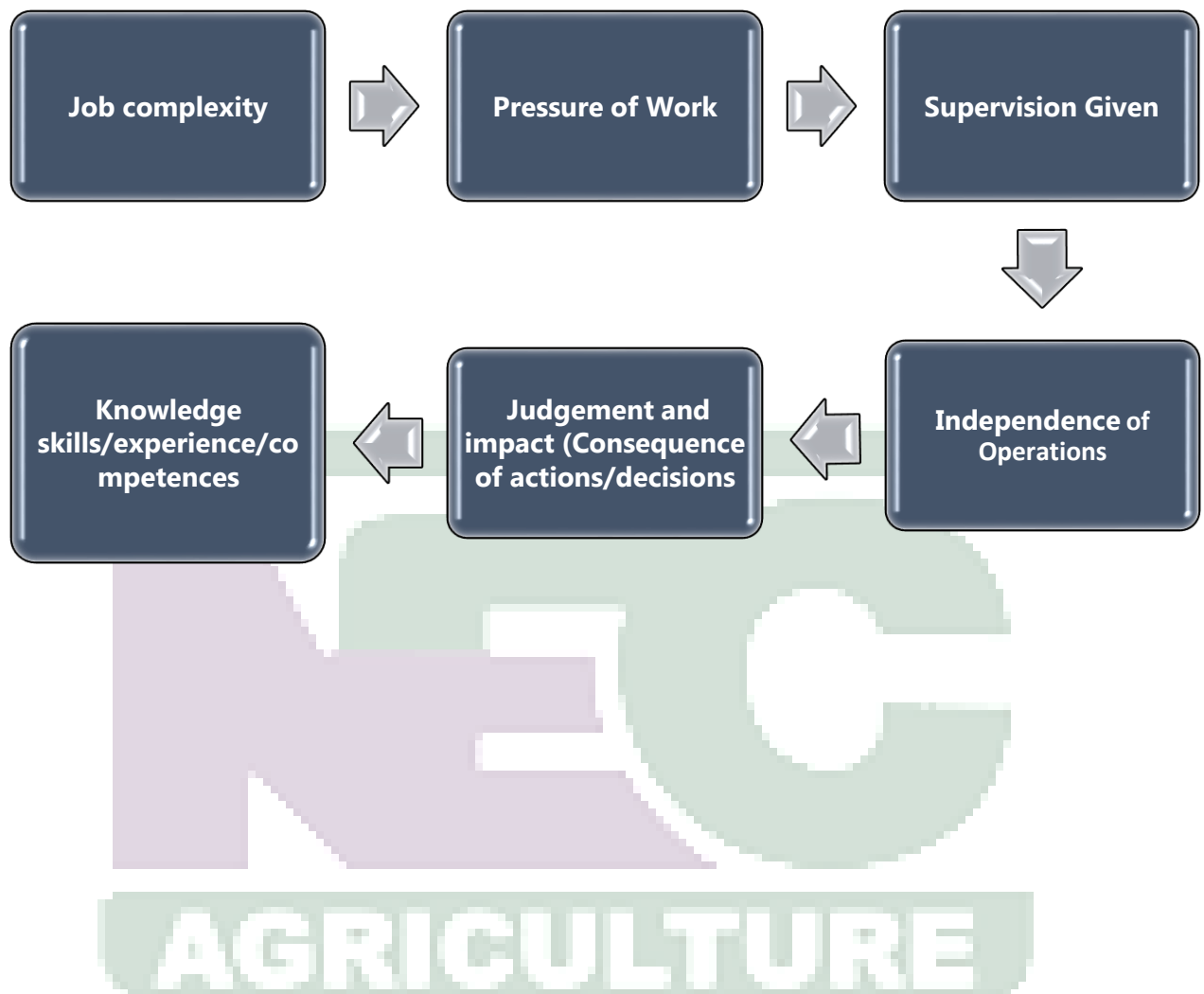
There is generally little implied need for reading or writing. Basic verbal skills, plus limited on the job training of a few hours in simple manual activities is required. The activities or task/s require no prior experience.

A1

T.F. Scores

6-16

Summary of factors for consideration in scoring jobs to achieve sub-grades



Grading Matrix

General Agriculture Subsector -Jobs and Grades

Job Title	Standard Job Description	Broad Band	Band/ Sub-grade
Livestock Supervisor	1. Key Result Area Overseeing the operations at the Livestock Section 2. Activities 1. Checking the health of the cattle in the morning on a daily basis 2. Counting the cattle every in the morning on a daily basis 3. Opening the cattle pans 4. Allocating duties to the Herders 5. Checking if there is enough grass for the cattle at the grazing fields 6. Supervising the Dairy Section 7. Branding the cattle 8. Treating the sick cows 9. Vaccinating and dosing the cattle 10. Carrying out artificial insemination when necessary 11. Ensuring that dipping of cattle is done 3. Decisions 1. Decides on dipping, vaccinating and dosing schedules for the cattle 2. Decides on treatment of cattle 3. Decides on cattle to send for slaughter 4. Decides on the performance of workers	B	B5

	4. Planning Dipping, vaccinating and dosing schedules on a monthly basis 5. Minimum Education 1. 5-O levels 2. Diploma in Animal Husbandry or Agriculture or Cattle Management 6. Minimum Experience 1 year experience on the job 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills 4. Good knowledge of animal husbandry		
Security Officer	1. Key Result Area Oversee the safeguarding properties and crops of the farm 2. Activities 1. Receive reports from security Corporals 2. Signing of occurrence book on assumption of duty 3. Inspection of security guards on duty 4. Inspect premises in line with reports received 5. Deploy security guards into areas of work	C	C1

6. Conduct field patrols
7. Book incoming vehicles and visitors
8. Search vehicles in and out of the estate
9. Verify goods in vehicles and invoices/ delivery notes
10. Record all vehicles of the Estate as they leave the premises and name of driver
11. Take milage of ambulance when leaving the premises
12. Attend to all incidents that require security services
13. Conduct night patrols in the estate premises
14. Supervising security guards on duty
15. Maintain duty roster for security personnel

3. Decisions

1. Decides on the frequency of patrols in the estate
2. Decides on the security duty roster

4. Planning

1. Plan on security duty roster
2. Plan on submission of security reports

5. Minimum Education

1. 5 O levels
2. Security training certificate

6. Minimum Experience

1 year on job Experience

7. Essential Skills

	1. Communication skills 2. Organizational savvy 3. Security investigation skills		
Supervisor Chicken House	1. Key Result Area Allocation of work to general workers and supervise them on daily activities at the farm and in the chicken house 2. Activities 1. Mark attendance register every morning 2. Allocate work to egg pickers and supervise them 3. Report any defects on the chicken house for repairs and maintenance 4. Place orders of stock feeds and equipment's required in the chicken house 5. Supervise the feeding of chickens 6. Loading of eggs into the trucks for hatchery 7. Oversee the cleaning process and changing of water and chemicals for footbath, soaps for shower room 8. Order chicken feeds every day and update reports 9. Monitor the growth of chickens 10. Production of egg production reports on daily, weekly and monthly basis 3. Decisions 1. Decides on work activities for general workers 2. Decides on content for training programs for new comers 4. Planning	B	B5

	N/A 5. Minimum Education 1. 5- O Levels + 2. Poultry Management certificate 6. Minimum Experience 6 Months- 1 year on the job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Egg Handling Skills 4. Report writing and Supervisory skills		
Supervisor Citrus	1. Key Result Area Allocate work to general workers in the citrus field and supervise them accordingly 2. Activities 1. Mark attendance register for general workers 2. Allocate work to general workers and supervise them in the field on weeding, fertilizer application and chemical spraying 3. Request for tools from the workshop for use by general workers 4. Supervise scouts on scouting in the field and chemical spraying 5. Supervise irrigators in the field for productivity 3. Decisions	B	B5

	Decides on work allocation to general workers 4. Planning 1. Plan on field activities for the day 2. Plan on number of general workers required in the field 5. Minimum Education 5-O Levels 6. Minimum Experience 1 year on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills		
Supervisor Crops	1. Key Result Area Allocate work and supervise general workers in the field 2. Activities 1. Conduct field patrols to determine work to be done 2. Mark attendance register for general workers 3. Allocate work to general workers and set targets for each worker 4. Supervise the loading of fertilizers and chemicals into the planter 5. Supervise workers in weeding in field of maize, potatoes and soya beans 6. Supervise tractor drivers on disking in the field	B	B5

	7. Supervise the seeding process in the field 8. Supervise general workers in weeding in the field 9. Dismiss workers on completion of their daily targets in the field 10. Supervise general work in all the field section such as maize section, soya beans section and potato section. 11. Keep records of farm inputs used (seed, fertilizers and chemicals) 12. Compile and submit reports on farm activities Farm Manager. 3. Decisions 1. Decides on general workers required in the field 2. Decides on work activities to be performed in the field 3. Decides on work targets per individual worker in the field 4. Planning Plan on compiling and submission of reports on farm activities Farm Manager 5. Minimum Education 5- O Levels 6. Minimum Experience 1 year on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills		

Supervisor Farming	1. Key Result Area Oversee the activities in the field, allocation of work to general workers and supervise them accordingly 2. Activities 1. Determine the activities to be done in the field and number of general workers required 2. Supervise general workers in weeding in the maize field 3. Supervise the dumping of waste from the Dairy section of the farm 4. Supervise general workers on bagging of soya beans 5. Supervise the weeding along the Estate fence, supervise on irrigation, scouting and chemical spraying 6. Supervise the packing and stocking of feeds 7. Remove manure from the paddocks and dump in the maize fields 8. Supervise the spray tractors with chemicals and chemical spraying on the field 3. Decisions 1. Decides on activities to be done in the field by general workers 2. Decides on number of general workers required in the field 4. Planning Plan on routing seasonal field activities 5. Minimum Education 5- O levels	B	B5

	6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills		
Supervisor Mill	1. Key Result Area Allocate work to Mill general workers, machine operators and supervise them accordingly 2. Activities 1. Mark attendance register members of staff. 2. Allocating daily duties to stuff. 3. Report all issues needing repairing and or maintenance. 4. Handling and records keeping for all documents for contracts and remuneration for stuff. 5. Switching on and off Generator and recording the fuel usages. 6. Any other duties required by the mill senior management. 3. Decisions Decides on staff requirements per task at the Mill section 4. Planning Plan on daily, weekly and monthly activities	B	B5

	5. Minimum Education 5 Ordinary level passes 6. Minimum Experience 1 year and on the job experience 7. Essential Skills 1. Communication skills 2. Organizational skills 3. Reporting skills 4. Planning skills		
Supervisor Feed-ing	1. Key Result Area Supervising the cattle feeding process at the Estate 2. Activities 1. Prepare stock feeds for cattle every day 2. Request for feeds from the storeroom (sheds) 3. Determine the stock feeds requirements per section depending on number of cattles 4. Maintain a balance of stock feeds (grass, silage, cotton cake and maize germ) 5. Preparation of adequate tonnage of stocks per paddock 6. Recording of total tonnage of stock feed used per day and submit reports to section manager. 3. Decisions 1. Decides on work allocation to cattle feeders on daily basis 2. Decides on quantities of stock feeds per paddock per day	B	B5

	4. Planning N/A 5. Minimum Education 5- O levels 6. Minimum Experience 6 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Cattle caring skills		
Supervisor Gardens	1. Key Result Area Maintaining the gardens at the Administration offices 2. Activities 1. Marking the attendance register 2. Allocating duties to the Gardeners 3. Supervising and monitoring the performance of Gardeners doing the following duties ✚ Sweeping ✚ Lawn mowing ✚ Weeding ✚ Watering flowers, lawn ✚ Land scaping	B	B5

	- Assisting Agriculture Extension Workers in training farmers on Wednesdays and Fridays - Assist in Exhibition Shows - Supervise the disposing of refuse at dump site 3. Decisions - Decides on duties to the Gardeners - Decides on training content for training farmers 4. Planning Plan on training of farmers 5. Minimum Education 5- O levels 6. Minimum Experience 1 year experience on the job 7. Essential Skills - Communication skills - Organizational savvy - Supervisory skills - Farmer training skills		
Supervisor Heat Spotting	1. Key Result Area Supervising the heat spotting process and artificial insemination 2. Activities	B	B5

1. Conduct heat spotting on cattle on the farm every day
2. Record red tags on identified cattle on heat
3. Conduct artificial insemination towards end of day
4. Conduct health diagnosis on cattle and treat all identified sick cattle
5. Rotate subordinates (Heat Spotters) on duty roster
6. Attend to emergency treatment of cattle on the farm
7. Update and maintain cattle records for the farm
8. Attend to hoof trimming of cattle on the farm

3. Decisions

Decides on extending periods of standing heat before insemination

4. Planning

1. Plan on visits of the animal veterinary every Tuesday
2. Plan on dipping of cattles every Friday

5. Minimum Education

O levels + certificate in artificial insemination

6. Minimum Experience

1 year on the job experience

7. Essential Skills

1. Communication skills
2. Organizational savvy
3. Cattle caring skills

Supervisor Double Haploids	1. Key Result Area Provides the doubled haploid services aimed at generating pure inbred lines for basic research and as commercial cultivars 2. Activities 1. Supervise the select high ploidy (double haploids) 2. Record of all identified diseases in crops and flowering 3. Sample seed and pack for planting 4. Supervise the discarding of seeds with double ploidy 5. Pack into envelopes and apply chemicals 6. Seeding the seed in sand for geminations 7. Transplant seeds in the laboratory 8. Putting seed into the green house 9. Planting seeds in the field 10. Supervise the weeding in the field 11. Conduct self-pollination of the plants 12. Harvest seed when due and ready for harvest 3. Decisions 1. Decides on quality of ploidy to accept for further processing or rejecting 2. Decides on harvesting of seeds from the fields 3. Decides on work to be done in the field 4. Planning	B	B5

	Plan for the cycle of activities on double haploids 5. Minimum Education 5-O levels 6. Minimum Experience 1 year experience at Supervisory level 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Technical skills on selection of double haploids 4. Supervisor and report writing skills		
Supervisor High Care	1. Key Result Area Supervising Packers in the Packhouse 2. Activities 1. Ensure that the Assistants have marked the register and the all are ready for the day's work 2. Checking if there is enough produce for packing for the day 3. Obtain updates from the Assistants on the staff status 4. Apportioning days targets to workers 5. Supervise and monito performance of workers ensuring that they are working as per instructions 6. Placing production figures on the time sheets	B	B5

	3. Decisions Decides on targets after getting production requirements from Management 4. Planning Plans targets on a daily and weekly basis 5. Minimum Education 5-O levels 6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills		
Supervisor Irrigation and Spraying	1. Key Result Area Oversee the irrigation and chemical spraying in the fields for better harvest 2. Activities 1. Mark attendance register for irrigators 2. Oversee the irrigation and chemical spraying in the field 3. Allocation of irrigation work to irrigators and supervise them accordingly	B	B5

	4. Attend to breakdowns & pumps and the water main line 5. Attend to chemical sprayers request of chemicals 6. Assign chemical spraying areas to chemical sprayers and supervise them accordingly 7. Check on all pivots and repair any identified leaks 8. Pivot operations, boreholes and tanks 9. Supervising irrigators in the field 10. Set the pump for continuous pumping water into the field 11. Assess moisture content in the fields 12. Attend to welding of irrigation pipes 13. Assist in the workshop on repairs and maintenance of pivots and other mechanical works 3. Decisions 1. Decides on the increase of lines for the supply of water. 2. Decides on manpower requirements 3. Decides on moisture content in the field 4. Planning 1. Plans targets for the workers on a daily basis 2. Plans work schedules on a daily basis 5. Minimum Education 5 O level passes 6. Minimum Experience 1 year experience on the job 7. Essential Skills		

	1. Communication skills 2. Organizational savvy 3. Supervisory skills 4. Technical skills		
Supervisor Pack House	1. Key Result Area Allocate work and supervise graders and packers in the shed 2. Activities 1. Check all machines used in grading and clean them 2. Take invoices and count check products before loading 3. Write GRVs for green papers, apple, tomatoes and onions. 4. Assign packing order to order assemblers and check what has been packed 5. Monitor the packaging process in line the invoice quantities 6. Mark attendance register on daily basis 3. Decisions 1. Decides on the number of workers required in the grading shed 2. Decides on the quality of tobacco being graded by general workers 4. Planning Plan on the work to be done on daily basis 5. Minimum Education 5- O levels	B	B5

	6. Minimum Experience 1 year on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills		
Supervisor Winners	1. Key Result Area Oversee the health of cattle and attend to vaccination and dipping of heads of cattle 2. Activities 1. Inspection of all paddocks and check the health of cattle as well as heat spotting 2. Attend to weighing of cattle and issue reports on growth rate 3. Request for vaccinations and attend to all sick cattle 4. Treatment of eye diseases on cattle and other related diseases 5. Continuous diagnosis of cattle diseases and treat accordingly 6. Attend to periodic dipping of cattle 7. Assist in artificial insemination of cattle 3. Decisions 1. Decides on medication in the treatment of cattle 2. Decides on chemical content to mix when dipping cattle 4. Planning	B	B5

	1. Plan on dipping of cattle every Fridays 2. Plan on vaccination and attending to the animal Vert visits every Tuesday 5. Minimum Education 1. 5- O levels + 2. Certificate in artificial insemination 6. Minimum Experience 6 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Cattle caring skills		
Pivot Supervisor	1. Key Result Area Oversee the operations of the Pivots Irrigation at the farm 2. Activities 1. Planning the work schedule 2. Receive instructions from the Farm Manager 3. Collect chemicals and issue out to Operators 4. Establishing amount of water needed for irrigation on each day 5. Determining settings for the pivots 6. Supervising plumbing operations 7. Supervise Pump Operators	B	B5

8. Monitoring the performance of Pivot Operators and ensure that pivots are working properly
9. Repair pivots and pumps
10. Allocate and assign duties to the Irrigators
11. Checking pivots and nozzles for any damages and tyre punctures
12. Attend meetings
13. Adhere to safety and health standards

3. Decisions

1. Decides on the increase of lines for the supply of water.
2. Decides on manpower requirements
3. Decides on standards of performance for the workers
4. Decides on disciplinary measures for truant workers

4. Planning

1. Plans targets for the workers on a daily basis
2. Plans work schedules on a daily basis

5. Minimum Education

5 O level passes

6. Minimum Experience

1 year experience

7. Essential Skills

1. Communication skills
2. Organizational savvy

	3. Supervisory skills 4. Technical skills		
Site Supervisor	1. Key Result Area Production of good quality composted pine bark. 2. Activities 1. Oversee the production of composts on site. 2. Mark attendance register for section general workers 3. Plan on site operations per day 4. Assign tasks to production employees 5. Coaching employees on quality and safety aspects. 6. Supervising and monitoring employees 7. Conducting reviews for personnel performance 8. Compiling production records 9. Ensuring all equipment is functioning properly 10. Preparing work schedules 11. Adhering to preventative maintenance of machine 12. Ensuring production plans are completed in time 13. Communicating with other sites and auxiliary departments 14. Identifying and troubleshooting production issues 15. Ensuring and maintaining safe work environment 16. Request for fuel supplies after reconciliations 17. Attend to repairs and maintenance of machine on site 18. Compile and submit production reports 19. Recruiting of site general hands 3. Decisions	B	B5

	1. Decides on activities to be done on the site 2. Decides on the number of employees required for tasks 4. Planning 1. Plan on site activities on daily basis 2. Plan on resource allocations and replenishment 5. Minimum Education 5-O levels 6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory and report writing skills		
Chemical Supervisor	1. Key Result Area Allocate work general workers and chemical sprayers and supervise them accordingly 2. Activities 1. Assign duties to farm workers into the areas such as chemical spraying, fertilizers applications, nursery and tomatoes 2. Supervise farm workers (contract workers, permanent and students on attachment) 3. Issue tools for use by workers on daily basis 4. Mark attendance register of staff everyday	B	B5

5. Request for inputs from the stores
6. Supervise the piggery section of the farm
7. Supervise the growing of cabbage, onions, maize, sorghum, potatoes up to the stage of harvesting
8. Contact scouting in the field and recommend spraying on areas with pest and crop diseases
9. Reconciliation of all chemicals and fertilizers used in each field on daily basis and up-date records

3. Decisions

1. Decides on staff required in the field on activities
2. Decides on work to be done in the field

4. Planning

N/A

5. Minimum Education

5- O Levels

6. Minimum Experience

1 year on the job experience

7. Essential Skills

1. Communication skills
2. Organizational savvy
3. Supervising skills

Livestock Supervisor	1. Key Result Area 1. Supervision of Poultry Rearing Section 2. Supervision of Livestock Rearing Section 2. Activities 1. Checking the operations at the Poultry Section for any challenges 2. Checking if the workers at the Poultry Section are doing their duties properly 3. Obtain list of any materials that may be needed and record them for onward request to Stores Section. 4. Requesting for materials and ensure that the materials are availed 5. Checking the operations at the livestock Section and record any challenges being faced 6. Record any materials which may be needed from Stores Section 7. Request for the materials and ensure that they are availed 8. Allocation of duties to the General Workers. 9. Reporting to the Head Supervisor of any challenges. 3. Decisions 1. Decides on manpower requirements 2. Decides on materials and feed to requested from Stores 3. Decides on workers off days and leave days 4. Planning 1. Plans on duties for the General Workers on a daily basis. 2. Plans on resources requests as and when they deplete	B	B5

	5. Minimum Education 1. 5- O Levels + 2. Certificate in agriculture 6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills 4. Report writing skills 5. Knowledge of animal husbandry		
Irrigation supervisor	1. Key Result Area Oversee the operations of the irrigation function at the estate 2. Activities 1. Mark attendance register for irrigators 2. Oversee the irrigation in the field chemical spraying 3. Allocation of irrigation work to irrigators and supervise them accordingly 4. Attend to breakdowns & pumps and the water main line 5. Check on all pivots and repair any identified leakages 6. Pivot operations, boreholes and tanks 7. Supervising irrigators in the field 8. Set the pump for continuous pumping water into the field 9. Assess moisture content in the fields	B	B5

	10. Attend to welding of irrigation pipes 11. Assist in the workshop on repairs and maintenance of pivots and other mechanical works 3. Decisions 1. Decides on the increase of lines for the supply of water. 2. Decides on manpower requirements 3. Decides on moisture content in the field 4. Planning 1. Plans targets for the workers on a daily basis 2. Plans work schedules on a daily basis 5. Minimum Education 5 O level passes 6. Minimum Experience 1 year experience on the job 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills 4. Technical and irrigation skills		
Nursey Supervisor	1. Key Result Area	B	B5

	Supervising the green house of the Estate 2. Activities 1. Assess the soils for suitability of nursery 2. Supervise the prepare beds for nursing 3. Request for tobacco seeds and chemical for use in the green house 4. Supervise the activities in the nursery division such as watering, weeding, application of fertilizers and chemical spraying 5. Oversee the growing on nursery for chillis, tomatoes and gum trees 6. Monitor the nursing of seed until the point of planting in the field 7. Production of nursery reports 3. Decisions 1. Decides on the suitability of soils before nursing 2. Decides on quantities of seeds required for nursing per season 4. Planning Plan on nursing activities for the year 5. Minimum Education 5 O levels 6. Minimum Experience 1 year experience on the job 7. Essential Skills		

	1. Communication skills 2. Organizational savvy 3. Knowledge crop nursery		
Curing Supervisor	1. Key Result Area Allocation of work to Curers and general workers and supervise the drying process of tobacco 2. Activities 1. Checking and testing of temperatures in the tunnels 2. Controlling of temperatures to at least 43 degrees 3. Supervise general workers on pushing of trollies into the driers 4. Oversee the movement of trollies in the drier to spend at least 24 hours 5. Supervise tobacco curers and controlling of fan 6. Production of reports on dispatched trollies from the driers 3. Decisions Decides on the appropriate temperatures in the driers 4. Planning N/A 5. Minimum Education Tobacco tunnel management certificate 6. Minimum Experience 1 year on the job experience	B	B5

	7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Tobacco drying skills		
Crop Supervisor	1. Key Result Area Allocate work and supervise general workers in the field 2. Activities 1. Conduct field patrols to determine work to be done 2. Mark attendance register for general workers 3. Allocate work to general workers and set targets for each worker 4. Supervise the loading of fertilizers and chemicals into the planter 5. Supervise workers in weeding in field of maize, potatoes and soya beans 6. Supervise tractor drivers on disking in the field 7. Supervise the seeding process in the field 8. Supervise general workers in weeding in the field 9. Dismiss workers on completion of their daily targets in the field 10. Supervise general work in all the field section such as maize section, soya beans section and potato section. 11. Keep records of farm inputs used (seed, fertilizers and chemicals) 12. Compile and submit reports on farm activities Farm Manager. 3. Decisions 1. Decides on general workers required in the field 2. Decides on work activities to be performed in the field 3. Decides on work targets per individual worker in the field	B	B5

	4. Planning N/A 5. Minimum Education 5- O Levels 6. Minimum Experience 1 year on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills		
Abattoir Supervisor	1. Key Result Area Oversee the operations at the Abattoir Section 2. Activities 1. Slaughtering cattle for using the following procedure 2. Stunning the cattle using electricity shock 3. Cutting the throat using sharp knives 4. Cutting off the legs 5. Hanging the slaughtered cattle on the hook for dripping of blood 6. Removing offal's and cleaning them and hanging them separately 7. Allowing for inspection to be done 8. Weighing the carcass and recording 9. Check for the daily customer orders	B	B5

	10. Dispatch the carcass accordingly 11. Supervision of General Workers 12. Ensure maximum hygiene at all the times 3. Decisions Decides on which cattle should be slaughtered 4. Planning Plans operations of the Section on a daily basis 5. Minimum Education 5-O levels 6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills 4. Knowledge of abattoir operations		
Piggery Supervisor	1. Key Result Area Allocate work to general workers and supervise them accordingly 2. Activities	B	B5

1. Mark attendance register of general workers 2. Report all issues require maintenance 3. Plan feeding regimes and orders 4. Health and water management 5. Ensure accuracy of records 6. Supervise general hands in the site 7. Assist on distributing cash wages and salaries 8. On-site trainings 9. Record keeping 10. Mortality dispatch 11. Treatment and response of sows 12. Supervise movements of sows and piglets 13. Leave plan of site workers 14. Ensure adherence to the SHEQ policy 3. Decisions Decides on work to be done by site workers 4. Planning N/A 5. Minimum Education 1. 5- O levels 2. Diploma in Animal Science.		

	3. Degree as an added advantage 6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Piggery care skills		
Security Supervisor	1. Key Result Area Safekeeping and Safeguarding farm assets and its people. 2. Activities 1. Conducting parade checking if there are any absentees, checking fitness of Security Guards, drunkenness and smartness 2. Check the bio security system at the Estate 3. Mark attendance register for security guards 4. Deploying Security Guards to their different guard points and positions 5. Compile duty rosters making provisions for off days, positions and number of days. 6. Liaise with Waterfalls police on arrest of any suspect 7. Checking the conduct of SG 8. Verifying quantities on invoices and delivery notes against the physical count during Dispatch of chickens and eggs from the Estate. 9. Check outgoing materials against documents and record incoming and going materials 10. Supervise security guards on various deployed areas of security duty.	C	C1

	3. Decisions 1. Decides on the compilation of duty roster. 2. Decides on Guards deployment 3. Decides on manpower requirements for Security Guards 4. Planning Plan duty roster for security personnel 5. Minimum Education 1. 5- O levels + 2. Certificate in Security Training 6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Security and report writing skills		
Human Resource Officer	1. Key Result Area Administration of staff contracts at the Farm 2. Activities 1. Administration of contract for workers within the framework of CBA and Labour laws	c	C1

	2. Supervise the process of wage payments to farm workers 3. Leave management for all workers at the Estate 4. Approve sick leave to workers 5. Issuing of protective cloth to workers 6. Conducting of disciplinary hearings on breach of the NEC Code of Conduct 7. Attend to general workers welfare issues such as death of serving member of staff 8. Recruitment and selection of farm workers 9. Maintenance of staff records 10. General training of workers at the Estate 3. Decisions 1. Decides on renewal of contracts of workers 2. Decides on matters to conduct a hearing for and the verdict thereafter 4. Planning 1. Plan leave management 2. Plan on contract renewals and terminations 3. Plan on wage payments on time every month 5. Minimum Education 1. 5 O levels 2. Diploma in Human Resource Management (IPMZ) or 3. Labour Relations (IPMZ) 6. Minimum Experience 1 year on the job experience		

	7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Human Resource Skills		
Farm Secretary	1. Key Result Area Receiving calls and visitors, receipting cash and keeping records 2. Activities 1. Receiving calls and visitors. 2. Directing visitors to their intended destinations within the farm. 3. Preparing and serving refreshments to visitors 4. Writing reports as and when required 5. Reconciling stock for fuel. 6. Attend to farm activities including tours by different delegates 3. Decisions 1. Decides on visitors' movements 2. Decides on refreshments request 3. Decides on reconciliation of stocks 4. Planning 1. Plan on production of monthly reports to Management 2. Plan on farm events and activities 5. Minimum Education	B	B4

	1. 5 O levels 2. Diploma in Secretariate 6. Minimum Experience 6 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Report writing 4. Good public relations		
Buyer	1. Key Result Area Facilitate the procurement at the Estate of fruits and vegetables 2. Activities 1. Price research for farm requirements by different farmers 2. Compile a price matching schedule for approval by the Marketing Manager 3. Advise company of the best supplier with reasonable prices for the products required by the farmer 4. Follow ups for products deliveries on behalf of farmers 3. Decisions Decides on suppliers to engage after price research	B	B3

	4. Planning Plan on sourcing of new suppliers 5. Minimum Education 1. 5- O levels + 2. Diploma in Purchasing and Supply 6. Minimum Experience 6 Months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Negotiation and procurement skills		
SIR Clerk	1. Key Result Area Recording meter readings and keeping stock 2. Activities 1. Recording meter reading on a daily basis 2. Conduct Balance In Stock 3. Work as Coldroom Controller 4. Collect tags and archive on BBF 5. Send BBF to Quality Supervisor 6. Send the signed BBF to Packhouse Manager 7. Send the BBF to data capture 8. Submit the 1100 hours meeting agenda	B	B3

	3. Decisions N/A 4. Planning N/A 5. Minimum Education 5-O levels 6. Minimum Experience 3-6 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Clerical skills		
Main-site Records Clerk	1. Key Result Area Generating and maintaining records 2. Activities 1. Preparing for stock take 2. Conducting the stock take on a monthly basis 3. Conduct stock reconciliation	B	B3

	4. P2 measurements (dry sow clerk) 5. Record services 6. Gilt card processing 3. Decisions Decides on the quality of raw materials 4. Planning Plans stock take on a monthly basis 5. Minimum Education 5- O levels including mathematics 6. Minimum Experience 6 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Clerical skills and report writing		
Main-site Data Clerk	1. Key Result Area Generating and maintaining records 2. Activities	B	B3

1. Data collection
2. Data capture
3. Data analysis
4. Generate reports
5. Problem /query solving
6. Administration (filing etc)
7. Ordering drugs and requirements for the site
8. Gilt -data processing

3. Decisions

Decides on the quality of raw materials

4. Planning

Plans stock take on a monthly basis

5. Minimum Education

5- O levels including mathematics

6. Minimum Experience

6 months experience

7. Essential Skills

Communication skills

Organizational savvy

Clerical skills and report writing

Production Clerk	1. Key Result Area Provision of clerical services on the Farm 2. Activities 1. Data capturing of chickens produced per day 2. Produce daily production reports 3. Receipting of chickens sold per day 4. Stock taking of chickens 5. Production of forecasting reports 6. Periodic reports of chicken stocks 3. Decisions Decides on data capturing 4. Planning N/A 5. Minimum Education 5- O levels 6. Minimum Experience 6 months on the job experience 7. Essential Skills	B	B3

	1. Communication skills 2. Organizational savvy 3. Report writing skills 4. Clerical skills		
Receiving Clerk	1. Key Result Area Receiving and dispatching of goods and Bananas 2. Activities 1. Receiving of bananas from the field 2. Weighing of bananas received and update stores records 3. Writing of good received vouchers after weighing bananas received and enter into the computer system 4. Calculate tonnage of banana harvest per field 5. Keep bananas in storeroom 6. Monitoring and controlling of temperatures in the storeroom 7. Dispatching of bananas as per order received 8. Assist in loading of bananas being dispatched 3. Decisions Decides on temperatures in the storeroom 4. Planning Plan on days of stock takes in the Storeroom 5. Minimum Education 5 O levels	B	B3

	6. Minimum Experience 6 months on the job 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Clerical skills		
Stock Attendant Clerk	1. Key Result Area Maintenance of stock records for accountability 2. Activities 1. Stock taking of products in the shed such as soya beans, sunflowers and maize 2. Assess the level of chemicals and fertilizers in the shed and establish re order levels 3. Update stock sheet records every day 4. Issue maize and wheat allocation to workers of the farm 5. Supervise groundmen's at the farm in gardening and cleaning of the premises 6. Issue stock reports to the Clerk on weekly and monthly basis 3. Decisions 1. Decides on stock reorder levels on stocks in the shed 2. Decides on ordering of tools for use such as brooms and staff work suits 4. Planning	B	B2

	N/A 5. Minimum Education 5- O Levels 6. Minimum Experience 3-6 months on the job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Report writing skills		
Shed Clerk	1. Key Result Area Accounting for bales of tobacco in the pack shed and issue reports 2. Activities 1. Weighing of tobacco bales and record KGs 2. Putting of tickers on number of bales 3. Compile reports of total bales produced per day 4. Grading of tobacco for the farm 5. Quality controlling of tobacco during grading and pack according to grades 6. Packing of tobacco into boxes 7. Attend to the finishing of all graded tobacco for quality assessment 8. Weigh and record green weight and dry weights of tobacco as it comes 9. Grouping of tobacco by order of quality	B	B3

	3. Decisions Decides on the quality of tobacco and pack accordingly 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 6-monhts experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of tobacco grades		
Clerk Orders	1. Key Result Area Accounting for orders as requested by different clients 2. Activities 1. Mark time book for workers at the farm +120 general workers 2. Place orders for packaging and other materials required at the farm 3. Record all dispatched materials and issue weekly reports 4. Report on all scales not working and needs repairs and maintenance 5. Placing best before stickers on all packaging 6. Managing the first aid kit at the farm	B	B3

	3. Decisions Decides on best before dates stickers on package 4. Planning Plan on stock taking and issuing of stock reports 5. Minimum Education 5- O levels 6. Minimum Experience 3-6 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Clerical skills		
Stores Clerk	1. Key Result Area Generating and maintaining records 2. Activities 1. Receiving feed, drugs and other goods from the stores and the mill. 2. Counting of goods received and comparing with invoices and delivery notes.	B	B3

3. Compiling GRVs, STVs, and RTOs, Requisitions and the outstanding order forms and sending them to stores.
4. Updating of stock cards and bin cards and submit GRVs to Accounts Office for payment
5. Update out-growers farmers records in the system (pastel)
6. Compile and submit weekly stock reports
7. Conducting the stock take on a monthly basis.
8. Issuing out goods requested to sites or departments.
9. Requesting pigs to cull for meat rations and ration meat issuing out.
10. Count number of bags produced per day and update records
11. Receive tool at the end of the day and account for the tools against what was issued
12. Time book keeping.
13. Keeps record of fertilizers and lime stocks
14. Fuel issuing and control.

3. Decisions

1. Decides on quantity to order.
2. Decides on quantity to issue out
3. Decides on restock levels.

4. Planning

Plan on records update on daily basis and all goods in stocks are tallying with bin cards.

5. Minimum Education

5- O Levels +
Certificate in Stores Management as an added advantage

	6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Clerical and report writing skills		
Scaler	1. Key Result Area Scaling packed produce 2. Activities 1. Checking if all Graders have reported for duty 2. Issuing out PPE to Graders 3. Receiving produce from the Batcher 4. Checking on the board for orders from the Supervisor 5. Collect required packaging from Stores 6. Set The SIR number on the meter and start stamping on empty packaging 7. Issuing out packaging to Graders for packing 8. Monitoring the Graders and collecting the packed produce 9. Record quantities on time sheets 10. Send produce to sealing room through the Batcher 3. Decisions Decides on the quality of produce and removes poor quality produce from being packed 4. Planning	B	B3

	N/A 5. Minimum Education 5- O levels 6. Minimum Experience 3-6 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Report writing skills		
Clerk Egg Room	1. Key Result Area Accounting for eggs received and dispatched and issue clerical reports for management decision making 2. Activities 1. Do stock take of eggs in the section every morning 2. Compile and submit a stock report to the Supervisor 3. Receive eggs from out growers' farms and check with the delivery notes 4. Count eggs received and update records 5. Compile records graded eggs and submit to the Supervisor 6. Record eggs submitted to Sales 3. Decisions Decides on seal keys against delivery notes during which process, none tallying deliveries can be rejected.	B	B3

	4. Planning N/A 5. Minimum Education 5 O levels 6. Minimum Experience 6- months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Report writing skills 4. Egg handling skills		
Clerk Hatchery	1. Key Result Area Accounting for eggs from the hatchery and produce clerical reports 2. Activities 1. Receive eggs from the hatchery every day 2. Place eggs in incubators 3. Prepare boxes for packing day old chicks 4. Pack one day old chicks into boxes for delivery to various clients 5. Cleaning of the hatchery machines 6. Transferring of eggs from the setters to the hatchery 7. Account for all broken eggs and produce reports 8. Attend to vaccination of broilers	B	B3

	3. Decisions Decides on routine cleaning of the hatchery machine 4. Planning N/A 5. Minimum Education 5- O Levels 6. Minimum Experience 3- 6 Months on the job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Egg Handling Skills 4. Clerical skills		
Clerk Tobacco Grading Shed	1. Key Result Area Record maintenance for all tobacco in the pack shed 2. Activities 1. Weigh and stamping of tobacco packages 2. Record all weighed and processed tobacco 3. Assist in the grading of tobacco 4. Accounting for all graded tobacco	B	B3

	5. Count and weigh bags of tobacco and update records 6. Account for the bags of tobacco taken to the tobacco auction floors 3. Decisions Decides on quality of tobacco in the pack shed 4. Planning N/A 5. Minimum Education 5- O Levels 6. Minimum Experience 3-6 months experience on the job 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Tobacco growing skills		
Accounts Clerk	1. Key Result Area Providing Accounting clerical support to the Accountant for Accountability 2. Activities 1. Process delivery notes and pack products for export deliveries 2. Process invoices of fuel and do GRVs for incoming fuels 3. Post invoices into pastel system	B	B3

	3. Decisions N/A 4. Planning N/A 5. Minimum Education 1. 5 O Level including English and Mathematics 2. Certificate in Accounting 6. Minimum Experience 3-6 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Numerical skills and computer literacy		
Sales Consultant	1. Key Result Area Sales and marketing of Farm fresh products to various retailers 2. Activities 1. Sales of company products to Supermarkets, restaurants, hotels, schools and individuals 2. Supply bulk purchases to big clients of fresh produces	B	B3

	3. Generate sales orders for the production department to assemble the orders 4. Attend to customer queries on all delivered products 5. Sales negotiation with customers for orders 6. Assist at the point of loading orders by generating delivery notes 3. Decisions 1. Decides on markets to target for marketing farm produce nationwide 2. Decides on customers to engage for sale 4. Planning N/A 5. Minimum Education 1. 5- O levels + 2. Diploma in Sales and Marketing 6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Sales and marketing skills		
Debtors Clerk	1. Key Result Area Invoicing customers and debt controlling	B	B3

	2. Activities 1. Invoicing all outgoing products local and exports 2. Generate credit notes on good returned 3. Debt collection within seven days of delivery 4. Production of weekly debtors' statements for payments 5. Conduct monthly debtors' reconciliations on their accounts 6. Assist in the remittances of VAT returns 7. Production of monthly reports (debtors age analysis) 3. Decisions Decides on debtors controlling and visits when chasing for payment 4. Planning Plan on sending of debtor's statements and debt controlling 5. Minimum Education 1. 5- O levels + 2. Pitmen Bookkeeping and Accounts 6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy		

	3. Debt controlling skills		
Data Capture Clerk	1. Key Result Area Capturing data for all incoming goods into the system for accountability 2. Activities 1. Receive receipts from the checkpoint 2. Calculate good received from the farm and check all crops physically 3. Communicating with the originator of the trials on the need to correct errors 4. Capturing data from the hard copies on to the excel document 5. Sending the captured data to the Breeders through email 6. Printing labels 7. Generate sequential numbering for batches of crops received from the field 8. Create code number for farmers that are new in the system 9. Capture good received vouchers and submit to the Sales for verification before payment is done from the Accounts Office 10. Make payment follow-ups for farmers from the Accounts Office 11. Submit export GRVs for payment from the Accounts Office 12. Receive GRVs for farmers sending fresh produce directly on the export market 13. Conduct batch balancing on the form and update the system 14. Conduct reconciliations of all crops dispatched 3. Decisions Decides on Data Capturing 4. Planning N/A	B	B3

	5. Minimum Education 5- O levels 6. Minimum Experience 3-6 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Data reconciliation skills		
Field Recorder	1. Key Result Area Capturing field data for management decision making 2. Activities 1. Updating records of the previous day 2. Taking and recording notes on the stages of growth of maize i.e. number of plants in the plot 3. Date of flowering, stage of flowering, diseases, rust, grey leaf spot, maize streak virus 4. Harvesting the maize using requested labour 5. Taking notes (e-aspect) 6. Packing seed for regional trials (all countries with Seedco branches) 7. Writing tickets used for harvesting 8. Sorting trials according to Plot numbers	B	B3

	9. Grouping trials according to cite numbers 10. Sending to Dispatch 11. Reporting pests to Management 3. Decisions N/A 4. Planning Plans when to visit sites on a monthly basis 5. Minimum Education 5-O levels 6. Minimum Experience 6 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Computer literacy 4. Data capturing skills		
Dispatch/ Records Clerk	1. Key Result Area Generating and maintaining records	B	B3

2. Activities

1. Receiving and dispatching of all feed raw materials and finished products.
2. Counting and reconciling of all raw materials and comparing with invoices and delivery notes.
3. Updating stock cards
4. Conducting the stock take on a weekly and monthly basis.
5. Raising GRV & Delivery Notes.
6. Issuing out raw materials to Production Department
7. Any other duties assigned by senior mill management

3. Decisions

Decides on routine operational issues

4. Planning

1. Daily planning of stock movement.
2. Planning of stock take on a monthly basis.

5. Minimum Education

5- Ordinary level

6. Minimum Experience

6 months and on the job training

7. Essential Skills

	1. Communication skills 2. Clerical and report writing skills		
Stock Feeds - Dispatch Clerk	1. Key Result Area Distributing feeds to sites and generating records for transactions. 2. Activities 1. Dispatching of all feed to different destinations 2. Keeping records for all transactions. 3. Any other duties assigned by the immediate supervisor. 3. Decisions Decides on routine operational issues 4. Planning Daily planning of feed movement. 5. Minimum Education 5 Ordinary level 6. Minimum Experience 6 months and on the job training 7. Essential Skills 1. Communication skills 2. Clerical and report writing skills	B	B2

Documentation Clerk	1. Key Result Area Receiving and filing documents 2. Activities 1. Marking attendance register 2. Pulling time sheets 3. Sending time sheets to Manager 4. Sending time sheets to Human Resources 5. Providing cooking materials to Cooks for the preparation of meals for staff 6. Issuing out leave forms to permanent staff 7. Packing pays lips and issuing them out to employees 8. Attend to pay day queries 9. Any other duties as may be assigned 3. Decisions N/A 4. Planning N/A 5. Minimum Education 5- O level 6. Minimum Experience 3-6 months experience	B	B2

	7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Clerical skills		
Farm Clerk	1. Key Result Area Provide clerical services on the Estate 2. Activities 1. Mark attendance registers for members of staff at the farm 2. Submit schedule of attendance for the processing of wages on monthly basis 3. Write invoices for produces going to the market 4. Account for all dispatchment of vegetables, milk, eggs, carrots, okra, cucumber and sugar beans). 5. Issue chemicals and fertilizers to supervisors 6. Receiving of all farm harvest on daily basis from sections of the farm 7. Update records on corps harvested and collected per day and goods dispatched 8. Issue, receive and account for tools at the farm 9. Conduct stock take twice per week 10. Place orders of farm requirements 3. Decisions 1. Decides on products to be ordered for farm use 2. Decides on the quality of vegetables for dispatching to the market 4. Planning	C	C2

	1. Plan on dispatching farm produce to the market & 2. Plan on production of monthly reports 5. Minimum Education 5- O levels Diploma in Accounts Degree in Accounts or Degree in Business Administration 6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Clerical and report writing skills		
Weigh-room Clerk	1. Key Result Area Weighing and recording additives 2. Activities 1. Receiving and issuing of additives into production. 2. Weighing of the additives. 3. Records keeping of all activities 4. Reconciling what has been received and what has been issued to production. 5. Submit the record to mill Clerks	B	B2

	3. Decisions N/A 4. Planning N/A 5. Minimum Education 5 Ordinary level passes 6. Minimum Experience 6 month and on the job experience. 7. Essential Skills 1. Communication skills 2. Operational skills 3. Report writing skills		
Feed Weigh Clerk	1. Key Result Area Weighing of stock feeds 2. Activities 1. Receive stock feeds and check the quantities on delivery notes 2. Carry stock feeds in pen house	B	B2

	3. Weigh three (3) tones for nine (9) pen house per day 4. Record quantities of feeds in books for record maintenance 5. Collect samples and keep 6. Attend to any other duty as may be assigned from time to time 3. Decisions Decides on intervals for distribution of feeds into pen houses 4. Planning N/A 5. Minimum Education 5 O Levels 6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Weighing and report writing skills		
Filling Clerk	1. Key Result Area Receiving and filing documents 2. Activities	B	B2

	1. Receiving time sheets from HR Clerk 2. Check for any absenteeism 3. Checking if those marked absent completed leave forms and rectify where necessary 4. Filing the sales orders, loading invoices, credit notes, contract forms, and all documents 3. Decisions N/A 4. Planning Plans work schedule on a daily basis 5. Minimum Education 5 O levels 6. Minimum Experience 3-6 Months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Filing skills		
Marketing Clerk	1. Key Result Area Provide marketing clerical support to the Marketing Officer	B	B3

	2. Activities 1. Generate invoices to the customers and send through either emails and postal methods 2. Update customers on flights movements 3. Generate weekly requirements from customer orders 4. Submit orders to packhouse supervisor for orders preparations 5. Update dispatch team on goods required 6. Issue of crops seed to growers 7. Filling of marketing documents for audit trail 8. Apply for permits six months in advance 9. Update customers on what has been packed before delivery is made 10. Issue credit notes on defective products to farmers 11. Update customer's list in data base 12. Take minutes in meetings 3. Decisions Decides on orders for shipment depending on customer requirements 4. Planning Plan on dispatching of orders according to Flights bookings 5. Minimum Education 1. 5 O levels + 2. Diploma in Marketing		

	6. Minimum Experience 3-6 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Marketing skills		
Pack House Clerk	1. Key Result Area Conduct all clerical work at the Pack Shed as may be assigned. 2. Activities 1. Attend safety talk on a daily basis 2. Receive verbal request for work to be done 3. Issue out tools as per request 4. Conduct stock take on a monthly basis. 5. Do data capturing for the following ✚ Fruit received vouchers ✚ Fruit transfer voucher ✚ Fruit waste voucher ✚ Packed fruit voucher 6. Compile daily report for stock movement and submit to the Supervisor 7. Checking quality of data that will have been captured. 8. Compile weekly and monthly reports. 9. Request requirements for the Pack shed from main stores 10. Relives the Stores Clerk.	B	B3

	3. Decisions Decides on what duties or tasks to do on a daily basis. 4. Planning N/A 5. Minimum Education 5 O level passes 6. Minimum Experience 3-6 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Excel 4. ICT skills		
Workshop Clerk	1. Key Result Area Dispatches and records all information to do with workshop items. 2. Activities 1. Being the custodian of the keys to the factory 2. Checking if the generator is in good working condition	B	B3

	3. Issuing out tools 4. Issuing out oil and fuel hope trust 5. Act as Fuel Attendant 6. Request items for restocking 7. Compiling job cards 8. Conduct stock take monthly 9. Maintain stock reorder level. 10. Compile fuel reconciliation report daily 11. Act as First Aider 3. Decisions Decides on the dates to do stock take at the workshop 4. Planning 1. Plans stock take on a monthly basis 2. Plans restocking depleting stocks 5. Minimum Education 5 O levels 6. Minimum Experience 3-6 Months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy		

	3. Clerical skills & knowledge of spare parts (diplomacy immunity)		
Milk Records Clerk	1. Key Result Area Recording quantities milked on a daily basis 2. Activities 1. Washing the milking machine every morning on a daily basis 2. Checking the condition of the cow to see if it can be milked 3. Receiving cows to be milked at the milking shed 4. Recording all the cows entering the milking shed using the numbers on the tags 5. Recording the quantity or volume after the cow has been milked on the daily milk sheet 6. Recording is done twice a day 7. Reconciling the averages per cow of milk produced 3. Decisions Decides on the healthy cows which can be milked on a daily basis 4. Planning N/A 5. Minimum Education 5- O Levels 6. Minimum Experience 3-6 Months on the job	B	B3

	7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Clerical skills		
Human Re-sources Clerk	1. Key Result Area Administration of staff contracts at the Farm and other Human Resource Clerical work 2. Activities 1. Administration of staff contracts at the Farm and other Human Resource Clerical work 2. Receive staff requisitions for contract workers and recruit by the Gate every Monday 3. Assessment of candidates during the recruitment phase 4. Vetting the ages of candidates during recruitment 5. Issue contracts to the successful candidate 6. Administration of contract for workers within the framework of CBA and Labour laws 7. Maintenance of staff records 8. General training of workers at the Estate 3. Decisions Decides on the recruitment of the general workers 4. Planning Plan on wage	B	B3

	5. Minimum Education 1. 5 O levels 2. Diploma in Human Resource Management such as IPMZ 6. Minimum Experience 6 months -1 year on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Human Resource Skills		
Receptionist	1. Key Result Area Operate switchboard and receive incoming visitors 2. Activities 1. Receive visitors and direct them to specific offices at the Farm 2. Assist walk in visitors with general information 3. Take down messages from incoming calls when the required persons are not in office 4. Make calls for staff and record all outgoing calls 5. Manage the company email (incoming inquiries) 6. Maintain documentation of any gate passe of all outgoing company products and capture into the computer system 7. Assist the Human Resource Manager and General Manager with any secretariate duties as may be requested from time to time	B	B2

	3. Decisions Decides on general information to share with walk in customers and on telephone 4. Planning N/A 5. Minimum Education 1. 5-O Levels 2. Diploma in Secretariate 6. Minimum Experience 6 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Minute taking skills 4. Switchboard operating skills		
Farm Shop Keeper	1. Key Result Area Sales of goods to customers from the Farm Shop 2. Activities 1. Clean the shop every morning	B	B2

	2. Packing of groceries in the shop 3. Sale groceries to walk in customers 4. Update records on every sale made 5. Maintain shop reorder levels and place orders before groceries are run out 6. Safe keeping of cash from the sales until time of remitting 7. Safekeeping of the shop products until closing of the shop 8. Report any products that are expiring on shelf 3. Decisions Decides on stock replenishment levels 4. Planning N/A 5. Minimum Education 5- O level 6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Sales and customer care skills		

Merchandiser	1. Key Result Area Brand ambassador of Estate products as distributed in various outlets 2. Activities 1. Explaining to customers the farm produce in assigned retail shops 2. Establish the stock levels of products in the shop (fruits and vegetables) 3. Place orders from Farm for replacement on depletion of stocks 4. Conduct price comparison with competitors and advise the Supervisor for matching price reviews 5. Advise Supervisor of customers feedback on products for improvements 6. Pack products in the shop (products display) 7. Marketing products to customers when they get into the shop 8. Maintaining the shelf in a well displayed manner 9. Work at the farm offices or packhouse when the need arises 3. Decisions 1. Decides on replacement levels of products in the shop of deployment 2. Decides on competitive price matching on products in the shop 4. Planning Plan on stock replenishments 5. Minimum Education 5- O Levels	B	B2

	6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Sales merchandising skills		
Bar Attendant	1. Key Result Area Sales and accounting of beverages in the Bar 2. Activities 1. Clean the bar every morning 2. Packing of beverages in the bar 3. Sale of beverages and snakes to customers 4. Update records on every sale made 5. Maintain bar stocks reorder levels and place orders before beverages run out 6. Safe keeping of cash from the sales until time of remitting 7. Safekeeping of the bar products until closing of the bar at 7pm 8. Report any products that are expiring on shelf 3. Decisions Decides on re-order levels of beverages for the bar 4. Planning	B	B2

	Plan on replacements of bar stocks 5. Minimum Education 5- O Levels 6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Sales and customer care experience		
Farm Butcher man	1. Key Result Area Sales of meat from the farm butchery 2. Activities 1. Constantly checking of the temperatures of refrigeration and cold-room 2. Account for the butcher stocks (beef, pork, goat meat, and chickens) 3. Monitor stocks re-order levels and advise supervisor on stock replenishment 4. Receive all and update records on all incoming stocks 5. Weighing of all meat in stock and maintain UpToDate records 6. Record all dispatched meat and update records on sales made 7. Submit of daily takings from the sales of the day 8. Conduct stock take and sign off duty	B	B2

	3. Decisions Decides on the appropriate temperatures in the refrigeration and cold room 4. Planning 5- O levels 5. Minimum Education N/A 6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Customer care and sales skills		
Quality Controller	1. Key Result Area Ensuring adherence to quality control measures 2. Activities 1. Ensure that all employees have observed hygiene requirements 2. Ensure that all workers take their positions 3. Instructing Waiter to bring out produce from the cold-room into the packhouse 4. Apportion produce to the Packers and Graders	B	B3

5. Teaching and training the graders on how to grade and pack the produce
6. Monitoring the grading and packing process to ensure that processes are being done according to set standards
7. Monitoring the process before handing over to the next Quality Controller
8. Teaching and training Packers how to weigh the prepacks and loose produce for both peas and blue berries
9. Checking if the scales are in good working condition by using a sample weight
10. Monitoring the scaling process after packing
11. Monitoring the order assembling process labelling boxed produce according to customer
12. Submit packed produce for dispatch
13. Writing reports on a daily basis

3. Decisions

Decides on the quality of the produce to be packed

4. Planning

Plans tasks on a daily basis according to customers' orders and availability of produce

5. Minimum Education

5- O level passes

Quality control certificate + ISO training

6. Minimum Experience

1 year experience

	7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills 4. Quality controlling skills		
Head Foreman	1. Key Result Area Allocate work to Foremen and supervise them accordingly 2. Activities 1. Mark attendance register every day 2. Allocate work to Foremen and general workers in the field 3. Supervise the tobacco planting process 4. Supervise the weeding in the tobacco field 5. Supervise on fertilizer application in the field 6. Supervise the bagging of tobacco and weigh the bales of before dispatch 7. Assess the dryness of tobacco before dispatching 8. Checking temperatures in the barn for quality tobacco output 9. Supervise the tobacco curing process 10. Supervise tobacco reaping process 11. Account for the bags of tobacco taken to the tobacco auction floors 12. Supervise the grading of tobacco in the factory 13. Supervise the planting of tobacco and toping process 3. Decisions 1. Decides on work allocation to general workers 2. Decides on work targets for general workers	C	C1

	3. Decides on the number of general workers required in the field 4. Planning Plan work to be done in the tobacco field 5. Minimum Education 1. 5 O levels + 2. College certificate in tobacco growing 6. Minimum Experience 1 year on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Tobacco growing skills		
Senior Foremen	1. Key Result Area Supervising the general operations in the field 2. Activities 1. Receive instructions from the field 2. Compile the time sheet 3. Delegate, allocate daily duties to General Workers doing the following duties; 4. Weeding, planting, grading, reaping, harvesting, de-suckering, topping	C	C1

	5. Supervising and monitoring the of performance of general workers doing the above duties 6. Acting as Master Blender or Quality Checker as a final quality check point before sending tobacco to the floors 7. Maintaining discipline, safety and good hygiene standards 8. Supervising the Junior Foreman 3. Decisions 1. Decides on the allocation of duties to the General Workers 2. Decides on granting sick leave to employees 4. Planning Plan on general workers tasks on a daily basis 5. Minimum Education 5- O levels 6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills 4. General agriculture skills		

Senior Mechanic	1. Key Result Area Attend to all repairs and maintenance at the farm 2. Activities 1. Receive all reported mechanical breakdowns at the farm 2. Repair and maintain the planter at the farm 3. Repair and maintain tractors at the farm 4. Welding of all fabrication works at the farm 5. Maintenance of electricity connections at the farm 6. Repair and maintain motor bikes at the farm 7. Repair and maintain farm motor bikes and vehicles 8. Allocate work and supervise general mechanics and welders in the workshop 3. Decisions 1. Decides on all mechanical repairs and maintenance at the farm 2. Decides on maintenance of the electricity power line at the farm 4. Planning 1. Plan on all mechanical repairs and maintenance at the farm 2. Plan on maintenance of the electricity power line at the farm 5. Minimum Education Journeyman class 1 6. Minimum Experience 1 year on the job experience	C	C3

	7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Mechanical skills		
Foremen Maintenance	1. Key Result Area Oversee the maintenance of the pig houses at the Estate 2. Activities 1. Repairs and maintenance of pig houses every day 2. Attend to all breakdowns such as burst pipes/ dripping system into the house 3. Supervise the general cleaning of piggery houses 4. Checking of fence, borehole for continuous water supplies 5. Supervise general workers in proper house maintenance 6. Request any building materials from management 7. Recommend new house structures for the Estate 3. Decisions Decides on repairs and maintenance of chicken houses 4. Planning N/A 5. Minimum Education 5- O levels 6. Minimum Experience	B	B4

	3 -6 Months on the job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills 4. Maintenance skills		
Foreman	1. Key Result Area Supervising the general operations in the field 2. Activities 1. Receive instructions from the Marm Manager 2. Compile the time sheet 3. Delegate, allocate daily duties to General Workers doing the following duties; Weed- ing, planting, grading, reaping, harvesting, de--suckering, crops 4. Setting targets for workers 5. Supervising and monitoring the of performance of general workers doing the above duties 6. Recording workers' out put 7. Maintaining discipline, safety and good hygiene standards 3. Decisions 1. Decides on the allocation of duties to the General Workers 2. Decides on granting sick leave to employees 4. Planning	B	B4

	Plan on general workers tasks on a daily basis 5. Minimum Education 5- O level passes 6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills		
Foremen Agriculture	1. Key Result Area Allocation of work and supervising general workers in the field 2. Activities 1. Oversee activities in the field 2. Scout in the field to assess the thresholds of pests and crop diseases and recommend spraying 3. Allocation of work to general workers such as spraying and weeding in the field 4. Supervise spraying of chemicals in cabbages, tomatoes, water melon and cucumbers after assessing pests and crop diseases. 5. Supervise in the plant's maintenance including de-suckering 6. Supervise workers in harvesting of farm produce 7. Oversee the watering and chemical spraying of plants in the green house	B	B4

	8. Compile and produce production report 3. Decisions 1. Decides on field activities to be done on daily basis 2. Decides on work allocation to general workers 3. Decides on targets per each general worker in the field 4. Decides on fruits and vegetables for harvesting 4. Planning Plan on the cycle of activities in the green house 5. Minimum Education 5-O levels + On the job Foremen training 6. Minimum Experience 1 year on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Agriculture skills 4. Supervisory skills		
Foreman Dryer	1. Key Result Area Allocation of work to general workers and supervise the drying process of tobacco 2. Activities	B	B4

	1. Checking and testing of temperatures in the driers 2. Controlling of temperatures to at least 43 degrees 3. Supervise general workers on pushing of trollies into the driers 4. Oversee the movement of trollies in the drier to spend at least 24 hours 5. Supervise tobacco curers 6. Production of reports on dispatched trollies from the driers 3. Decisions Decides on the appropriate temperatures in the driers 4. Planning N/A 5. Minimum Education Tobacco tunnel management certificate 6. Minimum Experience 1 year on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Tobacco drying skills		
Foremen Green-house	1. Key Result Area Allocation of work and supervising general workers in the green house 2. Activities	B	B4

	1. Oversee six greenhouses (tomatoes, cucumbers, green papers, oranges etc) 2. Allocation of work to general workers such as spraying and weeding in the field 3. Supervise workers in harvesting of farm produce 4. Supervise workers in packing of fruits in the green house 5. Supervising workers in grading and packing of eggs 6. Supervising workers in seeding in the green house 7. Oversee the watering and chemical spraying of plants in the green house 8. Compile and produce production report 3. Decisions 1. Decides on greenhouse activities to be done on daily basis 2. Decides on work allocation to general workers 3. Decides on targets per each general worker in the green house 4. Decides on fruits and vegetables for harvesting 4. Planning Plan on the cycle of activities in the green house 5. Minimum Education O levels + On the job Foremen training 6. Minimum Experience 1 year on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy		

	3. Agriculture skills		
Foreman Calves	1. Key Result Area Oversee the upkeeping of calves at the Estate 2. Activities 1. Take all newly born calves and feed as well treatment 2. Inject all calves and feed with milk, water and other stock feeds 3. Request for feeds from the feed manufacturing department 4. Clean the hatchery and maintain the pens where calf are kept 5. Dipping of calves every week 6. Weigh calf and record weights to determine the growth rate 3. Decisions 1. Decides on feeding intervals for all calves 2. Decides on calves treatment 4. Planning Plan on dipping of calf every week 5. Minimum Education 5- O Levels 6. Minimum Experience 6 months on the job experience 7. Essential Skills	B	B4

	1. Communication skills 2. Organizational savvy 3. Cattle caring skills		
Foreman Field	1. Key Result Area Allocate work and supervise general workers in the field 2. Activities 1. Mark attendance register for general workers 2. Allocate work to general workers and set targets for each worker 3. Supervise the loading of fertilizers and chemicals into the planter 4. Supervise workers in weeding in field of maize, potatoes and soya beans 5. Supervise tractor drivers on disking in the field 6. Supervise the seeding process in the field 7. Supervise general workers in weeding in the field 8. Dismiss workers on completion of their daily targets in the field 9. Supervise general work in all the field section such as maize section, soya beans section and potato section. 3. Decisions 1. Decides on general workers required in the field 2. Decides on work activities to be performed in the field 3. Decides on work targets per individual worker in the field 4. Planning 1. Plan on general workers required in the field	B	B4

	2. Plan on work activities to be performed in the field 3. Plan on work targets per individual worker in the field 5. Minimum Education 5- O levels 6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills		
Foreman Grading	1. Key Result Area Overseeing the operations at the tobacco field and the grading shed. 2. Activities 1. Checking the quantity of tobacco which need to be graded on each particular day 2. Allocating duties to the Graders 3. Checking the condition of the tobacco before grading to see if it can be graded. 4. Ensuring hygiene in the grading shed. 5. Checking the quality of the tobacco to be graded. 6. Checking the number of graders whether they are enough and report of any shortage to the Farm Manager 7. Weighing of bales and recording 8. Grouping bales for sale 9. Supervising subordinates	B	B4

	3. Decisions 1. Decides on the quality of tobacco 2. Decides on manpower requirements 4. Planning 1. Plans tasks on a daily basis 5. Minimum Education 1. 5 O levels + 2. Certificate in tobacco agriculture 6. Minimum Experience 1 Year experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills 4. Knowledge of tobacco production		
Foreman Irrigation and Spraying	1. Key Result Area Oversee the operations of the irrigation function at the estate	B	B4

2. Activities

1. Planning the work schedule
2. Marking the attendance register
3. Submitting staff compliment to the Supervisor
4. Allocate and assign duties to the Irrigators and Sprayers
 - Irrigation using pivots
 - Spraying using boom sprayers
5. Advise Irrigators and Sprayers on the time to be taken irrigating each field and what time to change the valves
6. Supervise the checking for any leakages
7. Supervise the mixing of chemicals
8. Supervise the checking pivots and nozzles for any damages and tyre punctures
9. Ensure that pumps are working
10. Monitoring and supervising Irrigators and Sprayers to ensure that they will be doing their work properly and that all parts of the field have been irrigated.

3. Decisions

1. Decides on the increase of lines for the supply of water.
2. Decides on manpower requirements
3. Decides on standards of performance for the workers
4. Decides on disciplinary measures for truant workers

4. Planning

1. Plans targets for the workers on a daily basis
2. Plans work schedules on a daily basis

	5. Minimum Education 5 O levels 6. Minimum Experience 1 year experience on the job 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills 4. Technical skills		
Vaccination Foreman	1. Key Result Area Overseeing the vaccination of livestock at the Farm 2. Activities 1. Planning all the vaccination tasks to be done at farm-on-farm livestock 2. Training all the new vaccinators 3. Ordering of vaccines from stores 4. Checking the availability of vaccines 5. Consult with the Farm Manager on all the vaccination activities 6. Servicing of syringes to be used 7. Vaccinating the chickens 8. Supervising the Vaccinators ensuring that the vaccination is done according to instructions	B	B4

	3. Decisions Decides on vaccination programs and frequencies 4. Planning Plans the vaccination programmes on a daily basis 5. Minimum Education 5- O level passes + Vaccination certificate 6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills 4. Livestock vaccination skills		
Foreman Tobacco Field	1. Key Result Area Allocate work to general workers in the field and supervise them accordingly 2. Activities 1. Mark attendance register every day 2. Allocate work to general workers in the field 3. Supervise the seeding of tobacco process 4. Supervise the weeding and de suckering in the tobacco field	B	B4

	5. Supervise on fertilizer application in the field 6. Supervise the grading of tobacco in the shed and weigh the bags before dispatch 7. Account for the bags of tobacco taken to the tobacco auction floors 8. Supervise the grading of tobacco in the factory 9. Supervise the planting of tobacco and toping process 3. Decisions 1. Decides on work allocation to general workers 2. Decides on work targets for general workers 3. Decides on the number of general workers required in the field 4. Planning Plan work to be done in the tobacco field 5. Minimum Education College certificate in tobacco growing 6. Minimum Experience 1 year on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Tobacco growing skills		
Livestock Foremen	1. Key Result Area Overseeing the operations at the Livestock Section	B	B4

2. Activities

1. Checking the health of the cattle in the morning on a daily basis
2. Counting the cattle every in the morning on a daily basis
3. Allocating duties to the General Workers
4. Checking if there is enough grass for the cattle at the grazing fields
5. Branding the cattle
6. Treating the sick cows
7. Vaccinating and dosing the cattle
8. Carrying out artificial insemination when necessary
9. Ensuring that dipping of cattle is done

3. Decisions

1. Decides on dipping, vaccinating and dosing schedules for the cattle
2. Decides on grazing areas
3. Decides on treatment of cattle

4. Planning

Dipping, vaccinating and dosing schedules on a monthly basis

5. Minimum Education

1. 5- O levels
2. Certificate in Animal Husbandry

6. Minimum Experience

1 year experience on the job

	7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills 4. Good knowledge of animal husbandry		
Workshop Foremen	1. Key Result Area Oversee the workshop activities and logistics of the farm 2. Activities 1. Receive all reported mechanical breakdowns at the farm 2. Compile orders of all goods bought 3. Submit orders compiled to the Buyer 4. Issuing of tools to members of staff and account for the tools 5. Offloading of diesel into tanks and account for the liters bought 6. Issuing of petrol to motor bikes and vehicles 7. Assist mechanic and the Welder in the workshop 8. Attend to all electrical works at the farm and irrigation pivots 9. Repair and maintain the planter at the farm 10. Repair and maintain tractors at the farm 11. Attend to servicing of generators and pump maintenance 12. Maintenance of electricity connections at the farm (powerline) 13. Maintain servicing schedule for tractors 14. Repair and maintain farm motor bikes and vehicles 15. Supervise all tractor drivers and mechanics 3. Decisions	C	C4

	Decides on all mechanical repairs and maintenance at the farm 4. Planning N/A 5. Minimum Education Journeyman class 1 6. Minimum Experience 6-months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Mechanical skills		
Security Corporal	1. Key Result Area Safekeeping and Safeguarding farm assets and its people. 2. Activities 1. Conducting parade 2. Checking fitness, smartness and sobber state of Lance Corporals and security guards 3. Check the bio security system at the Estate 4. Mark attendance register for security guards	B	B3

5. Deploying Security Guards to their different guard points and positions
6. Guiding and giving instructions to Lance Corporals
7. Checking guard points and patrols
8. Monitor the loading and dispatching of pigs
9. Attend to the Weaning process and count piglets
10. Checking the welfare of security guards and Lance Corporals
11. Replacing absentee security guards
12. Compile duty rosters making provisions for off days, positions and number of days.
13. Writing reports as and when necessary
14. Checking registers and declaration forms.
15. Checking the conduct of Lance Corporals and Security guards
16. Enforcing Standard Operating Procedures
17. Taking disciplinary action where necessary
18. Verifying quantities on invoices and delivery notes against the physical count during dispatch.
19. Verifying and counting inputs being sent to the field on a daily basis.
20. Recording inputs being sent to the field reducing balances in the record books
21. Conducting farm patrols
22. Assisting Sergeants in their Administrations and Operations offices
23. Continuous on the job training of Lance Corporals and security guards

3. Decisions

1. Decides on the compilation of duty roster.
2. Decides on Guards deployment
3. Decides on disciplinary issues
4. Decides on manpower requirements for Security Guards

4. Planning

	1. Plan on daily parades and Security duty roaster marking 2. Plan on security deployments and daily check patrols 5. Minimum Education 1. 5-O levels + 2. Certificate in Security Management 6. Minimum Experience 1 year experience in Security management 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills 4. Security and report writing skills		
Security Sergeant Major	1. Key Result Area Safekeeping and Safeguarding farm assets and its people. 2. Activities 1. Checking registers and declaration forms 2. Overall in charge of discipline 3. Checking the welfare of all security supervisors and guards 4. Overall in charge of the discipline of all security supervisors and guards 5. Overall in charge of deployments	B	B5

6. Enforcing Standard Operating Procedures
7. Taking corrective action where necessary
8. Ensuring that all incoming vehicles and visitors are booked
9. Ensuring that all vehicles going in and out of the estate are searched
10. Ensuring that goods in vehicles are checked against their invoices/ delivery notes
11. Ensuring that all vehicles of the Estate and the drivers are recorded as they leave the premises
12. Attend to all incidents that require security services
13. Conduct day and night patrols in the estate premises
14. Supervising Security Sergeants and below on duty
15. Maintain duty roaster for security personnel
16. Field patrol on motor bike
17. Production of weekly and monthly security report
18. Update records on workers allocations/rations issued
19. Continuous on the job training for Security Sergeants and below
20. Assisting the Security Officer to review deployment plans
21. Assisting the Security Officer to review Standard Operating Procedures
- 22. Identifying performance deficiencies and arrange training**

3. Decisions

5. Decides on the compilation of duty roster.
6. Decides on Guards deployment
7. Decides on disciplinary issues
8. Decides on manpower requirements for Security Guards

4. Planning

3. Plan on daily parades and Security duty roaster marking
4. Plan on security deployments and daily check patrols

	5. Minimum Education 3. 5-O levels + 4. Certificate in Security Management 6. Minimum Experience 1 year experience in Security management 7. Essential Skills 5. Communication skills 6. Organizational savvy 7. Supervisory skills 8. Security and report writing skills		
Lance Corporal	1. Key Result Area Safekeeping and Safeguarding farm assets and its people. 2. Activities 1. Conducting parade checking if there are any absentees, checking fitness of Security Guards, drunkenness and smartness 2. Check the bio security system at the Estate 3. Mark attendance register for security guards 4. Induction and tutorship of new security guards 5. Deploying Security Guards to their different guard points and positions 6. Checking guard points and patrols	B	B2

7. Monitor the loading and dispatching of pigs
8. Attend to the Weaning Section of the Estate and count piglets
9. Checking if there are any with personal problems
10. Replacing absentee security guards
11. Compile duty rosters making provisions for off days, positions and number of days.
12. Writing reports as and when necessary
13. Checking the OB.
14. Checking the conduct of security guards
15. Verifying quantities on invoices and delivery notes against the physical count during Dispatch.
16. Verifying and counting inputs being sent to the field on a daily basis.
17. Recording inputs being sent to the field reducing balances in the record books
18. Conducting farm patrols
19. Continuous on the job training of security guards

3. Decisions

1. Decides on the compilation of duty roster.
2. Decides on Guards deployment
3. Decides on disciplinary issues
4. Decides on manpower requirements for Security Guards

4. Planning

1. Plan on daily parades and Security duty roster marking
2. Plan on security deployments and daily check patrols

5. Minimum Education

1. 5-O levels +

	2. Certificate in Security Management 6. Minimum Experience 1 year experience in Security management 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills 4. Security and report writing skills		
Security Sergeant	1. Key Result Area Safekeeping and Safeguarding farm assets and its people. 2. Activities 1. Supervising parade 2. Guiding and giving instructions to Corporals and below 3. Monitor the discipline of Corporals and below 4. Enforcing Standard Operating Procedures 5. Taking disciplinary action where necessary 6. Ensuring safety of Corporals and below 7. Checking the welfare of Corporals and below 8. Out-grower deployment of Corporals below 9. Search vehicles in and out of the estate 10. Verify goods in vehicles and invoices/ delivery notes	B	B4

	11. Verify if all vehicles of the Estate and their drivers are being recorded as they leave the premises 12. Attend to all incidents that require security services 13. Conduct day and night patrols in the estate premises 14. Conducting weekend duties 15. Maintain duty roaster for security personnel 16. Field patrol on motor bike 17. Production of weekly and monthly security report 18. Update records on workers allocations/rations issued 19. Security Administration duties 20. Security Operations duties 21. Assisting the Sergeant Major in instilling discipline 22. Continuous on the job training of Corporals and below 23. Taking charge of day shifts 3. Decisions 1. Decides on the frequency of patrols in the estate 2. Decides on the security duty roster 4. Planning 1. Plan on security duty roster 2. Plan on submission of security reports 5. Minimum Education 1. 5-O levels + 2. Security training certificate		

	6. Minimum Experience 1 year experience in Security management 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Security investigation skills 4. Security and report writing skills		
Section Leader Mill Shed	1. Key Result Area Overseeing the operations at the Mill Shed 2. Activities 1. Planning duties for the day for the General Workers 2. Receiving weekly requests or orders of feed. 3. Compile total of what is needed for the following week 4. Ensuring that there is enough maize 5. Advising Management on stock levels 6. Milling and mixing feed 7. Compile daily stock report and submit to Management 8. Supervising General to ensure that targets are met 9. Ensuring packing and sealing of bags 10. Dispatching feed according to orders 11. Requesting transport to carry feed to the farm 12. Compile production reports	B	B3

	3. Decisions Decides on section targets per worker on daily basis 4. Planning - Plans tasks for the day - Reports on a daily, weekly and monthly basis 5. Minimum Education 5- O Levels 6. Minimum Experience 1 year experience 7. Essential Skills - Communication skills - Organizational savvy - Supervisory skills - Knowledge of milling and mixing feed		
Tobacco Seed plot team Leader	1. Key Result Area Assists Lab/Field Assistant in allocation and supervision of field activities. 2. Activities - Mark attendance register - Ensure tools for work are available	B	B3

	3. Weigh pollen and put into kaylite box 4. Supervise all field activities 5. Weigh and record the remaining pollen at the end of the day. 6. Assist in identification of work done on a daily basis 7. Checking, sieving, weighing and recording processed anthers		
	3. Decisions 1. Assists in deciding on activities to be done. 2. Assists in deciding on the number of workers required		
	4. Planning Plan on work activities to be done in the field		
	5. Minimum Education 5- O levels		
	6. Minimum Experience 6 months to 1 year experience		
	7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Leadership skills		

Team Leader Seeding	1. Key Result Area Supervising the Field Recorders 2. Activities 1. Supervising the Field Recorders doing the following as well as doing the same duties; 2. Updating records of the previous day 3. Taking and recording notes on the stages of growth of maize i.e. number of plants in the plot 4. Date of flowering, stage of flowering, diseases, rust, grey leaf spot, maize streak virus 5. Harvesting the maize using requested labour 6. Taking notes (e-aspect) 7. Packing seed for regional trials (all countries with Seedco branches) 8. Writing tickets used for harvesting 9. Sorting trials according to Plot numbers 10. Grouping trials according to cite numbers 11. Sending to Despatch 12. Reporting pests to Management 3. Decisions 1. Decides on appropriate stage to collect samples 2. Decides on condemning substandard samples 4. Planning Plans when to visit sites on a monthly basis 5. Minimum Education	B	B3

	5- O levels 6. Minimum Experience 6 months to 1 year experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Leadership skills		
Flower Collection Leader	1. Key Result Area Leading the flower collection team 2. Activities 1. Marking the attendance register 2. Assist in demarcation/allocation of rows to be worked per person. 3. Checking the conditions of the equipment to be used by the Flower Collectors e.g. ladders. 4. Report any injuries caused by the ladders. 5. Supervising and monitoring the Flower Collectors so that they don't collect over blooms and immature flowers. 6. Re-checking and removing over-blooms at the flower processing shed. 7. Monitoring the process at the flower processing shed. 8. Weighing and recording anthers for individuals. 9. Cleaning and sterilization of flower processing facilities. 10. Checking, sieving, weighing and recording processed anthers	B	B3

	3. Decisions Decides on the ripeness of the flowers 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Supervisory skills 3. Flower collection skills		
Shift Leader	1. Key Result Area Leading and coordinating operations during shifts to make and maintain pine bark com- posts, sieve and pack mature composts. 2. Activities 1. Leading the shift	B	B3

2. Keeping records of all operations
3. Setting the targets
4. Participating in the recruitment and the selection of employees
5. Marking the attendance register
6. Compile the time sheets including overtime hours worked
7. Supervising and monitoring the performance of employees at the site
8. Keeping records of compost heaps, names, cubic meters, urea, lime
9. Training the new and old employees on any new developments within the company including code of conduct
10. Compiling the shift report on a daily basis and keep the record
11. Assist the Production Supervisor in compiling reports.
12. Leads pre-shift staff briefs
13. Assigns daily duties to team members.
14. Demonstrates and trains employees on expectations and the best practices for a given task

3. Decisions

1. Decides on targets on the site for workers
2. Decides on manpower requirements
3. Decides on training schedules for site workers

4. Planning

1. Plans manpower requirements on a monthly basis
2. Plans targets on a daily basis

5. Minimum Education

5-O levels

	6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills and Quality conscious 4. Problem Solving skills		
Section Leader Potatoes seed- ing	1. Key Result Area Supervising the grading, counting, packing, fumigation, off-loading and loading of seed potato tubers 2. Activities 1. Supervising off-loading and loading seed potatoes. 2. Supervising sorting/grading seed potato tubers. 3. Supervising counting the number of seed potato tubers. 4. Supervising fumigation of seed potatoes in stock. 5. Training subordinates on the above 3. Decisions 1. Decides on the quality of tubers 2. Decides on number of workers required for a task. 3. Decides on refresher training requirements.	B	B3

	4. Planning Plan on work activities in line with agriculture seasons 5. Minimum Education 5- O levels 6. Minimum Experience 6 months on the job experience 7. Essential Skills 1. Communication skills 2. Potato seed skills 3. Supervisory skills		
Junior Foremen	1. Key Result Area Overseeing the operations at the tobacco field. 2. Activities 1. Compiling the timesheets 2. Supervising workers doing the following tasks in the field ✚ Land preparation ✚ Bed making ✚ Seeding ✚ Irrigation ✚ Spraying ✚ Gap filling and de-suckering	B	B3

	✚ Application of fertilisers ✚ Topping 3. Updating the Supervisor on the activities 4. Going round the field checking the density of weeds 3. Decisions 1. Decides on the quality of tobacco 2. Decides on manpower requirements 4. Planning Plan on daily field activities 5. Minimum Education 5-O Levels 6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills		
Head Tractor Driver	1. Key Result Area To drive the tractor doing various field work duties as required and supervise other Tractor Drivers 2. Activities	B	B3

	1. Check the condition of the tractor; 2. Oil, nuts, water, battery, tryres, breaks, lights, fuel. 3. Receive instructions from Farm Manager on the tasks for the day. 4. Pulling implements like; bousers, trailers. 5. Planting and Harvesting potatoes 6. Supervising other Tractor Drivers 7. Ferrying farm workers to and from the field. 8. Doing the following duties ✚ Mowing ✚ Ploughing ✚ Road repairs ✚ Boom spraying 9. Washing or cleaning the tractor on a daily basis. 10. Requesting for consumables for the tractor 11. Safekeeping of tractor tools kit. 12. Doing minor repairs 13. Sending the tractor for service when due 14. Monitor mileage 3. Decisions 1. Decides on sending the tractor for service when due for the service 2. Decides on the performance of other Tractor Drivers 4. Planning N/A 5. Minimum Education		

	1. Class 5 Drivers License 2. Tractor driving permit 6. Minimum Experience 1 year experience on the job 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills 4. Technical skills 5. Good driving skills 6. Ability to take care of machinery		
Truck Driver	1. Key Result Area Transporting of goods as assigned from time to time 2. Activities 1. Transport of crops such as wheat, soya beans and maize as assigned from to time 2. Deliveries of fresh vegetables to the farm kitchen and to different retailers and Super-markets as assigned 3. Delivery of eggs, cucumbers, oranges to the University Sales department 4. Collect farm orders such as stock feeds, fertilizers and chemicals 5. Log in and update vehicle records such as mileages 6. Signing of consignment notes for all loads on delivery 7. Deliver orders from suppliers such as chemicals, fertilizers and spares required at the farm 8. Perform messenger duties 9. Transport workers to hospital in cases of emergence	B	B4

	10. Assist in repairs and maintenance works in the workshop 3. Decisions Decides on routes to take when delivering orders 4. Planning N/A 5. Minimum Education Class 2 Driver's License + Defensive Driving 6. Minimum Experience 3 Months on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Driving skills		
Driver Messenger	1. Key Result Area Doing errands as assigned 2. Activities 1. Making payments to suppliers, cash or swipe 2. Collection of money from the bank. 3. Delivering letters and other documents to various stations	B	B2

	4. Any Messenger duties 5. Compile the delivery book 3. Decisions N/A 4. Planning N/A 5. Minimum Education Class 4 Driver's License 6. Minimum Experience 6 months experience 7. Essential Skills 1. Communication skills 2. Driving skills		
Chief Skinner	1. Key Result Area Slaughtering and skinning pigs at the Farm 2. Activities 1. Slaughter pigs (12-14) per day 2. Clean pigs in hot water and shave 3. Cut open and remove intestines and other offals 4. Hang the meat in the cold room 5. Load the pork into trucks at the point of delivery	B	B2

	6. Supervising other skinner 3. Decisions Decides on the state of the porker before slaughtering 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 6 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Slaughtering skills		
Mechanic – Skilled	1. Key Result Area Attend to all repairs and maintenance at the farm 2. Activities 1. Receive all reported mechanical breakdowns at the farm 2. Repair and maintain the planter, tractor trailers, grading machines at the farm 3. Check and service generator at the Estate	C	C1

	4. Repair and maintain tractors, motor bikes, truck and vehicles at the farm 5. Request for spare parts from Workshop Manager 6. Attend to servicing generators and pump maintenance 7. Attend to pump irrigation system at the farm 8. Maintain repairs records 3. Decisions Decides on all mechanical repairs and maintenance at the farm 4. Planning N/A 5. Minimum Education 1. 5 O levels + 2. Journeymen class 1 6. Minimum Experience 3-6 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Mechanical skills		
Electrician Skilled	1. Key Result Area Attend to electrical works at the farm	C	C1

2. Activities

1. Attend to all electrical faults at the Estate
2. Installation of LT lines
3. Receiving breakdown reports
4. Assessing breakdowns
5. Doing electrical and plumbing installations and attending to breakdowns of same.
6. Installing, repairing and maintaining boreholes and pumps
7. Attend to plumbing as may be assigned from time to time
8. Attend to electrical work at the farm including offices and the village
9. Report any faults for approval before repairs
10. Assist in checking of all lines of watering and attend to burst pipes

3. Decisions

Decides on electrical diagrams and repairs and maintenance

4. Planning

N/A

5. Minimum Education

1. 5 O Levels +
2. Class 1 Journeyman
3. Electrical Tubing Certificate

6. Minimum Experience

6 months on the job experience

	7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Electrical installation skills		
Welder Skilled	1. Key Result Area Attend to welding works at the Farm 2. Activities 1. Welding machines for potatoes table for grading 2. Attend to all welding at the farm such as Disc harrows, tractor trailers, pipes 3. Attend to repairs of the planter 4. Attend to all fabrication work at the farm 5. Attend to welding of roofing on new structures 6. Assist in repairs of tractors at the farm 7. Attend to repairs of water pumps at the dam 3. Decisions Decides on welding frames 4. Planning N/A 5. Minimum Education 1. 5- O Levels +	C	C1

	2. Certificate in Welding / Trade test 6. Minimum Experience 3-6 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Welding skills		
Panel Beater – Skilled	1. Key Result Area Panel beating of vehicles and spray painting 2. Activities 1. Attend to panel beating of accident damaged vehicles of the Estate 2. Attend to painting of all board-works on small vehicles, tractors and trailers 3. Attend to door handles and replacement of reflectors 4. Attend to any other workshop duties as may be assigned from time to time 3. Decisions Decides on paint required in spray painting of accident damaged 4. Planning N/A 5. Minimum Education	C	C1

	1. 5 O Levels + 1. Class 1 Journeyman 6. Minimum Experience 3 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Mechanical skills 4. Panel beating and spray-painting skills		
Plumber Skilled	1. Key Result Area Building and Maintenance on the Estate 2. Activities 1. Building of chicken houses, piggery houses and general structure maintenance 2. Attend to plumbing in all sections of the farm operations 3. Attend to all welding works at the farm 4. Servicing of tractors on the estate 5. Attend to broken fence on the farm 6. Attend to any other repairs and maintenance works at the farm 3. Decisions Decides on repairs and maintenance at the farm 4. Planning N/A	C	C1

	5. Minimum Education 5 O Levels + Class 1 Journeyman 6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Building and plumbing skills		
Crop Breeder	1. Key Result Area Provides general services in the breeding of maize, soya beans, wheat, sorghum and other crops. 2. Activities 1. Field planting and breeding of maize, soya beans, wheat and sorghum 2. Apply pollination (closed and cross pollination) 3. Harvest crops from the field when it is due 4. Maintain records of crops in the field and total harvest yields 5. Set crops in the order of referencing 6. Rouging of crops through identifying and removing plants with undesirable characteristics from agricultural field. 7. Supervise general hand in the rouging process 3. Decisions	B	B1

	Decides on the quality of crops during the rouging process 4. Planning N/A 5. Minimum Education 5- O Levels + internal training on crop breeding 6. Minimum Experience 3-6 months on the job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Crop breeding skills		
Disel Plant Fitter Skilled	1. Key Result Area Attend to repairs and maintenance at the farm 2. Activities 1. Repairs and maintenance of tractors 2. Repairs and maintenance of motor bikes 3. Repairs and maintenance of generators at the farm 4. Repairs and maintenance of trucks at the farm	C	C1

	5. Repairs and maintenance of compressors 3. Decisions Decides on repairs and maintenance of farm equipment's 4. Planning Plan on work in progress as per job cards 5. Minimum Education 5 O Levels + Class 1 Journeyman 6. Minimum Experience 1 year on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Mechanical diagnosis skills		
Builder Skilled	1. Key Result Area Repairs and maintenance of structures at the Estate 2. Activities 1. Receive requests for repairs, maintenance, services from user Departments and individuals. 2. Building piggery/ chicken house and roofing 3. Maintenance of piggery shed 4. Repairing and maintenance of houses in the village	C	C1

5. Building new houses at the Estate
6. Assessing work to be done and compile the bill of quantities for the materials needed for the works.
7. Request for the materials and collect from store.
8. Attend to repairs of game fence for the Estate
9. Carry out general buildings' maintenance and repairs.
10. Assist in other mechanical works in the workshop of the Estate
11. Supervise semi-skilled Builders

3. Decisions

1. Decides on materials for use in building operations
2. Decides on bill of quantities

4. Planning

Plan for materials as and when required to do so.

5. Minimum Education

1. 5-O level +
2. Building certificate

6. Minimum Experience

6 months on the job experience

7. Essential Skills

1. Communication skills
2. Organizational savvy
3. Building skills and Estimation skills

Workshop Assistant	1. Key Result Area Assist on repair and servicing of farm machinery 2. Activities 1. Checking for any job requests in the morning on a daily basis. 2. Assisting repairing and maintaining the following farm machinery and implements. ✚ Grass cutter ✚ Chain saws ✚ Generators ✚ Pumps ✚ boom sprayers and other farm implements 3. Attending to breakdowns of the above in the field 4. Maintaining the mill 5. Installation of fences 6. Attending breakdowns at the pump 3. Decisions 1. Decides on material to be used for repairs and servicing of vehicles and machinery 2. Decides on the prioritization of work. 3. Decides on cannibalization of parts in case of shortage of vehicle parts 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience	A	A3

	3-6 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Mechanical skills		
Crop Scout	1. Key Result Area Scouting in the field to identify and recommend chemical spraying for pests and crop diseases 2. Activities 1. Scouting in the field to identify and recommend chemical spraying for pests and crop diseases 2. Collect scout sheets every morning 3. Identify crop diseases in the field and recommend chemical spraying 4. Assess the level of thrips on crops 5. Conduct stem counting on flowers 6. Identify of pest in the field and recommend for chemical spraying 3. Decisions Decides on chemicals for spraying in the field 4. Planning N/A 5. Minimum Education 5- O Levels + internal training	B	B1

	6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Scouting skills		
TLB Operator	1. Key Result Area Operate the TLB of heavy assignments at the farm 2. Activities 1. Digging of gravel for building sheds at the farm 2. Deforestation on areas for new fields 3. Digging of trenches for water ways 4. Loading of river sand into Tractors and Trucks 5. Attend to any other duties as may be assigned from time to time 3. Decisions Decides on task priorities when given conflicting assignments 4. Planning N/A 5. Minimum Education Earth moving certificate	B	B3

	6. Minimum Experience 3 months on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. TLB operating skills		
Combine Harvester Operator	1. Key Result Area Operation of the Combine Harvester at the Farm 2. Activities 1. Operation of Combine Harvester in harvesting soya beans, maize and wheat in the fields 2. Assist in in other workshop related duties such as welding, repairs and maintenance of tractors and vehicles at the farm 3. Decisions Decides on the flowing circle/ lines during the harvesting process 4. Planning Plan according to seasons of harvesting in different fields 5. Minimum Education O Levels + Class 5 Driver's License	B	B3

	6. Minimum Experience 3 months on the job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Combine harvesting operating skills		
Front End Loader Operator	1. Key Result Area This position is for the operation of the Tobacco Research Board's front-end loader and tractor resident at any of the organization's pine bark processing plants in Manicaland 2. Activities 1. Conduct pre-checks, water, oil tyres, etc. 2. Record machine meter reading 3. Operate /drive the machine for the following tasks: ✚ Loading and offloading of bark and raw materials - loader ✚ Transporting milled bark from the mill to the composts - tractor ✚ Transporting fertilisers and lime from stores to the composts - tractor ✚ Construction of compost heaps as per set standard - loader 4. Periodic turning of composts - loader 5. Turning compost every two weeks 6. Bark gathering in the saw mill and moving the bark to the compost area 7. Constructing the compost 8. Moving the bark from the compost area to the mill 9. Pushing bark closer for sieving	B	B3

	10. Ensure safety of self, other team members and the public at large in accordance with the safety requirements. 11. Housekeeping in the saw mill 12. Loading the trucks 3. Decisions 1. Decides on the use of the FEL Decides on the fuel to be used 2. Decides on the appropriateness of the weather conditions 4. Planning N/A 5. Minimum Education 1. Class 5 Drivers License 2. Certificate in earth moving equipment 6. Minimum Experience 6 months experience 7. Essential Skills 1. Communication skills 2. Ability to carry out duties unsupervised, in harsh weather conditions, and during irregular hours when required. 3. Superb health and safety knowledge and consciousness.		

	4. Earth moving operating skills		
Tractor Driver – Implements	1. Key Result Area Tractor driving and disking in the field 2. Activities 1. Check the condition of the tractor; Oil, nuts, water, battery, tyres, breaks, lights, fuel. 2. Receive instructions from Senior Driver on the tasks for the day. 3. Pulling implements like; bousers, trailers. 4. Doing the following duties ✚ Mowing ✚ Ploughing ✚ Road repairs ✚ Boom spraying 5. Carrying peas and blue berries from the field 6. Attend to land preparation (disking in the field) 7. Operating the planter in the field 8. Make of ridges in the field 9. Deliver fertilizer and chemicals into the field 10. Drive general workers to the section field of work on daily basis 11. Transport fertilizers and other field requirements 12. Attend to chemical spraying in the field 13. Requesting for consumables for the tractor 14. Safekeeping of tractor tools kit. 15. Sending the tractor for service 16. Monitor mileage 3. Decisions	B	B2

	1. Decides on the appropriate speed during the field disking process 2. Decides on when to send the tractor for repairs and maintenance 4. Planning N/A 5. Minimum Education Class 5 Driver's License + Tractor Driving permit 6. Minimum Experience 6 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Tractor driving skills Both implements and trailer works		
Tractor Driver Trailer Works	1. Key Result Area Driving tractors with implements and trailer works 2. Activities 1. Transport feed for pigs to the sites. 2. Transporting mortality to the incinerator. 3. Transporting mobile generator to the pump site. 4. Transport feeds from mill to the pig houses.	B	B2

	5. Transport water to the pig houses 6. Transport winners from main site to Weaner section 7. Dumping of slurry from growers to dumping area 8. Drive general workers to the section field of work on daily basis 9. Request and refueling of the tractor 10. Report any defects on the tractor for repairs and maintenance 11. Cutting grass in and around the farm. 12. Conducting daily prestart checks. 3. Decisions 1. Decides on the proper use of the tractor for appropriate jobs e.g. cutting grass. 2. Decides on when to send the tractor for repairs and maintenance 4. Planning N/A 5. Minimum Education 1. Class 5 Driver's License + 2. Tractor Driving permit 6. Minimum Experience 6 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy		

	3. Tractor driving skills		
Moulder Operator	1. Key Result Area Moulding trays using the Moulder Machine according to required sizes 2. Activities 1. Fasten machine on molds before starting work 2. Pre heat the machine 3. Load materials into the machine and heat to expand 4. Operate mold machine 5. Collect trays as they come out of the machine 6. Attend to general housekeeping duties such as cleaning the shed 7. Pile stuck the trays clean the cooling towers and empty the water 8. Cleaning of the compressor every weekend 3. Decisions 1. Decides on stopping machine when there is malfunction or machine skip 2. Decides on the rejection of poor-quality trays 4. Planning N/A 5. Minimum Education General education 6. Minimum Experience	B	B2

	3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Technical skills 4. Mold machine operating skills		
EPS Machine Operator	1. Key Result Area To produce Floating trays by operating the EPS Mould machines and the EPS Pre-expander machine. 2. Activities 1. Fasten machine on molds before starting work 2. Pre heat the machine 3. Load materials into the machine and heat to expand 4. Operate mold machine 5. Collect trays as they come out of the machine 6. Attend to general housekeeping duties such as cleaning the shed 7. Pile stuck the trays clean the cooling towers and empty the water 8. Cleaning of the compressor every weekend 9. Changing molds 10. Cleaning filler guns 11. Set appropriate machine settings to maximize trays quality and output. 12. Sort trays produced according to size and quality. 13. Communicate on time any noted defects on machines 14. Assist in all maintenance works on the machines.	B	B1

	15. Record all production done in each shift. 16. Diagnose faults through visual inspection and sound detection and reporting any such faults for corrective action. 17. Lubricate any machine moving parts to ensure smooth movement of parts as well as ensuring full functionality of the machine. 18. Check for any leaks and initiate remedial work accordingly 3. Decisions 1. Decides on stopping machine when there is malfunction or machine skip 2. Decides on the rejection of poor-quality trays 4. Planning 1. 5-O levels + 2. On the job machine operating training 5. Minimum Education 5- O levels 6. Minimum Experience 6 months experience 7. Essential Skills 1. Communication skills 2. Ability to read and write reports 3. Ability to follow written and oral instructions.		

	4. Good understanding of production and EPS plant processes		
Skid Steer Operator	1. Key Result Area Driving of a Bobcat Skid steer Operator to fill raw material bins in production. 2. Activities 1. Ensuring all bins are full before, during and after production. 2. Keeping all relevant records of running hours and diesel used etc. 3. Any other duties assigned by supervisor 3. Decisions Decides which bin to fill based on level of product in the bin, relative to usage 4. Planning N/A 5. Minimum Education 1. 5 Ordinary level passes 2. Driving license 6. Minimum Experience 6 month and on the job experience. 7. Essential Skills	B	B1

	1. Communication skills 2. Skid Steer Operating skills		
Chain Saw Operator -Agro	1. Key Result Area Operating the chain saw in cutting overlapping trees in the Estate 2. Activities 1. Changing of blades on the chain hand saw 2. Clearing trees in new fields 3. Sharpening the saw blades 4. Cut overlapping trees at the Office and by the sides of the roads which is used for firewood 5. Cut tree into logs 3. Decisions 1. Decides on size of logs when cutting trees 2. Decides on side to cut – fall the trees 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience	A	A3

	3 months on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Tree cutting skills 4. Chain saw operating skills		
Auger Machine Operator	1. Key Result Area Operating Auger machine at the Estate 2. Activities 1. Operate the Auger machine for supplying raw materials and final feed within the plant. 2. General handling of bags for both raw material and feed. 3. Any other duties assigned by the supervisor. 3. Decisions N/A 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 3 months on the job experience	B	B1

	7. Essential Skills 1. Communication skills 2. Auger Machine Operating skills		
Bagging Machine Stitching Operator	1. Key Result Area Making bags using the machine 2. Activities 1. Cleaning the machine 2. Checking the condition and applying oil 3. Placing the string 4. Operating the machine sewing bags by joining the ends as per instruction 5. Sewing 750 bags per day 6. Counting the number of bags and recording 7. Doing minor repairs to the machine 8. Recommending the machine for service 9. Loading vehicles 3. Decisions Decides on minor repairs on the machine 4. Planning N/A 5. Minimum Education	B	B1

	O Levels + on the job training 6. Minimum Experience 1-3 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Technical skills		
Blending Machine Operator	1. Key Result Area Operating the blending machine 2. Activities 1. Ensuring that tools and packaging are ready for the days production 2. Mixing pine bug/grow mix plus with vermiculite to make grow mix ultra 3. Mixing is done manually or using the machine at a ratio of 1: 3 in 20 litres of water 4. Packing the grow mix ultra in the 60-litre bag at the ratio of 60 litres to 1 bag 5. Carrying the bag to the ground using wheel barrow 6. Stitching the loaded bag 7. Stacking the bags 8. Counting days output and recording 3. Decisions N/A 4. Planning N/A	B	B1/A3

	5. Minimum Education General Secondary education + on the job training 6. Minimum Experience 1-3 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Blending Machine Operating skills		
Hatchery Machine Operator	1. Key Result Area Operating of machines in the hatchery 2. Activities 1. Operate machine in the hatchery such as setters and hatchery machine 2. Attend to cooling machines and control temperatures between 10 to 15 degrees 3. Assess the state of solar system in place for continuous supply of power in the hatchery 4. Assessing the state of the compressor and processors 5. Changing of drips in the hatchery 3. Decisions Decides on temperatures of the cooling system and adjust accordingly 4. Planning N/A	B	B1

	5. Minimum Education Basic Secondary education + on the job training 6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Hatchery machine operating skills 4. Egg Handling Skills		
Land and Pasture Attendant	1. Key Result Area Making sure that the pasture and the surrounding are safe for the livestock 2. Activities 1. Receiving instructions from the Supervisor 2. Unblocking drainages by removing mud, debris, stones etc. 3. Filling potholes or places where water collects in areas where cows drink water 4. Removing weeds from lucerne grass which is used for livestock grazing 5. Maintaining paths /roads used by livestock 6. Levelling the car park area covering potholes or damaged land 7. Assisting the grass cutters with removing stones, debris and other materials during mowing 3. Decisions N/A	A	A2

	4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months experience 7. Essential Skills Communication skills Organizational savvy General skills		
Pump Attendant	1. Key Result Area Operate the pump for water supply 2. Activities 1. Check water pressure from the pump 2. Monitor the flowing of water 3. Set the speed of pivot in supplying of water 4. Operate the pivot to circulate at least three times before stopping it 5. Monitor the flowing of water in the fields 6. Report any faults on the pumps 7. Safeguarding of pumps for the Estate 3. Decisions Decides on speed and pressure the pivot in water supplying	A	A3

	4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 3 months on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Pump operating skills		
Pivot Operator	1. Key Result Area Operate the pivot for water supply 2. Activities 1. Assess the sprinklers every morning if they are supplying water 2. Check water pressure from the pump 3. Monitor the flowing of water 4. Set the speed of pivot in supplying of water 5. Operate the pivot to circulate at least three times before stopping it	A	A3

	6. Monitor the flowing of water in the fields of maize, wheat, Lucerne Grass for feeding cattle 3. Decisions Decides on speed and pressure the pivot in water supplying 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1- 3 months on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Irrigation skills		
Pivot Attendant	1. Key Result Area Operating the pivot ensuring that irrigation of the plantation is done properly. 2. Activities 1. Checking the movement of the pivot 2. Setting the pivot in terms of speed 3. Checking if water is being received from the pump	A	A3

	4. Checking the pivots for any blocked nozzles 5. Unblocking all the blocked nozzles 6. In case of blockages, dig the main line and cover it again after repairs 7. Checking tyre pressure and rectifying if there are anomalies 8. Checking faults and reporting to Foreman if there are any challenges which can't be solved 9. Weeding the field 10. Spraying herbicides when called upon to do so. 11. Changing lateral pipes. 12. Assisting in other duties when called upon to do so. 3. Decisions Decides on when to change pipes 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1-3 months experience 7. Essential Skills 1. Communication skills		

	2. Organizational savvy 3. Technical skills		
Boiler Attendant	1. Key Result Area Ensure that the boiler is properly working all the time for continued operations. 2. Activities 1. Conduct handover and takeover at the end or beginning of a shift. 2. Check the condition of the boiler. 3. Conduct furnace cleaning on Mondays, Wednesdays and Fridays. 4. Loading of core into the furnace 5. Checking and maintaining pressure using the pressure gauge. 6. Housekeeping 7. Produce the amount of steam required in the production of float trays. 3. Decisions 1. Decides on intervals to feed the furnace with core 2. Decides on adequacy of handover procedures 4. Planning N/A 5. Minimum Education 1. General knowledge + 2. Internal boiler attendant training	A	A3

	6. Minimum Experience 6-months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Boiler attendant skills		
Fuel Attendant	1. Key Result Area Fuelling tractors and motor vehicles at the estate and maintain records for accountability 2. Activities 1. Fueling of tractors, excavators and motor vehicles every morning 2. Dipping the tank to check quantity of fuel remaining and place order for replenishment 3. Determine fuel reorder levels 4. Raise orders for fuel orders and submit to the farm Manager 5. Reconciliation of fuels issued per day and update records 6. Recording of fuel used on daily basis and produce reports 7. Reordering of fuel through the Foremen 3. Decisions Decides on fuel re order levels 4. Planning Plan on fuel re-ordering levels and placing of orders 5. Minimum Education	B	B1

	5- O levels 6. Minimum Experience 3 months on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Report writing skills		
Boiler Operator	1. Key Result Area Doing metal fabrication and welding 2. Activities 1. Maintain boiler temperatures 2. Maintaining and monitoring temperatures in the houses 3. Adjusting pressure levels of the boiler to the appropriate one. 4. Clearing furnaces once a week 5. Requesting for firewood and coal timely to ensure that there is firewood at all the times. 6. Fabrication of trucks 7. Welding ceilings and roofs 8. Doing mechanical duties 9. Welding all frameworks 3. Decisions 1. Decides on materials and firewood requirements on a daily basis.	A	A3

	2. Decides on shifts for the Stockers 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 6 months experience 7. Essential Skills Communication skills Organizational savvy Technical skills Boiler attendant skills		
Pest Controller	1. Key Result Area Controlling pests using different chemicals 2. Activities 1. Checking bait stations and see if there any activities 2. Checking the stations which will be active and those not active 3. Scraping where bait has been eaten so that next time would check to see if there will be further activity 4. Rebaiting until there is no more activity 5. Picking and disposing dead pests and insects 6. Counting and recording dead pests	A	A2

	7. Checking for areas where there is a possibility of finding snakes and place chemicals or pills 8. Recording sample at intake 9. Record keeping 10. Writing reports to Management 3. Decisions Decides on new bait stations 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Chemical handling skills		
Tyrer Fitter	1. Key Result Area To fit tryes onto vehicles, pivots, bikes and any other automobiles as required.	A	A3

	2. Activities 1. Receive breakdown reports from users mostly in the field for tractors, vehicles, pivots 2. Checking all tractor tyres for pressure on a daily basis. 3. Remove all punctured tyres and do the necessary mending as required and promptly. 4. Test to check if the punctures have been mended effectively. 5. Fit back the tyres 6. Assist Mechanic in his duties when there are no tyres to mend. 7. Repair axels springs 3. Decisions 1. Decides on type of mending to be done 2. Decides on tyres to be condemned 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1-3 months experience 7. Essential Skills 1. Communication skills		

	2. Organizational savvy 3. Technical skills		
Carpenter – Semi skilled	1. Key Result Area Repairs and maintenance of carpentry works 2. Activities 1. Receive requests for repairs and maintenance 2. Compile bill of quantities. 3. Request Stores to provide the material 4. Do the repairs of doors, locks, ceilings, roofs, roof leaks, 5. Painting and glazing etc. 6. Carry out our general maintenance of the roofs, furniture and other items 3. Decisions 1. Decides on Bill of quantities 2. Decides on manpower requirements for jobs at hand 3. Decides on Prioritisation of tasks on a daily basis 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience	B	B2

	3-6 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Carpentry skills		
Welder – Semi Skilled	1. Key Result Area Carry out all the welding works as assigned. 2. Activities 1. Receiving welding requirements from users be it new works or repairs. 2. Make assessments of work to be done. 3. Request for materials to use from stores. 4. Carry out the welding works as required. 5. Write ad hoc reports 6. Repair all farm equipment which need welding. 7. Checking the condition of machinery and equipment with a view to mend any loose or broken parts 3. Decisions Decides on bill of quantities and materials to be used in repairs 4. Planning N/A	B	B2

	5. Minimum Education General knowledge 6. Minimum Experience 3-6 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Welding skills		
Mechanic – Semi Skilled	1. Key Result Area Repair, service and maintain vehicles and farm machinery at all times for maximum productivity. 2. Activities 1. Receiving breakdown reports 2. Respond and assess the nature of breakdown 3. Requesting for materials/spares to repair the vehicles or machinery 4. Assist in carrying out the appropriate repairs for tractors, planters, pumps, generators, motor vehicles, slashers, pumps, etc. 5. Record the parts used in the repair 6. Assist the Mechanic in assessing vehicles and machinery and recommending future repairs or services. 7. Carry out general service of machinery 8. Maintain records of services. 9. Assembling materials.	B	B2

	10. Attend to welding works 3. Decisions 1. Decides on spares for use in repairing machinery and vehicles. 2. Decides on type of service to be undertaken 3. Decides to condemn obsolete machinery 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 6 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Mechanical skills		
Builder – Semi Skilled	1. Key Result Area Repairs and maintenance of structures at the Estate 2. Activities 1. Assist the Builder by preparing building material 2. Assist in repairing and maintenance of houses in the village 3. Assist in building new houses at the Estate	B	B2

	- Assist in request for the materials and collect from store. - Carry out general buildings' maintenance and repairs. - Attend Assist to repairs of game fence for the Estate - Assist in other mechanical works in the workshop of the Estate 3. Decisions N/A 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills - Communication skills - Organizational savvy - Building skills and Estimation skills		
Plumber – Semi Skilled	1. Key Result Area Assisting the Plumber in all the plumbing work at the farm	B	B2

	2. Activities 1. Conduct checks around the farm 2. Attending to repairs and maintenance of a drainage and leaks on a daily basis 3. Attend to breakdowns around the Estate 4. Attend to new plumbing installations 5. Attending to plumbing works at the offices and the workshop, compound and sock-away, mills, cattle, club 6. Conduct inspections on water flowing and machinery such as metal detector 7. Change filters every week 8. Carry out new installations of the whole plumbing system, like water closet pans, wash hand basins, pressure geysers, and water reservoirs 9. Laying of pipes Carry out all maintenance works 10. Attends to ponds repairs and maintenance 11. Attend to plumbing blockages. 12. Assist in painting offices and the village 3. Decisions N/A 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3- 6 months experience		

	7. Essential Skills 1. Communication skills 2. Plumbing skills		
Electrician – Semi Skilled	1. Key Result Area Servicing of electricity lines, faults and other reported mechanical faults. 2. Activities 1. Checking for any job cards in the morning on a daily basis. 2. Attend to all electrical faults overhead and in the compound 3. Check borehole and reset at the farm 4. Check auto feeders into the pig house in all sections 5. Check heaters in the pig houses 6. Start generators in the event of power cuts 7. Attend to electrical faults staff house 8. Tubing houses (electrification) wiring of the premises 9. Assist on mechanical assignments in repairing, servicing and maintaining the following farm machinery and implements such as Tractors, light motor vehicles, trailers and pipes in the field. 10. Attending to breakdowns of the above in the field 11. Assessing the extent of breakdowns and compile bill of quantities of materials to be used if need be. 12. Assist in welding works at the Estate 13. Reporting water and slurry levels	B	B2

	3. Decisions Decides on material to be used for repairs and servicing of electrical faults. 4. Planning 1. Plans duties for General Workers on a daily basis 2. Plans on priorities for the repair of vehicles and machinery 5. Minimum Education 5 O levels 6. Minimum Experience 3-6 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Electricity installation skills		
Boiler Assistant	1. Key Result Area To assist in operating the EPS Factory Boiler according and carrying out routine maintenance works with the rest of the EPS team. 2. Activities 1. Undertakes pre-checks on the boiler 2. Conduct handover and takeover at the end or beginning of a shift.	A	A2

	3. Check the condition of the boiler. 4. Conduct furnace cleaning on Mondays, Wednesdays and Fridays. 5. Loading of coal into the furnace 6. Checking and maintaining pressure using the pressure gauge. 7. Housekeeping 8. Produce the amount of steam required in the production of float trays. 3. Decisions 1. Decides on intervals to feed the furnace with coal 2. Decides on adequacy of handover procedures 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 6 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Boiler attendant skills		
Truck Assistant	1. Key Result Area	A	A3

Assisting the driver on deliveries and accounting for all deliveries

2. Activities

1. Loading and offloading produce and supplies
2. Checking delivery notes and invoices for produce to be delivered
3. Ensuring that the correct quantities of produce are loaded according to the invoices and delivery notes
4. Offloading the produce according to the invoices and delivery note ensuring that the correct quantity are offloaded
5. Collecting supplies which will be coming to the farm ensuring that the correct items and quantity are loaded onto trucks
6. Accounting for stocks when offloading at the destination
7. Signing of delivery notes
8. Assisting at the workshop
9. Cleaning the truck and ensuring its locked

3. Decisions

N/A

4. Planning

N/A

5. Minimum Education

Basic Secondary

	6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Crop handling skills 3. Stock accounting skills		
Tobacco Curer-Tunnel	1. Key Result Area Curing tobacco 2. Activities 1. Maintaining appropriate temperatures in the barns 70-80 degrees Celsius 2. Checking and recording temperatures. 3. Moving trolleys from points of low temperatures to places of high temperatures 4. Checking for any breakdowns 5. Changing control doors when the tobacco is completely cured 6. Moving trolleys from the colouring to hot barn 7. Picking tobacco and retying it to the clippers 8. Housekeeping 9. Pouring water on the floors 3. Decisions Decides on intervals to change positions of thermometers 4. Planning N/A	B	B2

	5. Minimum Education Basic Secondary 6. Minimum Experience 1-3 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Good knowledge of tobacco curing		
Animal Veterinary	1. Key Result Area Oversee the health of cattle at the farm 2. Activities 1. Inspect cattle at 3am during the milking shift 2. Take temperatures of cattle 3. Treatment of cattle with vaccinations 4. Examine the fitness of cattle giving birth 5. Determine the type of medication and injection for cattle 6. Clean the womb of cattle after giving birth 7. Review the health of cattle on day 21 days after birth 8. Consultation of Veterinary Doctor on other matters of cattle health 3. Decisions	B	B2

	Decides on the treatment of cattle at the farm 4. Planning Plan on reviewing of cattle health after birth 5. Minimum Education 1. Certificate in artificial insemination 2. Certificate in livestock veterinary 6. Minimum Experience 1 year on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Animal caring skills		
Health Worker	1. Key Result Area Providing health services to the farm workers 2. Activities 1. Attend to all injured employee and treat them accordingly 2. Take patient temperatures 3. Attend to all patients who visits the clinic	B	B3

	4. Pack and issue of medication to workers under treatment 5. Conduct health awareness programs such as cholera outbreaks 6. Conduct health inspection in the village 7. Distribution of protector plus (condoms) to workers and villagers 8. Educate farm workers on health programs such as HIV/AIDS, cholera outbreak 9. Educate farm workers on health programs 10. Attend to pregnant women at the Estate 11. Attend to emergencies at the compound 12. Assist farm workers with counselling on social matters 3. Decisions 1. Decides on medical prescription for workers at the farm 2. Decides on health programs to educate workers and villagers 4. Planning 1. Plan on replenishment of medications for the farm clinic 2. Plan on health programs to educate workers and villagers 5. Minimum Education 1. 5-O levels 2. Certificate in Nurse Aid 3. Health worker training 6. Minimum Experience 1 year on the job experience		

	7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Patience caring skills		
Community Health Worker	1. Key Result Area Maintain high standards of hygiene through educating residents and treating some diseases. 2. Activities 1. Receive sick reports 2. Check around the compound for sick workers and residents 3. Monitoring the growth of children under the age of 5 years. (Baby clinic) 4. Conduct health education campaigns 5. Screening for TB 6. Writing weekly reports to the HR 7. Writing monthly reports to the Clinic 8. Do data collection for residents 9. Refer critical cases to the clinic 10. Accompany critical cases to the clinic 11. Assist pregnant mothers to register at the clinic 12. Distributing condoms 13. Follow up of sick workers and residents 3. Decisions 1. Decides on critical cases to be referred to the clinic for further management	B	B2

	2. Decides on the TB status of those screened for TB 4. Planning 1. Plan on submission of monthly reports to Clinic 2. Plans on when to spray for malaria 5. Minimum Education 1. 5 O level passes 2. First aid training certificate 6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Report writing 4. Good knowledge of health/ medical issues 5. Empathy and patient caring skills		
Cook main Office	1. Key Result Area Preparing and serving meals as assigned 2. Activities	A	A2

	1. Cleaning all the cooking utensils 2. Cleaning the kitchen in the morning and in the afternoon 3. Cleaning the offices and toilets 4. Preparing teas and serving twice a day 5. Preparing lunch for staff and serving 6. Safekeeping of food items used in the preparation of the teas and lunches 7. Washing the utensils 3. Decisions Decides on the meals to prepare on a daily basis 4. Planning Plans meals on a daily basis 5. Minimum Education 1. General knowledge 2. Certificate in cookery 6. Minimum Experience 3 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Good hygiene 4. Ability to cook according to recipes		

House Maid	1. Key Result Area Providing domestic work to management of the Estate 2. Activities 1. Clean the kitchen every morning 2. Cleaning of dishes in the kitchen 3. Prepare breakfast and lunches 4. Washing and ironing clothes after every three days 5. Changing of bed-sheets every week 6. Attend to any other domestic duties as may be assigned from time to time 3. Decisions Decides on cleaning of the house and dishes 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 3 Months on the Job Experience 7. Essential Skills	A	A2

	1. Communication skills 2. Domestic working skills		
Clinic Maid	1. Key Result Area Providing domestic work to the Clinic 2. Activities 1. Clean the clinic and treatment rooms and waiting rooms every morning 2. Prepare teas for the sister in Charge and Nurse Aid 3. Cleaning of windows at the clinic 4. Washing sheets, pillow cases, blankets and curtains at the clinic 5. Washing and ironing clothes/ dustcoats of the sister in Charge 6. Attend to any other domestic duties as may be assigned from time to time 3. Decisions Decides on cleaning of the house and laundry 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience	A	A2

	1-3 months 7. Essential Skills 1. Communication skills 2. Cleaning skills 3. Patient caring skills		
Horse Groom	1. Key Result Area Grooming of Horses at the Estate 2. Activities 1. Feeding of horses four (4) times per Day 2. Taking the horses for exercises (ridding and practicing of horse sport activities) 3. Take horses into paddocks and clean stables and sidles 4. Cleaning of horses and checking the tails 5. Dress horses for exercises 6. Cover horses with blankest on cold weather 7. Assist in shoeing of horses 8. Oversee the treatment of horses at the farm 3. Decisions 1. Decides on treatment of horses 2. Decides on stock feeding for horses 4. Planning N/A 5. Minimum Education	B	B1

	1. Levels + 2. Animal husbandry certificate 6. Minimum Experience 1 year on the job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Horse handling skills		
Security Guard Premises	1. Key Result Area Safe keeping and safeguarding the farm assets. 2. Activities 1. Attending parade 2. Conduct handover/takeover 3. Receiving visitors at the main gate and directing them to their destination 4. Receiving and accompanying visitors to their destination 5. Enforcing and performing biosecurity procedures 6. Conducting searches on workers going out of the premises 7. Conducting patrols at the houses or guard points checking for any break ins 8. Handling weapons 9. Conducting body search for workers going out of the premises	A	A3

10. Checking for loitering people and verifying their objectives of visits 11. Assist in issuing out fuel 12. Safeguarding company property against thieves 13. Checking any intruders and arresting intruders 14. Report any incidents to the Lance Corporal 15. Record all goods going in and out of the premises. 16. Searching vehicles coming in and going out 17. Writing reports for any incidents 3. Decisions 1. Decides whether a criminal offence has been committed or not 2. Decides whether to raise alarm or not in the case of unforeseen circumstances 3. Decides whether a biosecurity breach has been committed 4. Planning N/A 5. Minimum Education 1. General knowledge + 2. Internal security training 6. Minimum Experience 1-3 months experience 7. Essential Skills		

	1. Communication skills 2. Organizational savvy 3. Security conscious		
Security Guard Field	1. Key Result Area Guarding crops ensuring safety and security 2. Activities 1. Conduct handover and takeover 2. Handling weapons 3. Conducting patrols in the field making sure that there are no intruders 4. Ensuring safety of harvested and unharvested produce 5. Arresting intruders and handing them over to the Corporal 3. Decisions Decides on patrol areas on a daily basis 4. Planning Plans patrol areas on a daily basis 5. Minimum Education Security guard training 6. Minimum Experience 3 months experience	A	A3

	7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Security conscious		
Security Guard Dog Handling	1. Key Result Area Rearing guard dogs 2. Activities 1. Housekeeping, checking around the premises if there is any dog waste and removing it for dumping 2. Feeding the dogs as required 3. Preparing feed for the dogs 4. Training the dogs 5. Attend to other security duties on an ongoing basis 3. Decisions 1. Decides on times to feed the dogs 2. Decides on the training of dogs 4. Planning Dog training on a daily basis 5. Minimum Education Certificate in Security Guard	A	A3

	6. Minimum Experience 3 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Dog handling skills		
Canteen Cook	1. Key Result Area Preparation and serving of meals to members of staff 2. Activities 1. Clean in the farm kitchen and canteen 2. Sweeping outside the canteen facilities 3. Prepare lunch meals for members of staff such as sadza 4. Clean dishes after serving meals to members of staff 5. Maintain a staff menu 3. Decisions Decides on times to start preparing meals for members of staff 4. Planning Plan on times to start preparing meals for members of staff everyday 5. Minimum Education	A	A2

	General knowledge 6. Minimum Experience 1- 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Cooking skills		
Milker	1. Key Result Area Milking services on daily basis 2. Activities 1. Attend to the first shift of milking at 1am and do milking up to 6am every day 2. Attend to the second shift of milking at 9am to 1pm 3. Attend to the third shift of milking from 4pm to 7pm every day 4. Calculating of milk production per cattle per day 5. Clean the floor after milking 3. Decisions N/A 4. Planning N/A 5. Minimum Education	A	A2

	General knowledge 6. Minimum Experience 1-3 Months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Milking skills		
Miller	1. Key Result Area Milling of chicken feeds every day 2. Activities 1. Operate the milling machine 2. Mixing of stock feeds 3. Milling of maize and mix concentrate 4. Pack stock feeds into 25 KGs 5. Load feeds into trucks 3. Decisions Decides on quantities on concentrate when mixing stock feeds 4. Planning N/A 5. Minimum Education	A	A3

	General Knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Milling skills		
Tunnel Loader	1. Key Result Area Loading and offloading of tobacco from the tunnel for grading and packaging 2. Activities 1. Steaming of tobacco in tunnels 2. Check the quality of tobacco from the tunnel 3. Carry tobacco to the stalker for bale packaging 4. Maintaining appropriate temperatures in the barns 70-80 degrees Celsius 5. Checking and recording temperatures. 6. Moving trolleys from points of low temperatures to places of high temperatures 7. Checking for any breakdowns 8. Changing control doors when the tobacco is completely cured 9. Moving trolleys from the colouring to hot barn 10. Picking tobacco and retying it to the clippers 11. Attend to any other duties as assigned such as topping of tobacco and fertilizer application in the field 12. Attend to other general work such as tobacco seeding, chemical spraying with knap-sack	A	A3/B1

	3. Decisions Decides on pulling and pushing of trollies of tobacco into the drier 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 1 month on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Tobacco curing skills		
Tunnel Pusher	1. Key Result Area Loading tobacco into the barn 2. Activities 1. Removing all the dry tobacco from the conditioning barn to the shed 2. Removing the tobacco from the hot barn to the conditioning barn, temperatures in the barn will be very hot around 70-80 degrees Celsius 3. Pushing the trollies into the hot barn	A	A3

	4. Continuously pushing the trolleys until all the trolleys reach the stacking 5. Pushing the trolleys into the colouring barn 6. The barn should be full at all the time 3. Decisions N/A 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 6 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Good knowledge of tobacco curing		
Coal Feeder	1. Key Result Area Generating of fire/ heat for tobacco cure in the tunnel 2. Activities 1. Collection of coal and feed into the stocker	A	A2

	- Continuously feeding coal into the stocker to maintain the heat required in tobacco curing - Clean ashes of coal from the stocker 3. Decisions Decides on the quantities of coal to feed into the stocker 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1 month on the job experience 7. Essential Skills - Communication skills - Organizational savvy - Tobacco curing skills		
Trailer Loader	1. Key Result Area Loading tobacco onto trailers as assigned 2. Activities - Receive the reaped tobacco in clippers from the Waiters by removing the clippers from their shoulders one by one - Checking if there are enough leaves on each clipper station	A	A2

	- Returning clippers without enough leaves - Loading the clippers onto the trailers - Target depends on what has been reaped by the reapers. 3. Decisions Decides on whether there are enough leaves on each clipper station 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1 month experience 7. Essential Skills - Communication skills - Organizational savvy - Crop loading skills		
Barn Loader	1. Key Result Area Offloading of tobacco from the barn for grading and packaging 2. Activities Offloading of tobacco from the barn for grading and packaging	A	A2

	2. Hanging of tobacco in the burnies 3. Offloading of tobacco from the barns to the stalker 4. Attend to any other duties as assigned such as toping of tobacco and fertilizer application in the field 5. Attend to other general work such as tobacco seeding, chemical spraying with knapsack 3. Decisions Decides on pulling and pushing of trollies of tobacco into the drier 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 1-3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Barn general activity skills		
Heat Spotter	1. Key Result Area Spotting the cows on heat and prepare for artificial insemination.	A	A2

2. Activities

1. Checking if there are any cows on heat on a daily basis
2. Separating cows which will be on heat from those which will not be on heat
3. Checking the last time, the cows on heat were calving
4. Checking if the cows have 60 days after the last calving and not more than 250 days for it to be serviced
5. Placing the cows ready for service on the crash for artificial insemination
6. Prepare the process for AI
7. Checking the health of the cows for milk fever which usually attacks at night
8. Check the condition of the cows for other disease

3. Decisions

1. Decides on the cows to be serviced
2. Decides on the treatment of some diseases

4. Planning

N/A

5. Minimum Education

General knowledge

6. Minimum Experience

1-3 months on the job experience

7. Essential Skills

1. Communication skills
2. Organizational savvy

	3. Heat spotting skills		
Piggery At-tendant	1. Key Result Area Rearing pigs 2. Activities 1. Check the tank for feeds and water lane 2. Check the flowing of water in the pig house 3. Attend to all feeders and checking mortalities and record on a daily basis 4. Check and record births 5. Cleaning the pans 6. Check for sick pigs and treatment 7. Preparing feed using pig mortalities 8. Feeding the pigs 9. Oversee the growth of piglets between 10 weeks to 23 weeks 10. Reporting any anomalies to the Foreman 11. Housekeeping 3. Decisions Decides on quantities of stock feeds 4. Planning N/A 5. Minimum Education General knowledge	A	A2

	6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Piggery caring skills		
Vaccinator	1. Key Result Area Vaccinating chicks after hatching 2. Activities 1. Grading, counting, packing and loading chicks 2. Cleaning the conveyor belt 3. Preparing for the next hatch 4. Vaccinating chicks using spray cabinets, Biojector and/ Novatech machine, Spray cox 5. Cleaning vaccination machinery/equipment 6. Receiving, cleaning and storing vaccines 7. Returning vaccine empties to ZIMVET 8. Offloading packaging and neatly stacking it 3. Decisions N/A 4. Planning N/A 5. Minimum Education General knowledge	A	A2

	6. Minimum Experience 3 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of chicken rearing		
Seed Processor	1. Key Result Area Processing and cleaning tobacco seed 2. Activities 1. Seed extraction from dry capsules 2. Sieving the seed and separating the seed from the chaff 3. Assisting in weighing the sieved chaff and seed 4. Cleaning the seed by removing the remaining chaff 5. Assist in weighing the blown and seed chaff 6. Assist in bulking on the seed from different processors. 3. Decisions N/A 4. Planning N/A 5. Minimum Education	A	A2

	General knowledge 6. Minimum Experience 3 months experience 7. Essential Skills 1. Communication skills 2. Seed processing skills		
Seed Packer (Pelleted Seed)	1. Key Result Area Packing pelleted seed 2. Activities 1. Collect seed from the cold-room in batches as assigned. 2. Assist in conducting quality test and recording the results for the batch 3. Conducting calibration of the seed using the calibration machine for about 10 to 15 minutes per batch (dry pellet sizer) 4. Weighing four replicates of 1000 seeds per batch and recording the weight on the seed pelleting record form. 5. Assist in drawing the sample which will be tested for germination. 6. Packing the seed in the container as assigned. 7. Cutting small cotton wool to fill in the gap in the pelleted seed bottles. 8. Cutting the instruction sheets to put into the pelleted seed bottles. 9. Labelling the pelleted seed bottles. 10. Boxing the pelleted seed bottles. 11. Taking the boxed pelleted seed bottles for storage. 12. Assist in recording daily production	B	B1

	3. Decisions N/A 4. Planning N/A 5. Minimum Education O Levels 6. Minimum Experience 1-3 months experience 7. Essential Skills 1. Communication skills 2. Seed packing skills		
Seed Packer (Raw Seed)	1. Key Result Area Packing raw tobacco seed 2. Activities 1. Collecting containers of seed from the cold-room 2. Checking if there are any leakages of packed packets 3. Bundling the seed packets as assigned 4. Re-weighing where there are leakages 5. Sealing the re-weighed packets 6. Counting the number of bundles 7. Labelling the seed packets	B	B1

	8. Boxing of packed seed 3. Decisions N/A 4. Planning N/A 5. Minimum Education O Levels 6. Minimum Experience 1-3 months experience 7. Essential Skills 1. Communication skills 2. Seed packing skills		
Haploids Pollinator	1. Key Result Area Provides the doubled haploid services aimed at generating pure inbred lines for basic research and as commercial cultivars 2. Activities 1. Select high ploid (double haploids) 2. Discard those with double ploid	B	B1

3. Pack into envelopes and apply chemicals
4. Seeding the seed in sand for geminations
5. Transplant seeds in the laboratory
6. Putting seed into the green house
7. Planting seeds in the field
8. Weeding in the field
9. Conduct self-pollination of the plants
10. Harvest seed when due and ready for harvest

3. Decisions

Decides on quality of ploids to accept for further processing or rejecting

4. Planning

Plan for the cycle of activities on double haploids

5. Minimum Education

5- O Levels

6. Minimum Experience

3 months experience

7. Essential Skills

1. Communication skills
2. Organizational savvy
3. Double haploids selection skills

Tobacco Pollinator	1. Key Result Area Pollination of female tobacco plants for seed production 2. Activities 1. Receive pollen from the team leader 2. Pack pollen in pollen tubes 3. Pollinate an average of 200 plants per day (flower pollination) 4. Harvest tobacco seed when due for harvesting 3. Decisions Decides on the correct flowers to pollinate 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 1-3 Months experience 7. Essential Skills 1. Communication skills 2. Tobacco flower pollination skills	B1	B1
Seed Treater	1. Key Result Area Treating tobacco seed with chemical seed dressings	A	A3

2. Activities

1. Cleaning the room in which the seed will be treated
2. Collecting seed to be treated from the seed house as assigned.
3. Assist in weighing the chemical seed dressing.
4. Assist in weighing of the seed to be treated
5. Prepare the seed treatment solution.
6. Tying at least 2 kg of seed in a cloth sack
7. Washing the tied seed in water
8. Soaking the washed seed in the chemical solution (15 minutes)
9. Placing the seed in the seed drying room and spreading it on drying trays
10. Switching on the lights to dry the seed
11. Turning the seed after every hour for it to dry thoroughly and uniformly
12. Recording temperatures in the seed drying room

3. Decisions

N/A

4. Planning

N/A

5. Minimum Education

1. O Level

6. Minimum Experience

3 months experience

	7. Essential Skills 1. Communication skills 2. Seed treatment skills		
Irrigator	1. Key Result Area Irrigation of crops for the Estate, maize, wheat, soya beans and tobacco 2. Activities 1. Irrigation in the field of maize, soya beans, wheat, sorghum and other crops 2. Change irrigation pipes after 8 hours in the field on germinating crops 3. Change irrigation pipes after 6 hours in the field on mature crops 4. Attend to breakdowns & pumps and the water main line 5. Check on all pipes and repair any identified leaks 6. Pivot operations /Watering using pipes and sprinklers 7. Controlling pipes and checking that pipes are dispensing water 8. Checking that pipes are not destroying crops 9. Set the pump for continuous pumping water into the field 10. Attend to welding of irrigation pipes 3. Decisions Decides on moisture content in the field 4. Planning N/A 5. Minimum Education	A	A3

	General knowledge 6. Minimum Experience 1-3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Irrigation skills		
Compost Maker	1. Key Result Area Composts Quality maintenance 2. Activities 1. Helps identify and collects good compost material. 2. Removes any compost contaminants at any given time 3. Guides the FEL Operator when turning a compost 4. Irrigates the compost during construction, turning and periodically. 5. Captures all compost data and assists in the proper filing of compost records 6. Collects samples for composts analyses. 7. Assists in execution of compost sample analyses recommendations 8. Communicates quality issues to the Supervisor 3. Decisions Decides on irrigation scheduling 4. Planning Plan on irrigation planning	A	A2

	5. Minimum Education O levels 6. Minimum Experience 6 months experience 7. Essential Skills 1. Communication skills 2. Compost making skills		
Chemical Mixer	1. Key Result Area Mixing chemicals for spraying in the field 2. Activities 1. Mixing chemicals for spraying in the field 2. Collect chemicals from the storeroom 3. Measure quantities of chemicals required such as 95Kgs potassium + 7.5 oil) 4. Mix chemicals in drums depending on the number of fields to be sprayed in a day 5. Attend to other duties such as fertilizer application and chemical spraying in the orange field 6. Assist in harvesting of herbs, egg plants, beetroot and cucumbers 7. Watering of nursery and maintenance of nursery 3. Decisions Decides on chemical content when mixing	A	A2

	4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Chemical mixing skills		
Chemical sprayer	1. Key Result Area Control of weeds and insects in the field 2. Activities 1. Attend safety talk meeting on a daily basis. 2. Receiving instructions from the Foreman 3. Collect materials to be used on the particular day i.e., knapsack sprayer, chemicals, safety equipment 4. Filling the knapsack sprayer with mixed chemicals 5. Spraying the plants ensuring that the whole plant is covered with the chemical 6. Checking the direction of the wind during spraying.	A	A2

	7. Ensuring that there is enough pressure in the tank 8. Opening the tape which dispenses the EDB chemicals into the soil(line) 9. Controlling the dispensing of the chemicals 10. Doing any other duties assigned like applying fertilizer, weeding etc. 3. Decisions Decides on quantities of chemical content 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1 - Month on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Chemical spraying skills		
Vaccine Mixer	1. Key Result Area Mixing vaccine for the Vaccinator 2. Activities	A	A3

	1. Compile stock of all vaccines at the Hatchery Section 2. Mixing vaccines using given instructions 3. Compile figures of vaccines used 4. Assisting at transfer/setting 3. Decisions N/A 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 1-3 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Chemical handling skills		
Oder Assembler	1. Key Result Area Pulling of goods from the warehouse according to orders on the invoices	A	A3

	2. Activities 1. Check schedule of collection which specifies sections coming for collections at the central warehouse 2. Receive invoices from Stores Accountant and pull-out products from the warehouse and assemble as per the quantities stated on the invoice 3. Enter all invoices into order assembling log book 4. Assist stores men in pulling orders from the warehouse and packaging 5. Check orders with the invoice at the point of dispatch with the Dispatch clerk 3. Decisions Decides on urgent matters for assembling apart from what is stated on schedule of collection for the day 4. Planning Plan for order assembling according to Department schedule of collection 5. Minimum Education 5 O Levels + internal training 6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Accounting and product knowledge skills		
Order Marker	1. Key Result Area	A	A3

	Product Order Making 2. Activities 1. Receive orders from for packing on daily basis 2. Collect products requirements as per the order 3. Report to the Supervisor any product not on shelf 4. Request for products not in the cold room from farm field foremen 5. Conduct pre check with managers of all assembled orders before dispatch 6. Submit the purchase order to sales for invoicing customers 7. Cleaning of cold room and bays 3. Decisions Decides on quantities for packing when assembling orders according to the invoices 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Product knowledge and Order assembling skills		
Egg Grader	1. Key Result Area	A	A2

	Egg grading for quality package 2. Activities 1. Receive order form the Foremen on an ongoing basis 2. Spray machine for collecting eggs 3. Grading of eggs by standard (small, medium and large) 4. Pack eggs into trays and boxes 5. Work according to target set by the Foremen on daily basis 6. Attend to any other duty as may be assigned from time to time including but not limited to cleaning in the Egg room and offloading of eggs 3. Decisions Decides on quality and size of eggs for characterization into small, medium and large eggs. 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1-3 months on the job experience 7. Essential Skills 1. Communication skills		

	2. Organizational savvy 3. Egg handling skills		
Tobacco Grader	1. Key Result Area Grading of tobacco by its quality and pack accordingly 2. Activities 1. Grading of tobacco for the shed and on the table 2. Quality controlling of tobacco during grading and pack according to grades 3. Packing of tobacco into boxes 4. Attend to the finishing of all graded tobacco for quality assessment 5. Attend to any other duties as may be assigned from time to time such as topping of tobacco, fertilizer application 3. Decisions Decides on the quality of tobacco and pack accordingly 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills	A	A2

	1. Communication skills 2. Organizational savvy 3. Knowledge of tobacco grades		
Grader Seed Potatoes	1. Key Result Area Grading, counting and packing seed potato tubers. Off-loading and loading seed potatoes. 2. Activities 1. Off-loading and loading seed potatoes. 2. Sorting/grading seed potato tubers. 3. Counting the number of seed potato tubers. 4. Fumigation of seed potatoes in stock. 5. Attend to any other duties as maybe assigned from time to time 3. Decisions Decides on the quality of tubers 4. Planning N/A 5. Minimum Education General knowledge	A	A2

	6. Minimum Experience 1-3 months experience 7. Essential Skills 1. Communication skills 2. Potatoes grading skills		
Banana Quality Checker	1. Key Result Area Banana Quality Checking 2. Activities 1. Attend safety talk meeting on a daily basis. 2. Deploy delegate and assign duties to Packers 3. Check the quality of bananas in terms of size, quality, chemicals used, dipping, blemishes, readiness to be ripened. 4. Checking the quality of packaging. 5. Check the quality of produce by removing rejects, removing poor quality or damaged , wrong sizes, from the boxes or prepacks, replacing the damaged bananas with good quality bananas, closing the boxes using lids. 6. Supervision of Packers 7. Compile packaging and other reports 8. Requesting stationery and other requirements. 3. Decisions 1. Decides on the performance of Packers. 2. Decides on the quality of bananas 3. Decides on performance of workers.	B	B3

	4. Planning Plans work tasks and schedule for Packers 5. Minimum Education 5- O levels 6. Minimum Experience 1 year on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of banana quality		
Cold room Controller	1. Key Result Area Receiving produce and issuing out same at the cold-room 2. Activities 1. Do Balance in Stock (BIC) on a daily basis 2. Verifying and checking returns from shops 3. Issuing out products to order makers 4. Maintain FIFO system 5. Removing bad quality produce from Cold-room in consultation with the Quality Controller 6. Operating the generator when there is a blackout 7. Packing produce in the cold-room according crop variety and FIFO	B	B2

	8. Gathering internal orders 9. Do home delivery orders. 10. Sending invoices to sales 11. Housekeeping 12. Supervising Cold-room Attendants 3. Decisions 1. Decides on the quality of produce which should be stored in the cold-room 2. Decides on gathering internal orders 4. Planning Plans how to assemble orders on a daily basis 5. Minimum Education 5- O Levels 6. Minimum Experience 3-6 Months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Cold-room management skills		
Check Grader	1. Key Result Area Quality controlling of flowers during the grading process 2. Activities	A	A3

	1. Cleaning of grading shed 2. Check the state of flowers in the field before they are harvested 3. Fill drums with chemicals for cleaning flowers 4. Attend to grading of flowers and assess the quality of flowers 5. Clean the cold room and buckets 6. Recording of bundles graded per day 7. Grouping of lowers by sizes (50cm, 60cm, and 80cm) 3. Decisions 1. Decides on the readiness state of flowers before harvest 2. Decides on the quality of flowers during the grading process 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy		

Tobacco Packer	1. Key Result Area Quality controlling of tobacco during the grading process 2. Activities 1. Grading of tobacco for the shed and on the table 2. Quality controlling of tobacco during grading and pack according to grades in the barn 3. Packing of tobacco into boxes 4. Attend to the finishing of all graded tobacco for quality assessment 5. Attend to any other duties as may be assigned from time to time such as topping of tobacco, fertilizer application 3. Decisions Decides on the quality of tobacco and pack accordingly 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy	A	A2

	3. Knowledge of tobacco grades		
Tobacco Reaper	1. Key Result Area Provide general work in the tobacco field including reaping tobacco 2. Activities 1. Seeding of tobacco in the seed bed 2. Planting of tobacco in the field 3. Attend to gap filling in the tobacco field 4. Topping of tobacco (after counting 21/22 leaves) 5. Applying of gypsum fertilizer during planting process 6. Applying of termite chemical in the field 7. Applying of fertilizers as assigned by the supervisor 8. Weeding in the field as assigned by the supervisor 9. Attend to de suckering of tobacco 10. Attend to harvesting in the field in three phases (1st reaping, 2nd reaping and 3rd reaping) 3. Decisions N/A 4. Planning N/A 5. Minimum Education General knowledge	A	A2

	6. Minimum Experience 1-3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. General tobacco field operations skills		
Citrus Reaper	1. Key Result Area General hand duties in the citrus and orange fields 2. Activities 1. Receiving instructions from Foreman on the day's tasks. 2. Checking if all the plants are receiving water 3. Weeding the fields 4. Applying fertilizer 5. Reaping or harvesting citrus and oranges 6. Removing branches, suckers 7. Any duties assigned from time to time 3. Decisions N/A 4. Planning N/A 5. Minimum Education General knowledge	A	A2

	6. Minimum Experience 1-3 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of crop farming		
Tobacco Rough Grader	1. Key Result Area Grading tobacco 2. Activities 1. Take tobacco that will have been cured and place it on the table 2. Untying the clippers 3. Rough grading according to quality and colour, 4 to 6 groups of quality 4. Forward the tobacco to the Check Grader 3. Decisions Decides on the grade of the cured tobacco 4. Planning N/A 5. Minimum Education	A	A2

	General knowledge 6. Minimum Experience 1-3 months 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Grading skills		
Tobacco Clipper Handler	1. Key Result Area Counting of clips of tobacco and report to the foremen 2. Activities 1. Counting of clips of tobacco and report to the foremen 2. Removing tobacco from clips 3. Tying tobacco bunches before grading 4. Assist in Pulling and pushing of trollies of tobacco into the tunnel 5. Attend to any other duties as assigned such as topping of tobacco and fertilizer application in the field 3. Decisions N/A 4. Planning N/A 5. Minimum Education	A	A2

	General Knowledge 6. Minimum Experience 1-3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Tobacco clips handling skills		
Tobacco Seed Harvester	1. Key Result Area Harvesting of tobacco seed from the field 2. Activities 1. Harvesting ripe capsules as instructed 2. Place the harvested capsules in clean bags 3. After harvesting, remove petioles from the seed capsules. 4. Assist in weighing fresh capsule weight before drying. 5. Take the weighed fresh capsules to drying rooms. 6. Spread the capsules on drying trays 3. Decisions N/A 4. Planning	A	A2

	N/A 5. Minimum Education General Knowledge 6. Minimum Experience 3 months experience 7. Essential Skills 1. Communication skills 2. Seed harvesting skills		
Vegetable Reapers	1. Key Result Area Reaping of vegetables, the farm gardens 2. Activities 1. Attend to general work in the garden such as watering vegetables, application of manure in the vegetables 2. Garden maintenance of green vegetables, tomatoes, green paper, onions and sugar beans 3. Attend to vegetable bed ridges in the garden 4. Harvesting of vegetables as instructed by the supervisor 5. Packing of vegetables as per the orders specified by the supervisor 6. Spraying of chemicals in the field to cure pest and crop diseases 3. Decisions	A	A2

	1. Decides on vegetable caring (watering, chemical spraying and manure application) 2. Decides on gap filling in the vegetable beds 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1-3 months experience on the job 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Gardening skills		
Vegetables Grader	1. Key Result Area Grading of farm crops and packing as per the orders received 2. Activities 1. Grading of farm fresh produce by quality for export and local markets 2. Select out poor quality products 3. Packing of orders as assigned by Supervisors 4. Mix vegetables in right quantities at supervises	A	A2

	5. Prepare mixed sources of soups 3. Decisions Decides on quality of products during packing 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 1-3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Crop grading skills		
Scarer	1. Key Result Area Does the scaring of birds, monkeys and any other predators that affect crops. 2. Activities	A	A1

	1. Checking round the field in the morning to see if there were no intrusion the previous night. 2. Watching out for monkeys and birds and other predators 3. Scaring away the monkeys and birds using catapults 3. Decisions N/A 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1 month experience 7. Essential Skills 1. Communication skills 2. Organizational savvy		
Orange Pruner	1. Key Result Area Pruning Oranges 2. Activities 1. Receive instructions from Foreman on the work for the week 2. Removing dead wood	A	A2

	3. Removing branches which will have been destroyed by wind or rain 4. Chemical spraying 5. Removing extra branches using saws and sickles 3. Decisions Decides on the branches to be removed 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1-3 months 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. General working skills		
Offal Cleaner	1. Key Result Area Cleaning of offal during the piggery slaughtering 2. Activities 1. Washing of work suits for the slaughtering team	A	A2

	- Cleaning the abattoir - Clean piggery offal - Cleaning the pans - Assist in feeding the pigs - Reporting any anomalies to the Foreman - Ensuring the safety of piglets by separating piglets from their mothers - Housekeeping 3. Decisions Decides on quantities of stock feeds 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills - Communication skills - Organizational savvy - Piggery caring skills		
Tobacco Baler	1. Key Result Area	A	A2

	Baling of tobacco by its quality and pack accordingly 2. Activities 1. Baling of tobacco into boxes 2. Weighing of tobacco and pack (60 Kgs x 2) per bale 3. Checking the dryness of tobacco in each bale before they are dispatched 4. Attend to the finishing of all graded tobacco for quality assessment 5. Attend to any other duties as may be assigned from time to time such as topping of tobacco, fertilizer application 3. Decisions Decides on the quality of tobacco and pack accordingly 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of tobacco grades		

Banana Cutter	1. Key Result Area To provide Banana Cutting services 2. Activities 1. Cutting of banana bunches into small quantities for easy handling 2. Removing of bad/ defective bananas 3. Select and sort bananas by quality (Export and Local) 4. Remove petals from bananas 5. Assist packers in the pack shed 3. Decisions Decides on Foreign and local quality of bananas 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 3 months on the Job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy	A	A2

	3. Banana grading skills		
Banana Packer	1. Key Result Area Quality Banana Packing 2. Activities 1. Banana packaging into crates for scale 2. Checking the quality of bananas before packing 3. Stem cleaning on bananas 4. De-suckering on banana plants 5. Petal removals on banana plants 6. Sleeving on bananas 7. Removing of yellow leaves from banana plants 8. Weighing of bananas 3. Decisions 1. Decides on Banana bunch caring activities such as removing of petals, de-suckering, sleeving on bananas and removal of yellow leaves 2. Decides on the quality of bananas before packing 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1-3 months experience	A	A2

	7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Banana caring skills		
Banana Proper	1. Key Result Area General banana caring and propping 2. Activities 1. Sleeving, putting bananas in plastics and khaki papers. 2. Removing dry petals from bananas 3. Loading and offloading bananas 4. Propping banana plants by putting logs to sustain banana plants 5. Stem cleaning banana plants 6. Removing suckers from banana plants 7. Drain cleaning 8. Weeding 9. Selecting bad quality bananas 3. Decisions Decides on banana caring activities including propping 4. Planning N/A 5. Minimum Education General knowledge	A	A2

	6. Minimum Experience 1-3 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Banana caring skills		
Banana Reaper	1. Key Result Area Reaping bananas 2. Activities 1. Removing propping poles on the plants to be reaped 2. Establishing the codes to be reaped on a particular day 3. Cutting the plant so that the banana bunch is lowered 4. Waiter puts banana bunch on the shoulder 5. Cutting the bunch from the plant 6. Cutting the stem and placing it between rows of the banana plants 3. Decisions Decides on the code the code to be reaped 4. Planning N/A 5. Minimum Education	A	A2

	General knowledge 6. Minimum Experience 1-3 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Banana caring skills		
Banana Weiter	1. Key Result Area To provide Banana Cutting services 2. Activities 1. Cutting of banana bunches into small quantities for easy handling 2. Carry reaped bananas to the tractor 3. Propping of banana plants 4. Removing of bad/ defective bananas 5. Weeding in the banana plantation 6. Remove petals from bananas 7. Assist packers in the pack shed 3. Decisions Decides on quality of bananas 4. Planning N/A 5. Minimum Education	A	A2

	General Knowledge 6. Minimum Experience 3 months on the Job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy		
Game Scouter	1. Key Result Area Conducting game security patrols 2. Activities 1. Ensuring the security of game life 2. Conduct handover/takeover 3. Receiving instructions from the Seargent 4. Conducting patrols on a daily basis 5. Looking out for poachers 6. Recording any incidences 7. Communicating using the radio 8. Handling weapons 9. Accompanying arrested people to ZRP 3. Decisions N/A 4. Planning	A	A3

	N/A 5. Minimum Education General knowledge 6. Minimum Experience 1- 3 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Game scouting skills		
Loader	1. Key Result Area Loading and offloading 2. Activities 1. Housekeeping 2. Receiving instructions from Foreman 3. Loading and offloading the following; maize, soya beans, stockfeed, chicken feed 4. Checking and recording tonnage being loaded and offloaded 3. Decisions N/A 4. Planning	A	A2

	N/A 5. Minimum Education General knowledge 6. Minimum Experience 1-3 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Loading and offloading skills		
Flower Collector	1. Key Result Area Collecting tobacco flowers for seed production 2. Activities 1. Using ladders working on allocated plants per day. 2. Plucking all the ripe flowers on the particular day. 3. Checking the ripeness of the flowers as instructed. 4. Placing the flowers in the collection bag hung on the ladder. 5. Processing the collected flowers by removing flowers. 3. Decisions Decides on the ripeness of the tobacco flowers and which ones should be plucked 4. Planning N/A	A	A2

	5. Minimum Education General knowledge 6. Minimum Experience 1-3 Months experience 7. Essential Skills 1. Communication skills 2. Tobacco flower collection skills		
Fencer	1. Key Result Area Fencing the Estate to prevent domestic and wild animals from entering the Estate 2. Activities 1. Fencing the Estate to prevent domestic and wild animals from entering the Estate 2. Request for wires to fence the Estate 3. Make paddocks for cattle at the estate 4. Placement poles to support the fence 5. Attend to any fence break ins 6. Attend to other duties such as dipping cattle, feeding cattle and clearing pastures 3. Decisions Decides on pole spacing during fencing process Planning 4. Minimum Education General knowledge	A	A2

	5. Minimum Experience 3 months on the job Experience 6. Essential Skills 1. Communication skills 2. Organizational savvy 3. Fencing skills		
Dairy Cleaner	1. Key Result Area Attend to the cleaning services in the Dairy Milk section 2. Activities 1. Cleaning of water tanks in the Dairy section 2. Cleaning of milk tanks in the Dairy section 3. Clean the refrigeration and generators in the Dairy section 4. Clean all the drain 5. Attend to loading of milk in delivery trucks 3. Decisions N/A 4. Planning N/A 5. Minimum Education General knowledge	A	A2

	6. Minimum Experience 1-3 months on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy		
Child Minder	1. Key Result Area To baby mind children within the age range of 6 months to 3 years belonging to farm workers. 2. Activities 1. Receiving children from their parents early in the morning 2. Cleaning the classrooms 3. Training the children how to use the toilet 4. Feeding the children 5. Teaching kids how to read and write 6. Cleaning the children 7. Washing the dirty nappies 8. Bathing the children who would have spoiled themselves 9. Conducting toilet routine 10. Monitoring the children throughout the day. 11. Changing the children's clothes 12. Handing over the children to their parents 13. Taking sick children to the clinic 3. Decisions	B	B1

	1. Decides on work schedule for the day 2. Decides on food to be cooked for the children 3. Decides on playing routine 4. Decides on toilet cleaning routine 4. Planning N/A 5. Minimum Education O level passes 6. Minimum Experience 1-3 months experience 7. Essential Skills 1. Communication skills 2. Smartness and high standard of hygiene 3. Child caring skills		
Stock feed mixer	1. Key Result Area Preparation of stock mix 2. Activities 1. Mixing of stock feeds (maize, wheat brand and soya beans) 2. Prepare mix for chickens	A	A3

	- Assist in grading of seeds maize, wheat brand and soya beans and apply chemicals for seeding - Packing of stocks in appropriate quantities 3. Decisions N/A 4. Planning N/A 5. Minimum Education O Levels 6. Minimum Experience 6 months on the Job Experience 7. Essential Skills - Communication skills - Organizational savvy - Stock feed mixing skills		
Super Blender/ Master Blender	1. Key Result Area Super blending of tobacco 2. Activities - Receiving the graded tobacco from the Check Grader - Examining the graded tobacco - Selecting the tobacco	B	B2

	4. Re-grading the not properly graded tobacco 5. Certifying the graded tobacco 3. Decisions Decides on the grade of the cured tobacco 4. Planning N/A 5. Minimum Education 5 O Levels 6. Minimum Experience 6 months experience + 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Tobacco Super blending skills		
Stock feed sweeper	1. Key Result Area Maintaining of the stock feeds areas 2. Activities	A	A2

	1. Sweeping the left-over stock feeds into the paddock feeders 2. Bagging of leftover stocks feeds 3. Push sweeping of feeds when they are out reach by cattle 4. Removing of spider webs in the paddocks 3. Decisions Decides on what can be packed as left overs and what to leave on the ground 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1-3 months on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. General working skills		
Caretaker	1. Key Result Area Safeguarding the premises of the Estate and maintenance 2. Activities	A	A3

	1. Periodic inspection of the premises for repairs and maintenance 2. Attend to any repairs and maintenance at the Estate 3. Cleaning of the company premises 4. Monitor staff movement on the premises 5. Grass cutting around the premises and garden maintenance 6. Direct visitors to appropriate offices 7. Attend to any other duty as assigned from time to time 3. Decisions Decides on repairs and maintenance of the Estate buildings 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1 -3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Gardening skills 4. Caretaking skills		
Box Pressor	1. Key Result Area Box making for banana packaging	A	A2

	2. Activities 1. Folding cardboard boxes into boxes 2. Makes 20 X 50 Boxes per day 3. Packing empty boxes for packaging 4. Cleaning of boxes before packaging 5. Sweeping in the cold room 6. Assist the scale Boy on weighing bananas 7. Attend to other duties such as tree cutting 3. Decisions Decides on cleanness of Boxes and when to sweep the cold room 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 1-3 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Box making skills		

Office Cleaner	1. Key Result Area Cleaning the offices and toilets and other rooms at the administration block 2. Activities 1. Receiving instructions from the HR Manager 2. Cleaning and sweeping the offices, boardrooms, reception area 3. Cleaning the toilets 4. Requesting chemicals from stores 5. Doing thorough cleaning including hovering carpets on selected days 6. Any other duties 3. Decisions N/A 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1-3 Months Experience 7. Essential Skills 1. Communication skills 2. Cleaning skills	A	A2
Tobacco Sweeper	1. Key Result Area Picking of all dropped tobacco in the field and on the road to reduce loses to the organization	A	A2

	2. Activities 1. Picking of all tobacco dropped by the Reapers in the field 2. Picking of all tobacco dropped clippers 3. Picking of all tobacco dropped by trollies 4. Picking of all tobacco dropped by tractors to reduce the amount of loses from the harvested tobacco. 5. Attend to any other duties as assigned from time to time such as nursing tobacco seeds, fertilizer application in the field, topping of tobacco in the field and de-sucker-ing 3. Decisions Decides on the quality of tobacco to pick from what has been dropped 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1 month experience on the job 7. Essential Skills 1. Communication skills 2. Organizational savvy		

General Hand Abattoir	1. Key Result Area Assisting in the slaughtering of pigs 2. Activities 1. Weighing pigs at the main site or growers site 2. Collecting the carcasses from the cites to the abattoir 3. Attend to periodic inspection on the abattoir by providing abattoir permit and cattle clearance records 4. Attend to slaughtering of cattle as of when assigned 5. Attend to slaughtering of pigs when assigned 6. Skinning of slaughtered cattle 7. Cutting of meat into peace 8. Stunning the carcasses 9. Cutting the carcasses into pieces and putting them in the freezers 10. Cutting the pieces and [giving out rations to members of staff, donations and sales 11. Recording all the transactions 12. Ensuring that meat disbursed is baked by regulations 13. Cleaning the abattoir (Housekeeping) 14. Disposal of mortality pigs to the mortality pit. 3. Decisions N/A 4. Planning	A	A2

	N/A 5. Minimum Education General Knowledge 6. Minimum Experience 1-3 Months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Cattle and pig handling skills		
General Hand Stack Master	1. Key Result Area Orderly arrangement of raw material or feed bags on a stack 2. Activities 1. Arrangement of bags on a stack 2. Any other duties assigned by the immediate supervisor. 3. Decisions Decides on routine operational issues 4. Planning N/A	A	A2

	5. Minimum Education General knowledge 6. Minimum Experience 1-3 months on the job experience 7. Essential Skills 1. Communication skills 2. Bag stacking skills		
General Hand Banana	1. Key Result Area Provide general work in the field 2. Activities 1. Stem cleaning on bananas 2. De-suckering on banana plants 3. Petal removals on banana plants 4. Sleeving on bananas 5. Removing of yellow leaves from banana plants 6. Weighing of bananas 7. Weeding in the fields 8. Any other general work as assigned by the foremen 3. Decisions Decides on Banana bunch caring activities such as removing of petals, de-suckering, sleeving on bananas and removal of yellow leaves	A	A2

	4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 3 months on the job training 7. Essential Skills 1. Communication skills 2. Banana bunch caring skills		
General Hand Cattle Herd-boy/ Cattle Attendant	1. Key Result Area Maintaining and securing the cattle herd by providing all the necessary requirements as per instructions. 2. Activities 1. Counting the number of cattle at handover/takeover on a daily basis. 2. Dipping the cattle 3. Dehorning when required 4. Castrating the bulls when required 5. Branding the cattle 6. Treating the cattle 7. Taking of cattle to the paddocks 8. Changing cattle from one paddock to another for better grazing 9. Mending the fence 10. Checking for new births and recording in the record book. 11. Checking the health of the animals and report and observations.	A	A2

	12. Monitoring the animals giving birth and reporting problems in the process to the Supervisor. 3. Decisions Decides on grazing areas to take cattle for better grazing. 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1 month experience 7. Essential Skills 1. Communication skills 2. Cattle handling skills		
General Hand Crops	1. Key Result Area Doing general hand duties as required. 2. Activities 1. Receiving instructions from Foreman on the days tasks. 2. Preparing land and planting various types of crops as instructed	A	A2

	- Weeding the fields - Spraying herbicides and insecticides - Applying fertilizer - Reaping or harvesting crops maize, potatoes etc. - Removing tussles - Any duties assigned from time to time 3. Decisions N/A 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1-3 months experience 7. Essential Skills - Communication skills - Organizational savvy - Knowledge of crop farming		
General Hand Hatchery	1. Key Result Area Doing general work at the Hatchery Section	A	A2

	2. Activities 1. Removing the chicks from the machine 2. Separating good from poor quality chicks 3. Poor quality chicks are killed and disposed of 4. Cleaning the hatchery 5. Cleaning the machine 6. Using foam and brushes to scrub the walls and floors 7. Traying/making boxes 8. Transferring and grading chicks 3. Decisions Decides on the quality of chicks 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1 month experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Cleaning skills		
General Hand Milling Shed	1. Key Result Area Milling of maize for mealie meal and chicken feeds	A	A2

	2. Activities 1. Milling mealie meal for farm workers 2. Milling of chicken feeds 3. Loading of chicken feeds into vehicles 4. Assist in loading of farm produce into delivery trucks 5. Maintenance of the farm yard through weeding and cutting of grass 6. Assist in the issuance of products to staff and maintain records 7. Assist on packing of fruits and other farm produce into the refrigerator 3. Decisions N/A 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 3 months on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy		
General Hand Mixing	1. Key Result Area Preparing feed	A	A2

	2. Activities 1. Milling maize to produce maize crash ✚ Mixing maize bran with soya waste, premix, mealie brand, lime sand to produce the following ✚ Layers mash ✚ Broiler growers ✚ Finisher 2. Feed for buffalos and horses 3. Target 8 tonnes per day 4. Weighing the feed. 5. Recording feed produced 6. Doing any other duties 3. Decisions N/A 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1 month experience 7. Essential Skills 1. Communication skills		

	2. Organizational savvy 3. Feed mixing skills		
Treatment Controller	1. Key Result Area In house treatment of pigs 2. Activities 1. Inspect pigs every day and treat identified sick/ weak pigs. 2. Compile and maintain records of pigs treated every day. 3. Attending to sows that are farrowing. 4. Assisting in the cross fostering of piglets. 5. Encouraging sows to stand up and eat. 6. Ear tagging of breeding stock. 7. Weighing new born piglets. 8. Attend to any other duty as may be assigned from time to time. 3. Decisions Decides on the correct treatment of pigs. 4. Planning N/A 5. Minimum Education	A	A3/B1

	5 O levels 6. Minimum Experience 3-6 months experience 8. Essential Skills 1. Communication skills 2. Organizational savvy 3. Piggery care skills		
Farrowing Attendant	1. Key Result Area Rearing piglets and winning pigs 2. Activities 1. Cleaning of farrowing equipment i.e. drums, mats, creep dishes. 2. Ensuring adequate colostrum intake of the piglets. 3. Giving early wean feed to the piglets and any other supplementary feeding. 4. Checking and controlling house temperatures. 5. Ensuring that pens are dry and applying lime. 6. Tail docking piglets. 7. Preventing piglets from being crushed. 8. Ensuring that the farrowing house is prepared for the coming active week. 9. Assisting in identifying sick/struggling piglets/sows. 3. Decisions 1. Decides on when to conduct a farrowing intervention procedure.	A	A3

	- Decides on when to conduct split suckling of piglets. - Decides on how to maintain optimum house temperatures. - Decides on how often to change disinfection chemicals on the washing bay. 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1- 3 months experience 7. Essential Skills - Communication skills - Organizational savvy - Piglet handling skills		
General hand Of-fice	1. Key Result Area Provide general hand services at the Office 2. Activities - Cleaning at the Offices - Making teas for staff in offices - Collect and cleaning of tea cups	A	A2

	- Clean facilities at the Offices - Request for cleaning detergents - Attend to any other office duties as may be assigned from time to time 3. Decisions Decides on times to serve teas to office staff 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills - Communication skills - Organizational savvy		
Weaner House Attendant	1. Key Result Area Rearing weaner pigs (5-10 weeks old) 2 Activities - Feeding the pigs with appropriate diet. - Checking mortalities and maintaining records on a daily basis. - Cleaning of pens.	A	A3

	4. Spraying insecticides in and around surrounding areas 5. Identifying sick pigs and treating them. 6. Checking nipple water flow rate. 7. Practising good housekeeping. 8. House preparation for incoming weaned piglets. 9. Monitoring and maintaining optimum house temperatures. 10. Weighing of 10-week-old weaners and moving them to grower site. 11. Maintaining house biosecurity. 12. Ensuring that there is adequate feed in Bulk feed tanks. 3. Decisions 1. Decides on when to refill feed in Bulk Feed Tanks 2. Decides on when to change diets. 3. Decides on when to adjust feeders to allow for adequate feed flow rate. 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1-3 months experience 7. Essential Skills		

	1. Communication skills 2. Organizational savvy 3. Knowledge on piggery basics		
General hand pig House Attendant	1. Key Result Area Rearing pigs 2. Activities 1. General checks for sick pigs 2. Feeding the pigs 3. Check water nipples daily for pressure and blockages 4. Bring males into the house for mating (if a dry sow attendant) 5. Assisting artificial insemination 6. Reporting any anomalies to the Foreman or supervisor 7. Housekeeping 8. Feed receipt (bagged feed) 9. Collect mortalities to dump from the houses 10. Preparation of farrowing accessories and delivering into the houses (mats, crates, lime and dry-care etc.) 11. Crush management 12. Pig movements (into farrowing and weaning) 13. Ensuring that there is adequate feed in Bulk feed tanks. 14. Spraying insecticides in and around surrounding areas. 15. Preventing piglets from getting crushed. 16. Maintaining house biosecurity. 3. Decisions 1. Decides on balances of stock feeds with assistance from the foreman or supervisor	A	A2

	- Decide on when to open slurry drains - Decides on maintenance issues that need attention 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1-3 Months on the job experience 7. Essential Skills - Communication skills - Organizational savvy - Piggery caring skills		
General Hand Poultry	1. Key Result Area Rearing chickens 2. Activities - Housing keeping, sweeping the houses - Changing bedding in the chicken houses - Feeding the chickens from day one to day six weeks	A	A2

	4. Brooding the chickens from day one to two weeks 5. Checking and recording mortalities on a daily basis 6. Disposing the mortalities appropriately 7. Reporting to the Director on an ongoing basis 3. Decisions N/A 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1-3 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Poultry general hand skills		
General hand Stores	1. Key Result Area Provide general hand work to the Storers clerk 2. Activities 1. Pick waste papers at the storeroom and dump at the waste dumping site 2. Sweeping in the storeroom	A	A2

	3. Sweeping at the premises 4. Attend to law mowing at the Offices 5. Garden maintenance at the office including shaping flowers, watering flowers 6. Assist in loading and offloading of goods at the Storeroom 7. Assist the Storers clerk in stock taking 3. Decisions Decides on garden maintenance 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1 -3 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Gardening skills		
General Worker – Pig - Artificial in-seminator	1. Key Result Area Artificial insemination of pigs 2. Activities	A	A2

1. Feed pigs (Bull for semen) in the section of insemination . 2. Cleaning the pig house . 3. Clean the laboratory. 4. Taping of semen from bull. 5. Collect semen from bull and packaging for dispatching. 6. Attend to night delivery of semen to customers. 7. Maintain safekeeping of imported Bulls. 8. Shower block cleaning and laundry. 9. Boar Treatment under supervisor instruction. 10. Assistance during post mortem. 11. Pest Control. 3. Decisions N/A 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 1- 3 months on the job experience 7. Essential Skills 1. Communication skills		

	2. Organizational savvy 3. Piggery caring skills		
General Worker - Gromix Pro- duction Site	1. Key Result Area Provide general work at the Sheba Site Office 2. Activities 1. Cleaning of Offices at site 2. Cleaning outside the Offices 3. Weeding around the site 4. Garden maintenance at the site 5. Watering of flowers and trimming flowers 6. Making teas for staff on site 7. Attend to general housekeeping at the site 8. Assist in pine bark packing 3. Decisions Decides on housekeeping activities at the site 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience	A	A2

	3-months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Ability to follow written and verbal instructions. 4. Health and safety consciousness.		
General Worker – Calves	1. Key Result Area Rearing calves which are 0-60 days of age. 2. Activities 1. Checking the health of the calves in the paddocks and cages. 2. Removing feed left overs 3. Washing and cleaning all the drinking troughs on a daily basis. 4. Collecting milk from the milking Section for feeding the calves 5. Feeding the calves three times a day and training the calves how to feed on their own. 6. Housekeeping 7. Separating new born calves from their mothers and train them to drink. 8. Mixing the feed for the young calves (Concentrate + lucerne). 9. Assisting in the treating of calves 3. Decisions N/A	A	A2

	4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1-3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of cattle farming		
General Hand Factory BD	1. Key Result Area Provide general work at the factory 2. Activities 1. Mixing or blending of Gromix and vermiculite 2. Checking and removing any contaminants from the Gromix production process. 3. Offloading of gromix and vermiculite 4. Loading gromix and trays during dispatch 5. Loading of fertilizers fertilizers and any such materials 6. Offloading of fertilizers on deliveries at the Stores room 7. Loading of other products bought by clients	A	A2

	8. Provide Manual labour during BD displays and events 9. Housekeeping 3. Decisions Decides on housekeeping activities at the factory 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Health and safety consciousness.		
Pressure Washer Operator	1. Key Result Area Washing the pig houses using the pressure washer periodically 2. Activities 1. Clean down procedure of the weaning house	A	A2

	- Cleaning of house accessories such as mats, crates etc. - Responsible for ensuring the condition of the machines and report to the supervisor - Cleaning of the wash bay - The power washer ensures that on the Wednesday (dry sow) and Thursday (farrowing house) the respective spaces are cleaned thoroughly according to instructions of the supervisor 3. Decisions N/A 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1-3 months experience 7. Essential Skills - Communication skills - Organizational savvy - Physical strength (as the incumbent may have to stay extra hours during clean down)		
General Worker Bed Making	1. Key Result Area	A	A2

	Constructing seed beds 2. Activities 1. Clearing the area and levelling the ground where the seedbed will be made 2. Making the bed using bricks after establishing the size of the bed which is dependent on the plot size and amount of seed to be sown. 3. Standard plot is half a hectare which accommodates 40-50 trays 4. Levelling the seedbed and clearing all debris 5. Placing the black plastic on top of the bed made 6. Fill the bed with water so that the bed appears like a pond 7. Apply copper oxychloride and ridemil 8. Placing the trays filled with pine buck on the seed bed ensuring that the trays are floating 9. Laying wires and fixing them to allow the making of a shade 10. Fixing a clear plastic to make a greenhouse float row over and nap liner 3. Decisions N/A 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience		

	1-3 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Seed bed making skills		
General Worker Manurer	1. Key Result Area Collection of manure from saw mill and prepare compost 2. Activities 1. Collection of manure from saw mill and prepare compost 2. Buck gathering from saw mill 3. Making of compost of manure with the buck from saw mill 4. Watering compost and turn manure for 6 months 5. Bagging of manure and pack an average of 900 bags per day 3. Decisions Decides on turning of compost and harvesting of manure 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 1-3 months on the job experience	A	A2

	7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Compost making skills		
General Hand Dry Saw Attendant	1. Key Result Area Rearing pigs 2. Activities 1. Feeding of pigs and checking nipple water flow rate. 2. Checking mortalities and recording. 3. Pig record keeping 4. Cleaning of pens and identifying sick pigs and assisting with treatment. 5. Loading of bulk feeding tanks. 6. Pig weighing and movement. 7. Tagging of pigs and Back fat testing. 8. Assist with heat detection and artificial insemination. 9. Reporting any anomalies to the supervisor. 10. Maintaining biosecurity and general housekeeping. 3. Decisions 1. Decides on where to place feed during feeding time 2. Decide where to pack weighed feed. 3. Decides when to change disinfectants. 4. Decides how to keep records safe in houses. 4. Planning	A	A2

	Plan feeding intervals 5. Minimum Education General knowledge 6. Minimum Experience 1- 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Piggery caring skills		
General Worker Broilers	1. Key Result Area Provide general work in the Broiler section of the farm 2. Activities 1. Bedding in the chicken houses 2. Collecting of chicken feeds from the storeroom every day 3. Supply the chicken feeds three times per day 4. Controlling temperatures in the chicken house 5. Providing adequate water for chickens in the chicken house 6. Checking for mortalities every morning on a daily basis and recording same 7. Feeding the broilers according to instructions	A	A2

	8. Cleaning the water troughs and providing clean water all the time 9. Changing and turning bedding 10. Remove any mortalities and update records 11. Weeding around the chicken house 12. Release chicken batches after six (6) weeks 13. Remove inactive chickens from the main chicken house 3. Decisions 1. Decides on amount of chicken feeds depending on the eating behavior of chickens 2. Decides on the temperature in the chicken house 4. Planning Plan on releasing of chicken batches after every six weeks 5. Minimum Education General Knowledge 6. Minimum Experience 3 months on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy		
General Worker Chilies and Roses	1. Key Result Area Doing general duties in the growing of chilies and roses	A	A2

2. Activities

1. Planting chilies and roses
2. Watering chilies and roses using sprinklers for chilies and hose pipes for roses
3. Weeding the fields
4. Reaping chilies and roses
5. Grading the chilies and roses
6. Applying fertilisers
7. Mulching
8. Housekeeping
9. Doing field work in maize fields
10. Removing tussles

3. Decisions

N/A

4. Planning

N/A

5. Minimum Education

General knowledges

6. Minimum Experience

1-3 months on the job experience

7. Essential Skills

1. Communication skills
2. Organizational savvy

	3. Chilli growing skills		
General Worker Citrus	1. Key Result Area Doing general hand duties as required. 2. Activities 1. Receiving instructions from Foreman on the days tasks. 2. Checking if all the plants are receiving water 3. Weeding the fields 4. Applying fertilizer 5. Reaping or harvesting 6. Removing branches, suckers 7. Any duties assigned from time to time 3. Decisions N/A 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1-3 months experience	A	A2

	7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Citrus farming skills		
General Worker Counters- Potatoes tubers	1. Key Result Area Counting potato tubers 2. Activities 1. Receiving the potatoes from farmers 2. Counting the number of tubers in each bag and the number of bags delivered by the farmer 3. Checking the quality of the tubers and grading the tubers 4. Attend to other general duties such as ✚ Grading ✚ Sweeping ✚ Weeding 5. Covering the potatoes during rains 3. Decisions Decides on the quality of tubers 4. Planning N/A 5. Minimum Education General knowledge	A	A2

	6. Minimum Experience 1-3 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy		
General Worker Dairy	1. Key Result Area Assisting in the rearing of dairy cows 2. Activities 1. Housekeeping, Cleaning the milking shed and the surrounding area 2. Checking the health of the cows to be milked 3. Milking the cows manually and recording the quantity of milk 4. Herding the dairy cows until 12pm 5. Issuing out rations 6. Communicating with the Management on the operations at the Dairy Section. 3. Decisions Decides which cows should not be milked for health reasons 4. Planning N/A	A	A2

	5. Minimum Education General Knowledge 6. Minimum Experience 1-3 Months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of dairy farming		
General Worker Field	1. Key Result Area Provide general work services at the farm in the field and pack shed 2. Activities 1. Harvesting of potatoes, soya beans and maize from the field 2. Grading of potatoes by size as supervised 3. Packing of potatoes as specified by targets set 4. Weeding in the field of maize, soya beans and potatoes 5. Packing of crops after grading 3. Decisions Decides on quality of potatoes when packing 4. Planning N/A	A	A2

	5. Minimum Education General knowledge 6. Minimum Experience 1-3 months on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy		
General Worker Health	1. Key Result Area Cleaning the premises and offices 2. Activities 1. Sweeping the premises 2. Sweeping and cleaning the offices 3. Preparing lunch for the farm workers and super as and when required (- +50 workers) 4. Requesting for food items to be cooked for the workers 5. Washing the utensil after serving the food 6. Serving the food 3. Decisions N/A 4. Planning N/A	A	A2

	5. Minimum Education General knowledge 6. Minimum Experience 3-months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy		
General Worker Milling	1. Key Result Area Doing general work at the milling section 2. Activities 1. Handling of raw materials and final feed bags within the plant (loading and offloading). 2. Any other general work assigned by the supervisor. 3. Decisions N/A 4. Planning N/A 5. Minimum Education	A	A2

	General knowledge 6. Minimum Experience 1-3 months experience 7. Essential Skills 1. Communication skills 2. General working skills		
General worker Pre School	1. Key Result Area To baby mind children within the age range of 6 months to 4 years belonging to farm workers. 2. Activities 1. Receiving children from their parents early in the morning 2. Cleaning the classrooms 3. Training the children how to use the toilet 4. Cooking food for the children in the morning and in the afternoon 5. Feeding the children 6. Cleaning the children 7. Washing the dirty nappies 8. Bathing the children who would have spoiled themselves 9. Conducting toilet routine 10. Monitoring the children throughout the day. 11. Changing the children's clothes 12. Handing over the children to their parents 13. Taking sick children to the clinic	A	A2

	3. Decisions 1. Decides on work schedule for the day 2. Decides on food to be cooked for the children 3. Decides on playing routine 4. Planning Plan on pre school activities 5. Minimum Education General knowledge 6. Minimum Experience 6 months experience 7. Essential Skills 1. Communication skills 2. Child caring skills 3. Smartness and high standard of hygiene		
General Worker Seed	1. Key Result Area General work in seeding 2. Activities 1. Planting of tobacco nursery 2. Watering in the seedbeds 3. Application of fertilizers and chemicals in the tobacco seed	A	A2

	4. Maintaining seed until the point of planting in the field 5. Attend to other duties such as weeding in the field, toping, de suckering and harvesting of tobacco 6. Assist in loading tobacco in barnies 7. Assist in pulling down tobacco from the barnies for bailing 8. Attend to any other general work as may be assigned from time to time 3. Decisions Decides on seedbed maintenance 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 3 Months on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Tobacco seeding skills		
General worker Seed Bed Cultural Operations	1. Key Result Area Provide general work in the tobacco seed plot/field 2. Activities	A	A2

	1. Attend to gap filling in the tobacco field 2. Ridge maintenance in the field 3. Checking for any germinating plants other than tobacco 4. Removing any weeds from the seed bed and surrounding area 5. Housekeeping including checking for dry cells 6. Reporting any odd occurrences 7. Adhering to health, Seed Act provisions and the Kutsaga Seed Associations Rules and Regulations 8. Removal of senescing leaves and suckers 9. Applying of fertilizers as assigned by the supervisor 10. Weeding in the field as assigned by the supervisor 11. Spraying in the field as assigned by the supervisor 3. Decisions N/A 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1-3 months experience 7. Essential Skills 1. Communication skills 2. Tobacco flower/seed handling skills		

General Worker Seed Bed Fence Construction	1. Key Result Area Constructing seed bed fence 2. Activities 1. Organizing transport to carry poles 2. Loading and offloading the poles 3. Measuring the ground where the fence is to be constructed. 4. Establish the number of poles to be used 5. Dig holes for placing the pole about one meter deep 6. Establish length of the wire to be used and collect the wire from Stores Section 7. Laying the wire and straining it 8. Constructing foot and hand bath 9. Thatching the seed bed 3. Decisions N/A 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1-3 months experience 7. Essential Skills	A	A2

	1. Communication skills 2. Organizational savvy 3. Fence making skills		
General worker-Tobacco	1. Key Result Area Provide general work in the tobacco field 2. Activities 1. Seeding of tobacco in the seed bed 2. Planting of tobacco in the field 3. Attend to gap filling in the tobacco field 4. Topping of tobacco (after counting 21/22 leaves) 5. Applying of gypsum fertilizer during planting process 6. Applying of termite chemical in the field 7. Applying of fertilizers as assigned by the supervisor 8. Weeding in the field as assigned by the supervisor 9. Attend to de suckering of tobacco 10. Attend to harvesting in the field in three phases (1st reaping, 2nd reaping and 3rd reaping) 3. Decisions Decides on topping after counting 21/22 leaves 4. Planning N/A 5. Minimum Education	A	A2

	General Knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Tobacco growing kills		
General Hand Sewing Machine Operator	1. Key Result Area Sewing of raw material and final feed bags 2. Activities 1. Closure of bags through sewing 2. Counting of sewed bags 3. Any other duties assigned by the immediate supervisor. 3. Decisions N/A 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience	A	A2

	1-3 months on the job training 7. Essential Skills 1. Communication skills 2. Sewing machine operating skills		
General Hand Stores	1. Key Result Area Provide general work in the stores of the Estate 2. Activities 1. Offloading of fertilizers on deliveries at the Stores room 2. Loading of products bought farmers into their trucks 3. Housekeeping of the storeroom 4. Counting of goods received and sign delivery notes 5. Assist in other areas where there is shortage of labour 6. Attend in weeding in the field and fertilizer applications 3. Decisions Decides on housekeeping activities at the storeroom 4. Planning N/A 5. Minimum Education	A	A2

	General Knowledge 6. Minimum Experience 1-3 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Storeroom housekeeping skills		
General Worker Tray Filling and Sewing	1. Key Result Area Tray filling and sowing tobacco seed 2. Activities 1. Mixing grow mix with water using given ratios 2. Filling the trays with grow mix, lifting the tray 10cm above the ground to compact it 3. Levelling the tray 4. Using dibble board to make holes on the tray and to further compact the grow mix. 5. Dropping one seed of tobacco into one hole on the tray using bond paper and a very sharp object 6. Placing the tray on the seed bed and leave it floating 7. Placing gnat busters for trapping pests 8. Covering with plastic and nap liner 3. Decisions N/A	AA	A2

	4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1-3 Months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Grow mixing skills		
General Worker Trays	1. Key Result Area Cleaning trays 2. Activities 1. Counting the number of trays 600 per individual 2. Removing mud from the trays 3. Mixing cleaning chemicals 4. Cleaning the trays using chemicals 5. Arranging the trays in 25s 6. Covering the trays with nap line 7. Weeding, removing stumps.	A	A2

	8. Reaping, making seed beds, grading tobacco, pruning, sowing, topping tobacco, planting 3. Decisions N/A 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1-3 Months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Chemical handling skills		
General Worker – Laboratories	1. Key Result Area Cleaning the laboratory and provide general work as may be assigned from time to time 2. Activities 1. Sweeping and cleaning the laboratory 2. Assisting the Technician in day-to-day activities 3. Cleaning the laboratory equipment 4. Provide general work as may be assigned from time to time	A	A1

	3. Decisions N/A 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1-3 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Lab cleaning skills		
General Worker Trollies	1. Key Result Area Provide general work in the transferring of tobacco from the field 2. Activities 1. Transferring of tobacco bales from shed areas as defined by the supervisor 2. Untying of tobacco from trollies	A	A2

	3. Pulling and pushing of trollies of tobacco into the drier 4. Counting of clips of tobacco and report to the foremen 5. Hanging of tobacco in the burnies 6. Grading of tobacco in the shed 7. Seeding of tobacco in the seed bed 8. Planting of tobacco in the field 9. Attend to gap filling in the tobacco field 10. Topping of tobacco (after counting 21/22 leaves) 11. Applying of gypsum fertilizer during planting process 12. Applying of termite chemical in the field 13. Applying of fertilizers as assigned by the supervisor 14. Weeding in the field as assigned by the supervisor 15. Attend to de suckering of tobacco 16. Attend to harvesting in the field in three phases (1st reaping, 2nd reaping and 3rd reaping) 3. Decisions Decides on topping after counting 21/22 leaves 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience		

	1-3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Trolleys handling skills		
General Worker Vegetable Garden	1. Key Result Area Growing vegetables 2. Activities 1. Planting vegetables as assigned 2. Watering the vegetables 3. Attend to general work in the garden such as watering vegetables, application of manure in the vegetables 4. Garden maintenance of green vegetables, tomatoes, green paper, onions and sugar beans 5. Attend to vegetable bed ridges in the garden 6. Harvesting of vegetables as instructed by the supervisor 7. Spraying of chemicals in the field to cure pest and crop diseases 8. Weeding the garden 9. Trellising tomatoes 10. Checking for disease and pests 11. Applying fertilizers and manure as necessary 3. Decisions 1. Decides on vegetable caring (watering, chemical spraying and manure application) 2. Decides on gap filling in the vegetable beds	A	A2

	4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 1-3 months 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of gardening		
General Worker Winners Rearing	1. Key Result Area Provide general hand work in the Winning section 2. Activities 1. Cleaning in the cages every morning 2. Cleaning the shower rooms and facilities 3. Apply bedding (grass) in the pig cages 4. Washing and ironing of work suits used by other workers 5. Prepare and serve lunch to Weaner's attendants 6. Landscaping, watering.	A	A2

	7. General cleaning at staff houses. 3. Decisions Decide on intervals of cleaning 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 1-3 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Piglet caring skills		
General Workers Macadamia	1. Key Result Area Macadamia pickers 2. Activities 1. Seeding of potatoes, maize and soya beans 2. Application of fertilizers in the field 3. Reaping of potatoes	A	A2

	4. Collect buckets and bags every morning 5. Pick and pack Macadamia from the plantation 6. Maintain the Macadamia field by weeding and application of fertilizers 3. Decisions N/A 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of Macadamia		
General Worker Nursery	1. Key Result Area Performing general work at the tobacco nursery. 2. Activities 1. Cleaning the floating trays using water, and chemicals 2. Placing pine bug into the bins 3. Placing the seeds into the trays, one seed per hole	A	A2

	4. Watering the seeds using jets in the greenhouse 5. Weeding 6. Transplanting the seedlings when ready 7. Moving the seedlings from the routine greenhouse to hardening greenhouse 8. Issuing out seedlings according to batches 3. Decisions N/A 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1-3 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Nursery growing skills		
General Worker Layers	1. Key Result Area Rearing layers and collection of eggs	A	A2

2. Activities

1. Checking the health of the chickens in the morning on a daily basis
2. Collecting eggs in the morning at 0830 hours on a daily basis
3. Cleaning the fowl run on a daily basis
4. Cleaning the feeders and water troughs and putting fresh water and feed
5. Grading the eggs
6. Selecting layers that no longer lay eggs and record and report accordingly
7. Ensuring proper ventilation in the fowl run
8. Loading eggs for delivery
9. Keeping records of the house being looked after
10. Continuously picking the eggs

3. Decisions

1. Decides on when to pick eggs
2. Decides on feeding times for the layers

4. Planning

N/A

5. Minimum Education

General Knowledge

6. Minimum Experience

1-3 Months experience

	7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of chicken farming		
General Worker Village	1. Key Result Area Keeping the village environment clean. 2. Activities 1. Picking papers around the village. 2. Sweeping in the village and clean facilities 3. Picking litter and burning 4. Emptying the bins 5. Burning the rubbish in the incinerator. 3. Decisions Decides on cleaning of toilets and burning 4. Planning N/A 5. Minimum Education General knowledge	A	A1

	6. Minimum Experience 1-3 months on the job experience 7. Essential Skills 1. Communication skills 2. Village cleaning skills		
General Worker Artificial insemination	1. Key Result Area Assisting in conducting artificial insemination on cows and carrying out other duties . 2. Activities 1. Identifying cows that would be on heat and need to be mated on a daily basis. 2. Separating cows on heat from the rest of the cows. 3. Checking the health of the cows and remove any sick cows from those to undergo artificial insemination 4. Assisting the Manager in carrying out the Artificial insemination by putting the cows on the cage. 5. Feeding the sick cows in the paddock 6. Keep track of the number of days after the artificial insemination +-45 days 7. Assist in the delivery process 8. Recording all the activities or events 3. Decisions Decides on the cows to be selected for artificial insemination 4. Planning N/A	A	A2

	5. Minimum Education General knowledge 6. Minimum Experience 1-3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of cattle farming		
Headsman	1. Key Result Area Heading of cattle in better grazing lands and paddocks 2. Activities 1. Head all cattle for milking every morning 2. Bring cattle to the milking sheds twice per day for milking 3. Take cattle to the paddocks after milking 4. Clean the floors in the milking sheds 5. Report any identified sick cattle to the section Manager for treatment 6. Safekeeping of cattles assigned on daily basis 3. Decisions Decides on the paddocks to take cattle for better grazing 4. Planning N/A	A	A2

	5. Minimum Education General knowledge 6. Minimum Experience 3-months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Cattle caring skills		
Cattle Feeder	1. Key Result Area Cattle feeding 2. Activities 1. Mixing of stock feeds (ice feeds, wheat brand, bells and mashes) 2. Feed cattle everyday 3. Removing any remains in the feed paddocks 4. Check the cleanness of feeding paddocks 5. Check the water containers in the feeding paddocks 3. Decisions Decides on the cleanness of the feed paddocks 4. Planning	A	A2

	N/A 5. Minimum Education General knowledge 6. Minimum Experience 1-3 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Animal caring skills		
Gardener	1. Key Result Area Maintenance of garden outlook 2. Activities 1. Swiping at the Estate Offices 2. Watering of flowers and maintaining lawn 3. Slashing of grass around the Estate Offices 4. Trimming and shaping garden flowers 5. Picking litter around the premises 6. Emptying the rubbish bins 7. Maintaining the fish pond 8. Maintaining green vegetable garden for consumption at the Estate 9. Spraying of chemicals in the garden	A	A1

	10. Cleaning foot and wheel baths. 11. Gardening of green vegetables for consumption at the farm 3. Decisions Decides on garden maintenance (watering, lawn mowing and trimming of flowers) 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 1-3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Gardening skills		
General Hand Cleaner	1. Key Result Area Provide general hand in cleaning on the estate and Workshop 2. Activities 1. General cleaning of the workshop 2. Cleaning of vehicles at the Estate 3. Provide general hand in the workshop such as loading and offloading of goods 4. Report any defects on motor vehicles	A	A1

	3. Decisions N/A		
	4. Planning N/A		
	5. Minimum Education General knowledge		
	6. Minimum Experience 1-3 months experience		
	7. Essential Skills 1. Communication skills 2. Cleaning and general hand skills		

Summary of General Agriculture subsector Jobs

Job Title	Broad Band	Band/ Sub-grade
Livestock Supervisor	B	B5
Security Officer	C	C1
Supervisor Chicken House	B	B5
Supervisor Citrus	B	B5
Supervisor Crops	B	B5

Supervisor Farming	B	B5
Supervisor Mill	B	B5
Supervisor Feeding	B	B5
Supervisor Gardens	B	B5
Supervisor Heat Spotting	B	B5
Supervisor Double Haploids	B	B5
Supervisor High Care	B	B5
Supervisor Irrigation and Spraying	B	B5
Supervisor Pack House	B	B5
Supervisor Winners	B	B5
Pivot Supervisor	B	B5
Site Supervisor	B	B5
Chemical Supervisor	B	B5
Livestock Supervisor	B	B5
Irrigation supervisor	B	B5
Nursey Supervisor	B	B5
Curing Supervisor	B	B5
Crop Supervisor	B	B5
Abattoir Supervisor	B	B5
Piggery Supervisor	B	B5
Security Supervisor	C	C1
Human Resource Officer	c	C1
Farm Secretary	B	B4
Buyer	B	B3
SIR Clerk	B	B3
Main-site Records Clerk	B	B3
Main-site Data Clerk	B	B3
Production Clerk	B	B3
Receiving Clerk	B	B3

Stock Attendant Clerk	B	B2
Shed Clerk	B	B3
Clerk Orders	B	B3
Stores Clerk	B	B3
Scaler	B	B3
Clerk Egg Room	B	B3
Clerk Hatchery	B	B3
Clerk Tobacco Grading Shed	B	B3
Accounts Clerk	B	B3
Sales Consultant	B	B3
Debtors Clerk	B	B3
Data Capture Clerk	B	B3
Field Recorder	B	B3
Dispatch/ Records Clerk	B	B3
Stock Feeds - Dispatch Clerk	B	B2
Documentation Clerk	B	B2
Farm Clerk	C	C2
Weigh-room Clerk	B	B2
Feed Weigh Clerk	B	B2
Filling Clerk	B	B2
Marketing Clerk	B	B3
Pack House Clerk	B	B3
Workshop Clerk	B	B3
Milk Records Clerk	B	B3
Human Resources Clerk	B	B3
Receptionist	B	B2
Farm Shop Keeper	B	B2
Merchandiser	B	B2
Bar Attendant	B	B2

Farm Butcher man	B	B2
Quality Controller	B	B3
Head Foreman	C	C1
Senior Foremen	C	C1
Senior Mechanic	C	C3
Foremen Maintenance	B	B4
Foreman	B	B4
Foremen Agriculture	B	B4
Foreman Dryer	B	B4
Foremen Greenhouse	B	B4
Foreman Calves	B	B4
Foreman Field	B	B4
Foreman Grading	B	B4
Foreman Irrigation and Spraying	B	B4
Vaccination Fore-man	B	B4
Foreman Tobacco Field	B	B4
Livestock Foremen	B	B4
Workshop Fore-men	C	C4
Security Corporal	B	B3
Security Sergeant Major	B	B5
Lance Corporal	B	B2
Security Sergent	B	B4
Section Leader Mill Shed	B	B3
Tobacco Seed plot team Leader	B	B3
Team Leader Seeding	B	B3
Flower Collection Leader	B	B3
Shift Leader	B	B3
Section Leader Potatoes seeding	B	B3
Junior Foremen	B	B3

Head Tractor Driver	B	B3
Truck Driver	B	B4
Driver Messenger	B	B2
Chief Skinner	B	B2
Mechanic – Skilled	C	C1
Electrician Skilled	C	C1
Welder Skilled	C	C1
Panel Beater – Skilled	C	C1
Plumber Skilled	C	C1
Crop Breeder	B	B1
Disel Plant Fitter Skilled	C	C1
Builder Skilled	C	C1
Workshop Assistant	A	A3
Crop Scout	B	B1
TLB Operator	B	B3
Combine Harvester Operator	B	B3
Front End Loader Operator	B	B3
Tractor Driver – Implements	B	B2
Tractor Driver Trailer Works	B	B2
Moulder Operator	B	B2
EPS Machine Operator	B	B1
Skid Steer Operator	B	B1
Chain Saw Operator -Agro	A	A3
Auger Machine Operator	B	B1
Bagging Machine Stitching Operator	B	B1
Blending Machine Operator	B	B1/A3
Hatchery Machine Operator	B	B1
Land and Pasture Attendant	A	A2
Pump Attendant	A	A3

Pivot Operator	A	A3
Pivot Attendant	A	A3
Boiler Attendant	A	A3
Fuel Attendant	B	B1
Boiler Operator	A	A3
Pest Controller	A	A2
Tyrer Fitter	A	A3
Carpenter – Semi skilled	B	B2
Welder – Semi Skilled	B	B2
Mechanic – Semi Skilled	B	B2
Builder – Semi Skilled	B	B2
Plumber – Semi Skilled	B	B2
Electrician – Semi Skilled	B	B2
Boiler Assistant	A	A2
Truck Assistant	A	A3
Tobacco Curer- Tunnel	B	B2
Animal Veterinary	B	B2
Health Worker	B	B3
Community Health Worker	B	B2
Cook main Office	A	A2
House Maid	A	A2
Clinic Maid	A	A2
Horse Groom	B	B1
Security Guard Premises	A	A3
Security Guard Field	A	A3
Security Guard Dog Handling	A	A3
Canteen Cook	A	A2
Milker	A	A2
Miller	A	A3

Tunnel Loader	A	A3/B1
Tunnel Pusher	A	A3
Coal Feeder	A	A2
Trailer Loader	A	A2
Barn Loader	A	A2
Heat Spotter	A	A2
Piggery Attendant	A	A2
Vaccinator	A	A2
Seed Processor	A	A2
Seed Packer (Palleted Seed)	B	B1
Seed Packer (Raw Seed)	B	B1
Haploids Pollinator	B	B1
Tobacco Pollinator	B1	B1
Seed Treater	A	A3
Irrigator	A	A3
Compost Maker	A	A2
Chemical Mixer	A	A2
Chemical sprayer	A	A2
Vaccine Mixer	A	A3
Oder Assembler	A	A3
Order Marker	A	A3
Egg Grader	A	A2
Tobacco Grader	A	A2
Grader Seed Potatoes	A	A2
Banana Quality Checker	B	B3
Cold room Controller	B	B2
Check Grader	A	A3
Tobacco Packer	A	A2
Tobacco Reaper	A	A2

Citrus Reaper	A	A2
Tobacco Rough Grader	A	A2
Tobacco Clipper Handler	A	A2
Tobacco Seed Harvester	A	A2
Vegetable Reapers	A	A2
Vegetables Grader	A	A2
Scarier	A	A1
Orange Pruner	A	A2
Offal Cleaner	A	A2
Tobacco Baler	A	A2
Banana Cutter	A	A2
Banana Packer	A	A2
Banana Proper	A	A2
Banana Reaper	A	A2
Banana Weiter	A	A2
Game Scouter	A	A3
Loader	A	A2
Flower Collector	A	A2
Fencer	A	A2
Dairy Cleaner	A	A2
Child Minder	B	B1
Stock feed mixer	A	A3
Super Blender/ Master Blender	B	B2
Stock feed sweeper	A	A2
Caretaker	A	A3
Box Pressor	A	A2
Office Cleaner	A	A2
Tobacco Sweeper	A	A2
General Hand Abattoir	A	A2

General Hand Stack Master	A	A2
General Hand Banana	A	A2
General Hand Cattle Herd-boy/ Cattle Attendant	A	A2
General Hand Crops	A	A2
General Hand Hatchery	A	A2
General Hand Milling Shed	A	A2
General Hand Mixing	A	A2
Treatment Controller	A	A3/B1
Farrowing Attendant	A	A3
General hand Office	A	A2
Weaner House Attendant	A	A3
General hand pig House Attendant	A	A2
General Hand Poultry	A	A2
General hand Stores	A	A2
General Worker – Pig - Artificial inseminator	A	A2
General Worker - Gromix Production Site	A	A2
General Worker – Calves	A	A2
General Hand Factory BD	A	A2
Pressure Washer Operator	A	A2
General Worker Bed Making	A	A2
General Worker Manurer	A	A2
General Hand Dry Saw Attendant	A	A2
General Worker Broilers	A	A2
General Worker Chilies and Roses	A	A2
General Worker Citrus	A	A2
General Worker Counters- Potatoes tubers	A	A2
General Worker Dairy	A	A2
General Worker Field	A	A2
General Worker Health	A	A2

General Worker Milling	A	A2
General worker Pre School	A	A2
General Worker Seed	A	A2
General worker Seed Bed Cultural Operations	A	A2
General Worker Seed Bed Fence Construction	A	A2
General worker- Tobacco	A	A2
General Hand Sewing Machine Operator	A	A2
General Hand Stores	A	A2
General Worker Tray Filling and Sewing	AA	A2
General Worker Trays	A	A2
General Worker – Laboratories	A	A1
General Worker Trollies	A	A2
General Worker Vegetable Garden	A	A2
General Worker Winners Rearing	A	A2
General Workers Macadamia	A	A2
General Worker Nursery	A	A2
General Worker Layers	A	A2
General Worker Village	A	A1
General Worker Artificial insemination	A	A2
Headsman	A	A2
Cattle Feeder	A	A2
Gardener	A	A1
General Hand Cleaner	A	A1

Kapenta Subsector jobs and Grades

Job Title	Standard Job Description	Broad Band	Band/ Sub-grade
Accountant	1. Key Result Area To oversee the operations of the Accounts Department and compile financial reports in accordance with financial accounting standards 2. Activities 1. Compiling financial reports such as monthly reports (boat by boat), monthly cash flow statements and statement of comprehensive income 2. Maintaining the assets register 3. Capturing all stores transaction onto the system (Pastel) 4. Issuing cash on a daily basis 5. Paying of seasonal workers 6. Marking attendance register for seasonal workers 7. Compiling payment schedule 8. Performing bank reconciliation for both nostro and RTGS accounts 9. Requesting nostro statements from the bank 10. Supervision of staff and conducting of stocktaking	C	C5

	11. Advise management on financial matters 12. Doing quarterly payments 13. Compiling Fisherman and seasonal contract forms 14. Completing Security Guards contract forms 3. Decisions 1. Decides on the compilation of financial reports 2. Decides on performance targets for Accounts and other staff 4. Planning Plans for compiling financial reports on a weekly and monthly basis 5. Minimum Education 1. 5 O level passes including English and Mathematics 2. Degree in Accounting 3. Professional course in accounting 4. Membership to any Professional Accounting board 6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills		

	2. Organizational savvy 3. ICT skills and Numerical reasoning 4. Accounting packages 5. Supervisory skills		
Transport and Logistics Officer	1. Key Result Area Facilitate transport and logistics arrangements for the Estate 2. Activities 1. Organise transportation of Kapenta from the Harbour every morning 2. Transport Kapenta to and from all designated points to Site. 3. Deliveries to Swift and other customers 4. Drive all Fishermen to and from their homes 5. Collect fuel for storage 6. Supervise drivers on deliveries of Kapenta to different sites 7. Purchase and collection of materials from anywhere outside Kariba 8. Weighing of fresh Kapenta 3. Decisions Decides on transport and logistical arrangements of the day 4. Planning Plan on daily logistical arrangements 5. Minimum Education	C3	C3

	1. 5 O levels 2. Certificate in Transport and Logistics 6. Minimum Experience 3 months on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Transport and Logistics arrangement skills		
Mechanic Supervisor	1. Key Result Area Oversee the operations of the farm and repair and service boats and vehicles 2. Activities 1. Receive breakdown reports 2. Assess nature of breakdown and assign appropriate artisan to do the work 3. Attend to all mechanical breakdowns 4. Supervise Mechanics and Artisans 5. Request for repair and servicing materials 6. Distribute materials to artisans 7. Attending to breakdowns in the lake 8. Carry out engine overhaul 9. Monitoring performance of workers ensuring that all tasks are done as per instruction 10. Supervising kapenta drying 11. Writing weekly and monthly reports	C	C3

	3. Decisions 1. Decides on daily tasks for all the workers 2. Decides on bill of quantities 3. Decides on Performance of workers 4. Decides on type of servicing and repairs 4. Planning Plan on production of weekly and monthly reports 5. Minimum Education 1. 5- O Levels + 2. Journeyman Class 1 6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills 4. Lake navigation 5. Swimming skills		

Supervisor Drying	1. Key Result Area Oversee the operations at the Kapenta Drying Section 2. Activities 1. Housekeeping i.e. cleaning the Kapenta drying area. 2. Receiving Kapenta from the fisherman 3. Weighing the Kapenta upon receipt and record the weight. 4. Monitoring weather conditions so that the Kapenta is not damaged by adverse weather conditions like rain or too much heat, the Kapenta should not over dry. 5. Ensuring that workers continuously change the sides and positions of the Kapenta so that they dry evenly. 6. Ensure that the Kapenta is removed from the racks if the Kapenta has dried sufficiently. 7. Ensuring that the racks are kept at all the time 8. Ensuring safety of Kapenta at end of day until they are moved to the warehouse for storage. 9. Weighing the Kapenta after drying and recording the days production. 10. Writing reports where necessary 11. Communicating with management on progress and targets. 3. Decisions 1. Decides on the cleaning routine of the racks by the General Hands. 2. Decides on what time to remove the Kapenta after drying sufficiently 3. Decides on disciplinary measures for deviant behaviour.	B	B5

	4. Planning Plan on activities of the day 5. Minimum Education O levels 6. Minimum Experience 1 year experience 7 Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of the Kapenta industry 4. Supervisory skills		
Foremen Fishing	1. Key Result Area Supervision of Kapenta fishing process 2. Activities 1. Issue tool for use to all fishers (oils, belts, fuel etc) 2. Allocate Boats to Fishers 3. Monitor the fish finding machine	B	B4

	4. Lower the anchor of the Boat on strategic areas for fishing 5. Cast the nets and pull up nets after every two hours 6. Load Kapenta into trays and salt them 7. Oversee the submission of Kapenta by Fishermen from their assigned Boats to the main boats 8. Record trays submitted by Fisher men to the main Boat 9. Attend to staff issues during the fishing process 3. Decisions 1. Decides on Boats Allocation to Fishermen 2. Decides on strategic areas to anchor the Boat for fishing 4. Planning N/A 5. Minimum Education O Levels 6. Minimum Experience 6- 1 year on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy		

	3. Fishing skills		
Welder Skilled	1. Key Result Area Repairs and Maintenance of the Boats 2. Activities 1. Cleaning the workshop on daily basis 2. Attend to repairs and maintenance at the Office 3. Attend to Boat repairs and maintenance 4. Assist mechanics in all workshop works 5. Welding of chairs and chairs 6. Welding of Boat frames 7. Assess damages to the boats 8. Prepare bill of Quantify materials and order or request from stores, e.g. welding machines, cutting torch, welding rods, cutting disks, grinding disks, water papers and rust removers 9. Do metal fabrication in the welding process 10. Do all types of welding, arc welding. 3. Decisions Decides on welding jobs for the Company 4. Planning N/A 5. Minimum Education	C	C1

	Class 2 Journeymen 6. Minimum Experience 1 year on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Welding skills		
Accounts Clerk	1. Key Result Area Provide clerical services at the Estate 2. Activities 1. Receipting of cash from sales. 2. Safe keeping of company cash both eco-cash and cash 3. Making payments both manually and electronically 4. Preparation of payment vouchers 5. Prepare daily receipts and payments 6. Send reports to Accountant. 7. Do the bank reconciliation 8. Capturing and posting both supplier and customer invoices in the pastel and payroll systems	C	C2

	9. Generate VAT and PAYE returns on a monthly basis 10. Assist in updating debtors and creditors. 11. Do any general ledger reconciliation 12. Banking of cash received from customers		
	3. Decisions 1. Decides on banking of cash as appropriate 2. Decides on when to do reconciliations 3. Decides on own work schedule.		
	4. Planning 1. Plan on financial reports on a monthly basis 2. Plan on reconciliations on a monthly basis		
	5. Minimum Education 1. 5-O Level passes including English and Mathematics 2. Diploma/Degree in Accounting		
	6. Minimum Experience 3-6 months experience		
	7. Essential Skills 1. Communication skills 2. Organizational savvy		

	3. Accounting & Numerical skills 4. Computer/ ICT skills		
Human Resource Clerk	1. Key Result Area Provide HR functions to the Estate 2. Activities 1. Mark attendance Register for members of staff on daily basis 2. Process payroll and payout wages to the Estate employee every month 3. Process and pay all statutory remittances 4. Maintain contracts for members of staff 5. Conduct disciplinary hearings on need basis 6. Process leaves days for members of staff 7. Recruit and select members of staff for the Organization 3. Decisions Decides on the selection of suitable employees for the Organization 4. Planning N/A 5. Minimum Education 1. O levels 2. Diploma in Human Resource Management	B	B3

	6. Minimum Experience 6 months to 1 year experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Labour Relations skills		
Stores Clerk	1. Key Result Area Oversee the safe keeping and dispatching of Kapenta 2. Activities 1. Receive Kapenta from the racks and weigh before packing in the storeroom Pack Kapenta according to Customer request 2. Procurement of material requested by the Administrator 3. Keeping and maintenance of stock records 4. Attend to delivery of orders 5. Prepare and submit stock records to the Administrator on weekly basis 3. Decisions Decides on suppliers of goods when procurement 4. Planning	B	B3

	N/A 5. Minimum Education 5'O levels 6. Minimum Experience 3- 6 months on the Job Experience 7. Essential Skills 1. Communication skills 2. Accounting and procurement skills 3. Organizational savvy		
Boat Captain	1. Key Result Area Boat Operations during fishing process 2. Activities 1. Operating the Boat to strategic areas of fishing 2. Operate the fish finding machine 3. Drop the Boat Anchor on strategic fishing area 4. Lift the nets after every 2 hours 5. Salt Kapenta in trays 6. Transfer Kapenta to the main Boat 7. Assess the Boat on areas that needs repairs	B	B4

	3. Decisions 1. Decides on strategic site to anchor the Boat 2. Decides on repairs and maintenance of the Boats 4. Planning Plan on days for fishing when it not full moon 5. Minimum Education 1. Class 2 Drivers License 2. Captains Certificate 3. Launch Master's Certificate/ Skippers License 6. Minimum Experience 3-6 months on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Fishing skills		
Mechanic Semi skilled	1. Key Result Area Assist in farm and repair and service boats and vehicles 2. Activities	B	B2

	1. Attend to all mechanical breakdowns 2. Request for repair and servicing materials 3. Attending to breakdowns in the lake 4. Carry out engine overhaul 5. Attend to any mechanical duties as assigned from time to time 3. Decisions 1. Decides on bill of quantities 2. Decides on type of servicing and repairs 4. Planning Plan on production of weekly and monthly reports 5. Minimum Education General knowledge 6. Minimum Experience 3-6 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Mechanical skills 4. Lake navigation		

	5. Swimming skills		
Welder Semi Skilled	1. Key Result Area Assist in repairs and Maintenance of the Boats 2. Activities 1. Cleaning the workshop on daily basis 2. Attend to repairs and maintenance at the Office 3. Attend to Boat repairs and maintenance 4. Assist mechanics in all workshop works 5. Welding of chairs and chairs 6. Welding of Boat frames 3. Decisions Decides on welding jobs for the Estate 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3-6 months on the Job Experience	B	B2

	7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Welding skills		
Fishermen	1. Key Result Area Kapenta fishing during the night 2. Activities 1. Monitor the fish finding machine 2. Lower the anchor of the Boat on strategic areas for fishing 3. Cast the nets and pull up nets after every 3 hours 4. Load Kapenta into trays and salt them 5. Offload Kapenta every morning at the Hub 3. Decisions Decides on strategic areas to anchor the Boat for fishing 4. Planning N/A 5. Minimum Education	B	B1

	General Knowledge 6. Minimum Experience 3-6 months on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Fishing skills		
Capenter Dryer	1. Key Result Area Drying and Packaging of Kapenta 2. Activities 1. Receive Kapenta from the Harbour every morning during the fishing season 2. Spread Kapenta for drying on the racks 3. Turning of Kapenta after every two hours on the racks 4. Packing of dry Kapenta in the warehouse 5. Assist in sawing broken nets 3. Decisions	A	A2

	1. Decides on sites for Drying Kapenta 2. Decides on intervals of turning Kapenta on the racks 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 1- 3 months on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Kapenta drying skills		
Estate Agent	1. Key Result Area Attend to all day-to-day issues of the Estate 2 Activities 1. Attend to all day-to-day issues of the Estate such as repairs and maintenance 2. Collection of deiseal every day for the operations of the Estate 3. Assists in the dying of Kapenta	A	A3

	4. Assist in sawing tone nets 5. Attend to any repairs and maintenance at the Estate 6. Supplying of firewood for canteen at the Estate 7. Assist in all other general work at the Estate 3. Decisions Decides on Administrative works on activities above 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 1-3 months on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Driving skills		
Net Maker	1. Key Result Area Making new nets as per specifications and mending of torn and damaged nets.	A	A3

	2. Activities 1. Making new nets and fish gear equipment 2. Repairing damaged nets and fish gear equipment 3. Disinfection of repaired nets 4. Record keeping of all nets and fish gear equipment 5. Ensuring that the nets inventory is up-to-date 6. Correct use of standard operating procedures in all operations of fish movement 7. Observing all biosecurity measures within the section 3. Decisions Decides on whether it is safe to carry out net mending activities 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1-3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy		

	3. Net mending/making on-job training		
General Hand	1. Key Result Area Attend to general work at the Estate 2. Activities 1. Assist in Drying Kapenta at the peak of harvest 2. Prepare Maheu for members of staff 3. Prepare lunches for staff 4. Clean dishes after serving meals 5. Assist in maize milling for canteen meals 6. Keep stocks such as nets 7. Attend to any general work as may be assigned from time to time by the forelady 3. Decisions Decides on times for serving meals to staff 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience	A	A2

	1-3 months on the Job Experience		
	7. Essential Skills		
	1. Communication skills		
	2. Organizational savvy		

Summary of Kapenta Subsector Jobs

Job Title	Broad Band	Band/ Sub-grade
Accountant	C	C5
Transport and Logistics Officer	C	C3
Mechanic Supervisor	C	C3
Supervisor Drying	B	B5
Foremen Fishing	B	B4
Welder Skilled	C	C1
Accounts Clerk	C	C2
Human Resource Clerk	B	B3
Stores Clerk	B	B3
Boat Captain	B	B4
Mechanic Semi skilled	B	B2
Welder Semi Skilled	B	B2
Fishermen	B	B1
Capenter Dryer	A	A2
Estate Agent	A	A3
Net Maker	A	A3
General Hand	A	A2

Sugarcane Sector jobs and Grades

Job Title	Standard Job Description	Broad Band	Band/ Sub-grade
Zone Supervisor	1.Key Result Area Oversee the zone activities, allocate work to subordinates and supervise them accordingly 2.Activities 1. Receive and assess reports at the Zone to determine activities to be done at the Zone on daily basis 2. Mark staff attendance register 3. Allocate work to Chain Issuers, Cane Pickers, Receipt Clerk, Zone Clerk, Tractor Drivers and Zone Recorder and supervise them 4. Check the parking of the train in line with the fields of harvest 5. Production of reports on bundles sugarcane from the field 3.Decisions	C	C3

	1. Decides on the activities to be done on the Zone 2. Decides on work allocation to different members of staff 4.Planning 1. Plan on the production activities in line with the schedule of train movements 2. Plan on zone activities per season 5.Minimum Education 1. 5 O Level passes + 2. Diploma in Agriculture 6. Minimum Experience 1 year on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Sugarcane Agri-skills 4. Supervisory skills and report writing skills		
Zone Clerk	1. Key Result Area Accounting for all dispatched sugarcane 2. Activities	C	C1

1. Obtain the number of infield bundles from the recorders.
2. Counting the number of bundles in the zone in the morning on a daily basis
3. Count the number of chains in the Zone in the morning on a daily basis both on the sugarcane and not on the sugarcane
4. Count the number of broken chains
5. Write a report on the status
6. Compile a consolidated report for all zones on the numbers of chains and number of bundles
7. Writing train plans recording the wagon number and whose sugarcane was loaded onto which wagon
8. Monitoring cranes so that sugarcane for various farmers is not mixed up.
9. Recording bar codes
10. Filing and writing the delivery book

3. Decisions

1. Decides on Zone clerical activities for accountability
2. Decides on priorities depending on time
3. Decides on the requests for trains
4. Decides on the tractors to take the sugarcane to the zone
5. Decides on chains use

4. Planning

1. Plan on production of reports on a daily basis
2. Plan on train movements on a daily basis

5. Minimum Education

	1. 5 O Level passes + 2. Diploma in Accounts/ Business Administration 6. Minimum Experience 6 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Report writing skills 4. Numerical skills 5. Sugarcane Agri-skills		
Welfare Supervisor	1. Key Result Area Provide welfare to members of staff at the Estate 2. Activities 1. Provide welfare to members of staff at the Estate 2. Issuing of food hampers to members of staff 3. Issuing of canteen requirements to feed workers at work 4. Supervising of the canteen cooks in preparation of nutria foods for workers 5. Allocation of company houses to new employees and tenants on vacant rooms 6. Periodic inspection of estate compounds 7. Order canteen requirements from the procurement department 8. Supervising of the goats' project on the estate	B	B5

	9. Reconciliation of food hampers and canteen requirements on daily basis and issue a report on monthly basis 3. Decisions 1. Decides on the allocation of company houses to new workers and houses for tenants as well as rentals to be paid 2. Decides on ordering of canteen requirements for replenishments in the canteen 4. Planning 1. Plan on reordering of canteen requirements 2. Plan on visits to the estate village 3. Plan on preparation and submission of monthly welfare report 5. Minimum Education 5 O levels 6. Minimum Experience 1 year on the job Experience 8. Essential Skills 1. Communication skills 2. Organizational savvy 3. Report writing skills 4. Supervisory skills		

Production Clerk	1. Key Result Area Account for the zone production activities and issue reports for management decision making 2. Activities 1. Source quotations for procurements of zone requirements 2. Place order such as beverages for the zone club 3. Organize and coordinate the cane cutting process within section of the zones 4. Transfer sugarcane cutter from farm to farm for cane harvesting 5. Calculation of sugarcane tonnage harvested and the extracted recoverable crystal (ERC) 6. Calculation of sugarcane tonnage to determine amount payable to each farmer 7. Check the total of bundles for each farmer that was invoiced 8. Receive statement for farmers from Tongaat Hullet 9. Attend to production meetings 3. Decisions 1. Decides suppliers to engage for zone requirements 2. Decides on farms to priorities sending cane cutters 4. Planning 1. Plan on production meetings 2. Plan on suppliers to engage for zone 3. Plan farms to priorities sending cane cutters 5. Minimum Education	B	B3

	5 O Level passes 6. Minimum Experience 1 year on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Sugarcane Agri-skills 4. Clerical and report writing skills		
Welfare Clerk	1. Key Result Area Process workers welfare issues to keep a motivated workforce. 2. Activities 1. Issuing food to workers 2. Request and receive food to be cooked for workers in the field 3. Writing sick reports for employees 4. Allocating houses to workers engaged by the Estate 5. Facilitate the servicing and repair of houses 6. Maintain general peace and harmony 7. Monitor the behaviour of workers at the estates 8. Writing welfare reports on weekly and monthly basis.	B	B3

	3. Decisions 1. Decides on the allocation of houses 2. Decides on menus at the kitchen 3. Decides on houses to be repaired. 4. Planning 1. Plan on daily canteen requirements 2. Plan on weekly and monthly reports 5. Minimum Education 5 O level passes 6. Minimum Experience 1 year experience on the job 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Report writing		
Administration Clerk	1. Key Result Area Administer the day-to-day activities at the Zone and production of administration reports	B	B4

2. Activities

1. Maintain the MM calendar of activities including executive meetings, council meetings, departmental meetings and section meetings
2. Sending of notices of meetings seven (7) days before the meeting
3. Take minutes in all meetings and circulate to the stakeholders
4. Keep and updating of zone records and files
5. Updating of attendance registers for processing of wages to members of staff
6. Conduct HR clerical duties such as advertising for new positions
7. Supervising of staff at the country club
8. Attend to queries raised by members of staff

3. Decisions

Decides on calendar of meetings in consultation with executives and stakeholders

4. Planning

1. Plan on the calendar of meetings in consultation with executives and stakeholders
2. Plan on duty roster for security guards

5. Minimum Education

1. 5 O level passes +
2. Diploma in Secretarial studies / Office Administration

6. Minimum Experience

1 year on the job experience

	7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Sugarcane Agri-skills 4. Report writing skills		
Agronomy Supervisor	1. Key Result Area Assign agronomy work to clerks and supervisor their day-to-day performance 2. Activities 1. Assign work to subordinates from the weekly and monthly work plans 2. Supervise agronomist in the field and clerks 3. Set targets for subordinates 4. Induct new comers to the Estate 5. Supervise the application of fertilizers in the sugarcane field 6. Supervise the sugarcane gap filling process 7. Assess the level of pest in the field and recommend spraying of chemicals 8. Measure sugarcane growth in the field against the standard growth 9. Nutria analysis and collect samples for laboratory testing 3. Decisions 1. Decides the amount of fertilizers to be applied in the field 2. Decides on chemicals required to treat identified pest and crop diseases	C	C2

	3. Decides on the work to be done in the fields. 4. Planning 1. Plan on quantities of fertilizers to be applied in the field 2. Plan on chemicals required to treat identified pest and crop diseases 3. Plan on the work to be done in the fields. 5. Minimum Education 1. 5 O levels + 2. Diploma in Agronomy 6. Minimum Experience 2 years' Experience 7. Essential Skills 1. Communication skills 2. Agronomy skills 3. Knowledge of sugarcane 4. Supervisory skills		
Agronomy Clerk	1. Key Result Area Provide Agronomy clerical duties	B	B3

	2. Activities 1. Monitor the clocking system on workers attendance 2. Check on the department requirements such as chemicals and advise the Agronomist 3. Data capturing on daily operations and can loss statistics 4. Production of daily reports on sugarcane growth after every two weeks 5. Assessment of trash in the field from the Scouter's reports 6. Supervise scouters and obtain reports from their field inspections/ assessments 7. Production of herbicide report, germination assessment report, gap filling report and applied fertilizers reports. 3. Decisions Decides on report for periodization on daily and weekly basis 4. Planning Plan on submission of reports on daily basis 5. Minimum Education 5 O levels passes 6. Minimum Experience 1 year on the job experience 7. Essential Skills		

	1. Communication skills 2. Organizational savvy 3. Knowledge of sugarcane 4. Report writing skills		
Supervisor Horticulture	1. Key Result Area Overseeing the horticulture project 2. Activities 1. Marking the attendance register and submitting to the Clerk for compilation of timesheets 2. Allocating duties to the General Workers on a daily basis 3. Supervising and monitoring the performance of the General Workers doing the following duties, Planting, Trellising, Land preparation, chemical Spraying , fertilizer applications, weeding in the field. 4. Prepare and submit reports on all horticulture activities and record keeping 5. Reporting to Management on the operations of the horticulture project 3. Decisions 1. Decides on varieties to be planted 2. Decides on manpower requirements on a daily basis 4. Planning 1. Plan an tasks to be done on a daily basis 2. Plan on the manpower required in the field	B	B5

	3. Plan on horticulture activities throughout the year 5. Minimum Education 1. 5 O levels + 2. Diploma in Agriculture 6. Minimum Experience 1 year (full season) experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills 4. Horticulture knowledge		
Supervisor Parks Gardens & Amenities	1. Key Result Area Facilitating the maintenance of all Parks, Gardens and other social amenities in a presentable state. 2. Activities 1. Deploy, delegate and assign duties to Gardeners. 2. Marking the daily attendance register. 3. Compile the monthly time book 4. Compile work schedule 5. Making follow ups to various duty stations to check the performance of Gardeners	B	B4

6. Write daily reports on parks and gardens activities
7. Request for materials from stores for use by Gardeners.
8. Safekeeping of tools.

3. Decisions

1. Decides on disciplinary measures to be taken on truant workers
2. Decides on manpower requirements
3. Decides on materials required for use by Gardeners.
4. Decides on performance expectations.

4. Planning

1. Manpower requirements on a daily basis
2. Work schedule on a daily basis

5. Minimum Education

5 O level passes

6. Minimum Experience

1 year on the job experience

7. Essential Skills

1. Communication skills
2. Organizational savvy
3. Supervisory skills

Supervisor Sugarcane	1. Key Result Area Allocate work in the sugarcane field and supervisor workers accordingly (+/-20 Workers) 2. Activities 1. Mark attendance registers for workers on the field 2. Allocate work to general workers and set targets per person per day 3. Supervise the application of fertilizers in the field 4. Mix chemicals for spraying and supervise the spraying process 5. Supervise workers on gap filling in the field 6. Supervise the weeding by workers in the field 7. Supervise irrigators in the field 8. Supervise the opening of fireguards in the field 9. Supervise the cutting/ harvesting of sugarcane and loading of bundles 3. Decisions 1. Decides on the number of general workers required in the field 2. Decides on seasonal activities to be done in the field 4. Planning 1. Plan on seasonal and daily activities to be done in the field 2. Plan on the number of general workers required and resources required 5. Minimum Education 1. 5 O levels	B	B5

	2. Diploma in Agriculture 6. Minimum Experience 2 years' Experience on the job 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Sugarcane Agri-skills 4. Supervisory and report writing skills		
Field Foreman	1. Key Result Area Allocate work in the sugarcane field and supervisor workers accordingly (+/-20 Workers) 2. Activities 1. Receive order from the Supervisor on daily basis of what needs to be done in the field 2. Mark attendance registers for workers on the field and submit to the Supervisor 3. Allocate work to general workers and set targets per person per day 4. Supervise the application of fertilizers in the field 5. Mix chemicals for spraying and supervise the spraying process 6. Supervise workers on gap filling in the field 7. Supervise the weeding by workers in the field 8. Supervise irrigators in the field 9. Supervise the opening of fireguards in the field	B	B4

	10. Supervise the cutting/ harvesting of sugarcane and loading of bundles 3. Decisions 1. Decides on the number of general workers required in the field 2. Decides on targets to set for each worker in the field 4. Planning N/A 5. Minimum Education O Levels passes 5. Minimum Experience 1 year Experience on the job 8. Essential Skills 1. Communication skills 2. Organizational savvy 3. Sugarcane Agri-skills 4. Supervisory and report writing skills		
Security Corporal	1. Key Result Area Provision of security services to the Estate 2. Activities	B	B3

	1. Mark attendance register every morning 2. Count cattle and update records 3. Deploy security guards into areas of manning day & night 4. Supervise Security guards 5. Maintain security duty roaster 6. Patrols on the estate 3. Decisions 1. Decides on security deployment and duty rosters 2. Decides on field patrols 4. Planning N/A 5. Minimum Education 1. levels + 2. Security guard training certificate 6. Minimum Experience 1 year on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy		

	3. Security supervisory skills		
Water Recorder	1. Key Result Area Oversee the supply of water from twelve (12) dams in the zone 2. Activities 1. Open water at the Dam every morning 2. Receive water orders from farmers in the Zone 3. Allocate water as per request and record 4. Follow up on the flowing of water in the canals to the farmers fields and attend to any spillages on the way 5. Report any identified blockages and spillages for repairs and maintenance of the canal 6. Submit records⁸ of water consumption to ZINWA on weekly basis 7. Supervise contract⁸ workers on clearing and cleaning the canals for east flowing of water 3. Decisions 1. Decides on water allocation to farmers and any additional quantities as may be requested 2. Decides on dam water levels⁸ in line with the quantities required by the farmers in the zone 4. Planning 1. Plan on water allocation⁷ to farmers and any additional quantities as may be requested	B	B1/B2

	2. Plan on dam water levels in line with the quantities required by the farmers in the zone 5. Minimum Education 5 O level passes 6. Minimum Experience 1 year on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Sugarcane Agri-skills		
Pump Operator Supervisor	1. Key Result Area Operate pump for irrigation purposes in the Estate 2. Activities 1. Assess water levels in the dam every morning 2. Prepare duty roster for pump attendance and water recorders 3. Open pump water valves for the estate 4. Operate dam for irrigation purposes in the Estate 5. Assess the pressure of water from the dam 6. Check on pipes and repair any burst pipes 7. Supervise pump attendance and irrigators and water recorders	B	B5

	8. Oversee the flowing of water from the dam into the field 9. Apply fertilizers in the field 3. Decisions 1. Decides on water pressure when operating the pump 2. Decides on duty roster for pump attendance and water recorders 4. Planning 1. Plan on the irrigation activities in the field and which fields are to be irrigated 2. Plan on work allocation to pump attendance and irrigators 5. Minimum Education 5 O level passes 6. Minimum Experience 1 year (full season) working experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Sugarcane Agri-skills 4. Supervisory skills		

Irrigation Supervisor	1. Key Result Area Oversee the operations of the irrigation function at the farm/estate 2. Activities 1. Planning the work schedule 2. Marking the attendance register for the Irrigators 3. Allocating duties to the Irrigators 4. Supervising the Irrigators in the Estate 5. Ensure that pumps are working 6. Ensuring that the sugarcane field is irrigated according to instructions. 7. Checking if there is enough water at the dam 8. Checking if water is reaching all the parts of the field 9. Reporting to the Manager on the operations at the field 3. Decisions 1. Decides on number of Irrigators required in the field 2. Decides on standards of performance for Irrigators 3. Decides on moisture content and days for irrigation on sections of the Estate 4. Planning 1. Plan on targets for the workers on a daily basis 2. Plan on work schedules on a daily basis 5. Minimum Education	B	B5

	1. 5 O Levels 2. Certificate in Agriculture 6. Minimum Experience 2 years' Experience on the job 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory and report writing skills		
Infield Supervisor	1. Key Result Area Supervise the Hot Water Plant Attendants for maximum production. 2. Activities 1. Supervise the Hot Water Plant Attendants for maximum production. 2. Carry out the handover/takeover 3. Check the condition of the Hot Water treatment plant 4. Check if there is enough seed for the day (24 hours) 5. Mark attendance register 6. Make request for food units 7. Housekeeping issues 8. Monitor the performance of the Attendants ensuring that they are working according to instructions. 9. Check the targets of Hot Water Plant Attendants. 10. Compile daily reports	B	B5

	3. Decisions 1. Decides on targets for the workers 2. Decides on safety of the workers 3. Decides on the replacement of sick workers 4. Planning Plan on work schedule 5. Minimum Education 5 O level passes 6. Minimum Experience 1 year on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills		
Cattle Supervisor	1. Key Result Area Overseeing the operations at the Cattle Section 2. Activities	B	B5

1. Checking the health of the cattle in the morning on a daily basis
2. Counting the cattle every in the morning on a daily basis
3. Opening the cattle pans
4. Allocating duties to the Herders
5. Accompanying Herders to the grazing fields
6. Checking if there is enough grass for the cattle at the grazing fields
7. Branding the cattle
8. Treating the sick cows
9. Vaccinating and dosing the cattle
10. Carrying out artificial insemination when necessary
11. Ensuring that dipping of cattle is done

3. Decisions

1. Decides on dipping, vaccinating and dosing schedules for the cattle
2. Decides on grazing areas
3. Decides on treatment of cattle

4. Planning

1. Plan on dipping, vaccinating and dosing schedules on a monthly basis

5. Minimum Education

1. 5 O levels passes
2. Certificate in Animal Husbandry

6. Minimum Experience

	1 year on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills 4. Good knowledge of animal husbandry		
Gap filling Supervisor	1. Key Result Area Supervise general workers in sugarcane planting and gap filling 2. Activities 1. Setting of targets and supervising general workers in sugarcane planting and gap filling 2. Read reports from the scouts on areas that require gap filling 3. Mark attendance register for general workers and submit attendance register for wage calculations 4. Assign work to general workers on the sugarcane field 5. Set targets for general workers on areas of gap filling 6. Prepare and submit reports on work done on weekly and monthly basis 3. Decisions 1. Decides on targets for general workers in the field 2. Decides on number of general workers required in the field 4. Planning	B	B5

	1. Plan on number of general workers required in the field 2. Plan on preparation and submission of weekly and monthly reports 5. Minimum Education Certificate/Diploma in Agronomy 6. Minimum Experience 1 year on the job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory and report writing skills 4. Knowledge of sugarcane		
Senior Water Bailiff	1. Key Result Area Facilitate the water movement from the Dam to the field 2. Activities 1. Facilitate the water movement from the Dam to the field 2. Compile dam water levels and update records 3. Canal maintenance 4. Supervisor canal checkers and canal slushers 5. Oversee the dam process in all dams for the Estate	B	B3

	6. Calculate and determine water required in the field and pump the water into the fields. 3. Decisions 1. Decides on water requirements in the fields 2. Decides on the dam water levels 4. Planning Plan on volume of water requirements in the field 5. Minimum Education 5 O levels 6. Minimum Experience 1 year on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of sugarcane 4. Report writing skills		
Accounts Clerk	1. Key Result Area Processing financial transactions at the Estate.	C	C2

	2. Activities 1. Receipting of cash from sales, rentals and kiosk 2. Safe keeping of company cash both eco-cash and cash 3. Making payments both manually and electronically 4. Preparation of payment vouchers 5. Updating of the cash books at the estate 6. Prepare daily receipts and payments 7. Send reports to Accountant. 8. Do the bank reconciliation 9. Capturing and posting both supplier and customer invoices in the pastel and pay-roll systems 10. Generate VAT and PAYE returns on a monthly basis 11. Assist in updating debtors and creditors. 12. Do any general ledger reconciliation 13. Banking of cash received from sales 14. Conduct the inter-company reconciliation. 3. Decisions 1. Decides on banking of cash as appropriate 2. Decides on when to do reconciliations 3. Decides on own work schedule. 4. Planning 1. Financial reports on a monthly basis 2. Reconciliations on a monthly basis 5. Minimum Education		

	1. 5 O Level passes + 2. Diploma/Degree in Accounting 6. Minimum Experience 1 year experience on the job 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Numerical skills 4. Computer skills		
Farm Clerk	1. Key Result Area Provide clerical duties at the farm 2. Activities 1. Mark attendance register for all staff on the estate 2. Assign duties to general workers 3. Calculate wages for general workers as per attendance registers 4. Issue cane tickets and record tonnage of harvested cane 5. Oversee the delivery of sugarcane to the mill 6. Recruit contract workers during the harvesting season 7. Deciding working program at the estate following the seasons 3. Decisions	C	C2

	1. Decides on the number of contract workers required in the field at the time of harvesting sugarcane 2. Decides on estate work activities throughout the season 3. Decides on dates for payment of wages to farm workers 4. Planning 1. Plan on estate work activities throughout the season 2. Plan on the number of workers on the farm for approval 3. Plan on payment of wages to farm workers 5. Minimum Education 5 O levels including Mathematics and English Degree in Accounts or Business Administration 6. Minimum Experience 1 year experience on the job 7. Essential Skills 1. Communication skills 2. Report writing skills 3. Organizational savvy 4. Sugarcane Agri-skills		
Section Clerk	1. Key Result Area	B	B3

	Providing clerical services to the section of the organization 2. Activities 1. Mark attendance register for staff which is used for calculating wages 2. Provide reports on activities done such as hectares of land irrigated per day, spraying done per day & number of workers in the field per day. 3. Costing of wages for workers in field per day and on weekly basis. 4. Produce and submit reports on harvest and estimated tones of harvest from the sugarcane fields. 5. Recording and reporting of rainfall figures 6. Update operations books for submission to the Human Resource Officer for processing 3. Decisions Decides on number of workers required in the field depending on the work activities to be done. 4. Planning 1. Plan on preparation and submission of weekly and monthly costing of wages for workers in field. 2. Plan on preparation and submission of reports on harvest and estimated tones of harvest from the sugarcane fields 5. Minimum Education 5 O level passes		

	6. Minimum Experience 6 months on the job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy p 3. Report writing skills		
Receipting Clerk	1. Key Result Area Recording of bundles of sugarcane received and dispatched 2. Activities 1. Check and control sheet for chains 2. Record all chains issued on the control sheet as the chain issuer issues the chains 3. Verify chain to tractor Drivers and reconcile chains every day 4. Record information on receipt book on number of sugarcane bundles received and dispatched 3. Decisions Decides on chain issuing after reconciliations on daily basis 4. Planning N/A	B	B3

	5. Minimum Education 5 O level passes 6. Minimum Experience 6 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Sugarcane Agri-skills 4. Report writing skills		
Engineering Administration Clerk	1. Key Result Area Carry out all administrative duties in the Engineering department 2. Activities 1. Managing the data base for all servicing carried out by Fitters, Plumbers, Electricians and Maintenance Department. 2. Update inventories 3. Monitor and maintain attendance register for the Department 4. Processing of the time off and leave applications for the Department and submit to Human Resources Department 5. Maintain asset and equipment register for fixed assets and tools. 6. Costing of jobs and materials for pump house. 7. Preparation of funding motivations for new orders. 8. Receive requests from users for the purchase of materials. 9. Prepare requisitions and submit for procurement by the Buyer.	B	B4

	3. Decisions 1. Decides on list of items to be submitted for procurement after doing the funding motivation. 2. Decides on own work schedule 3. Decides on recommending obsolete equipment 4. Planning Plan on production of reports on a weekly and monthly basis 5. Minimum Education 1. 5 O Level passes + 2. Diploma in Administration/Stores Management/Logistics and Transport/human Resources 6. Minimum Experience 1 year experience on the job 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Administrative skills		
Crop Scouter	1. Key Result Area	B	B1

Scouting for pest and crop diseases in the sugarcane field

2. Activities

1. Field patrols and identification of pests and crop disease
2. Identify gaps in sugarcane and mark for gap filling
3. Write reports on identified gaps
4. Write reports on identified diseases and pests and recommend the chemicals for spraying depending on the thresholds of pests and diseases identified
5. Collect soil samples for the laboratory for assessment of nutrition in the soil
6. Take sugarcane samples for laboratory assessment
7. Calibration of boom spraying machines
8. Calibration of planters

3. Decisions

1. Decides on the chemical for spraying on identified crop diseases and pests
2. Decides on gap filling areas in the field

4. Planning

Plan on frequency of field patrolling to check for pest and crop disease

5. Minimum Education

5 O levels

6. Minimum Experience

1 year on the job Experience

	7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Scouting skills 4. Knowledge of sugarcane		
Crop Guard – Sugar-Cane	1. Key Result Area To safeguard crops against animals and thieves. 2. Activities 1. Receive instructions from Supervisor 2. Checking round the field in the morning to see if there were no intrusion the previous night. 3. Conducting handover/takeover with the other Crop Guard going off. 4. Patrolling the field checking for Cattle and wild animals 5. Baboons and monkeys and other wild animals which may damage sugarcane crops 6. Report any incidents to the Supervisor 7. Handling of fire arms⁸ and other security weapon during patrol 3. Decisions Decides on frequency of patrols 4. Planning N/A	A	A2

	5. Minimum Education General knowledge 6. Minimum Experience 1 month on the job experience 7. Essential Skills 1. Communication skills 2. Security skills		
Drip Maintenance Foremen	1. Key Result Area Superintend over the drip irrigation project to maximise production. 2. Activities 1. Deploy, delegate and assign subordinates duties on a daily basis 2. General maintenance of the drip irrigation system 3. Checking water pressure for the irrigating blocks 4. Trouble shooting in irrigating blocks 5. Conduct drip irrigation system inspection 6. Drip irrigation system audit (system performance) 7. Training new Pump Attendants on operation of the pump. 8. Post planting commissioning 9. Post harvesting commissioning 10. Repairing of main line and submain line leaks	B	B5

11. Monitoring performance of workers
12. Small scale drip maintenance.
13. Requesting materials and equipment for use at drip irrigation
14. Safekeeping of equipment
15. General supervision, granting of leave, off etc
16. Participate in job interviews
17. Participate in disciplinary hearings
18. Recommending employees for promotion
19. Data capturing and report writing

3. Decisions

1. Decides on manpower requirements on a daily basis depending on the volume of work
2. Decides on daily tasks to be done by the workers
3. Decides on disciplinary matter concerning the workers
4. Decides materials to be used at drip irrigation department

4. Planning

1. Plan on manpower requirements on a daily basis
2. Plan on targets ion a daily basis
3. Plan on materials as and when materials have depleted in stock

5. Minimum Education

1. 5 O levels +
2. Diploma in Water Engineering

	6. Minimum Experience 1 year on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Technical skills 4. Supervisory skills		
TLB Operator	1. Key Result Area Provide TLB services to the Estate 2. Activities 1. Conduct basic TLB maintenance works such as checking of oils, diesels, refuelling etc 2. Attend to operations such as loading of gravel, soil, river sand on construction projects 3. Attend to the loading of heavy loads such as loading of fertilizers 4. Attend to other works such as road clearance, deforestation in the fields and new fields 5. Clearing of trenches, digging of canals and water main lines 6. Digging of soak aways in the estate 3. Decisions Decides on quantities that can be loaded at a time 4. Planning	B	B3

	N/A 5. Minimum Education Earth moving Certificate 6. Minimum Experience 1 year on the job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. TLB operating skills		
Tractor Driver – Trailer Works	1. Key Result Area Tractor driving- Trailer Work 2. Activities 1. Check the condition of the tractor; 2. Oil, nuts, water, battery, tyres, breaks, lights, fuel and mileage. 3. Receive instructions from Supervisor on the tasks for the day. 4. Transporting sugarcane from the field to the loading zone 5. Pulling implements like; bousers, trailers. 6. Doing the following duties, Mowing, disking, Road repairs etc as of when as- signed	B	B2

7. Washing or cleaning the tractor on a daily basis.
8. Requesting for consumables for the tractor
9. Safekeeping of tractor tools kit.
10. Perform minor repairs on the tractor
11. Sending the tractor for service

3. Decisions

1. Decides on sending the tractor for service when due for the service
2. Routine operational decisions

4. Planning

Plan on activity prioritisation on the daily duties assigned

5. Minimum Education

Class 5 Drivers License

6. Minimum Experience

1 year on the job experience

7. Essential Skills

1. Communication skills
2. Organizational savvy
3. Technical skills
4. Good driving skills
5. Ability to take care of machinery

Tractor Driver - Implements	1. Key Result Area To driver tractors pulling farm implements for maximum productivity 2. Activities 1. Checking the condition of the machine/tractor, Oils 2. Radiator, Tyre pressure, Hydraulics and Lights 3. Checking the conditions of the implements such as booms prayers, Slashers, Reapers, Disk, Ploughs and dumper 4. Towing pivots 5. Disking in the fields and planting sugar cane 6. Operate boom spraying in the field 7. Repairing roads using gravel 8. Transporting gravel, sand and firewood 9. Supplying water using bowser 3. Decisions 1. Decides on work priorities 2. Decides on loads on the tractor depending on its condition 4. Planning Plan on daily activities in consultation with supervisor 5. Minimum Education Class 5 driver's license	B	B2

	6. Minimum Experience 1 year experience on the job 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Tractor driving skills 4. Implements operating skills		
Welder – Skilled-Sugar Cane	1. Key Result Area Attend to welding and fabrication works at the Estate 2. Activities 1. Welding tractor trailers 2. Attend to welding of gates and other steel work within the Estate 3. Repair of dam scoopers 4. Assist in tyre fitting 5. Assist in any other works in the workshop 3. Decisions Decides on repairs and maintenance in the workshop and welding works 4. Planning	b	B5

	N/A 5. Minimum Education Class 3 journeymen 6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Welding skills		
Welder Semi-skilled	1. Key Result Area To carry out all the welding works as assigned. 2. Activities 1. Receiving welding requirements from users be for repairs. 2. Make assessments of work to be done. 3. Request for materials to use from stores. 4. Carry out the welding works as required. 5. Conduct test runs 6. Write ad hoc reports 7. Repair all farm equipment which need welding. 8. Checking the condition of machinery and equipment with a view to mend any loose or broken parts	B	B2

	3. Decisions Decides on bill of quantities and materials to be used in repairs 4. Planning Prioritisation of work to be done as per job cards opened 5. Minimum Education General knowledge 6. Minimum Experience 6 months on the job experience 7. Essential Skills 1. Communication skills 2. Welding and fabrication skills		
Plumber Skilled	1. Key Result Area Carrying out all plumbing works at the farm. 2. Activities	C	C2

1. Carry out new installations of the whole plumbing system, like water closet pans, wash hand basins, pressure geysers, and water reservoirs.
2. Installing and repair of submissible pumps, geysers and water reservoirs.
3. Assessing plumbing work to be done and compile bill of quantities.
4. Carry out the works after receiving materials from stores.
5. Drain laying and Pipe fitting.
6. Carry out any plumbing repairs as may be assigned from time to time.
7. Carry out general inspection of plumbing works at the farm.
8. Attend to plumbing blockages.
9. Recommending further works.
10. Supervision of subordinates.

3. Decisions

1. Decides on bill of quantities for work to be done
2. Decides on substitution of materials to use as a way of improvising.

4. Planning

Plan on prioritisation of work to be done on daily basis.

5. Minimum Education

Class 1 Journeyman
Apprenticeship trained and or Trade tested

6. Minimum Experience

1 year experience

	7. Essential Skills 1. Communication skills 2. Plumbing skills		
Plumber Semi-skilled	1. Key Result Area Carrying out all plumbing works at the farm. 2. Activities 1. Carry out new installations of the whole plumbing system, like water closet pans, wash hand basins, pressure geysers, and water reservoirs. 2. Assessing plumbing work to be done and compile bill of quantities. 3. Carry out the works after receiving materials from stores. 4. Drain laying and Pipe fitting. 5. Carry out any plumbing repairs as may be assigned from time to time. 6. Attend to plumbing blockages. 3. Decisions 1. Decides on bill of quantities for work to be done 2. Decides on substitution of materials to use as a way of improvising. 4. Planning Plan on work prioritisation as per job cards opened.	B	B2

	5. Minimum Education General Knowledge 6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Plumbing skills 3. Costing of bill of quantity and estimation skills		
Painter Semi Skilled	1. Key Result Area Maintaining buildings and all structures in a presentable manner through painting as may be instructed from time to time. 2. Activities 1. Checking job cards on a daily basis for any pending paint works. 2. Assessing buildings or work to be done. 3. Compiling bill of quantities for the work to be done. 4. Receive painting materials from stores. 5. Carry out safety measures by erecting barricades. 6. Cleaning of surfaces to be painted 7. Do the paintworks according to specifications after mixing the paint 8. Doing the housekeeping issues 9. Signwriting at the premises as maybe assigned 10. Disposing off the empty containers appropriately.	B	B2

	11. Assist Builders when need arises. 3. Decisions 1. Decides on bill of quantities for work to be done. 2. Decides on paint mixing requirements 3. Decides on own work schedule 4. Decides on manpower to assist during paintworks 4. Planning Plan on working schedule as per painting assignments received 5. Minimum Education General knowledge 6. Minimum Experience 6 months on the job experience 7. Essential Skills 1. Communication skills 2. Painting skills 3. Costing and bill of quantity estimates skills		
Drip Installer	1. Key Result Area	B	B2

	Installation of drips in new fields 2. Activities 1. Drip installations for continuous supply of water in the field 2. Checking of drip installation machines 3. Installation of pipes in the fields 4. Measure depth of pipes 5. Count lines installations per day and produce a report to the Installation Manager 3. Decisions Decides on the depth of pipes such as 18 centimetres or 22 centimetres 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy		

	3. Installation skills		
Drip Maintenance Hand	1. Key Result Area Assist in the installation of drip in new sugarcane fields . 2. Activities 1. Receiving instructions from the Foreman after the SHE talk meeting on a daily basis. 2. Repairing main line and sub mainline leaks 3. Commissioning of post-harvest fields. 4. Commissioning of post planting fields. 5. Cleaning of pump house sumps. 6. Carry out other technical duties. 7. Pre-post-harvest preparations. 8. Cleaning the clusters 9. House keeping in the pump house. 3. Decisions N/A 4. Planning N/A 5. Minimum Education General Knowledge	B	B1

	6. Minimum Experience 3' months on the job experience 7. Essential Skills 1. Communication skills 2. Drip installation skills		
Truck Driver	1. Key Result Area Delivery of sugarcane from the field to the mill 2. Activities 1. Assist in the loading of sugarcane into the truck 2. Transport sugarcane from the field to the mill 3. Transport fertilizers from different suppliers to the farm 4. Assist in driving tractors on trailer work 5. Deliver water for cattle in the paddocks with tractor 6. Attend to any other delivery and driving duty as may be assigned from time to time 3. Decisions 1. Decides on load to carry in the truck 2. Decides on route to use when driving 4. Planning N/A	B	B4

	5. Minimum Education 1. O-level passes + 2. Class 2 Drivers' license 6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Driving skills		
Crane Operator	1. Key Result Area Operating the crane to move sugarcane and other materials and from one position to another. 2. Activities 1. Checking the condition of the crane, water, oil and fuel 2. Operating the crane to lift bundles of sugarcane and load them onto trucks. 3. Coordinating with the Assistant and the truck drivers in loading the sugarcane. 4. Ensuring safety of other workers and self as well as machinery 5. Attend to repairing roads during off season 6. Assist in the workshop in areas such as repairs and maintenance and tractor driving as may be assigned from time to time 3. Decisions	B	B3

	1. Decides on the appropriate quantities to be loaded at any given time 2. Decides in the repairs and maintenance of the Crane 4. Planning Plan on repairs and maintenance of the Crane 5. Minimum Education 1. Class 5 Drivers License 2. Earth moving certificate 6. Minimum Experience 6 months crane operating experience 7. Essential Skills 1. Communication skills 2. Safety conscious 3. Heavy equipment operating skills		
Dam Attendant	1. Key Result Area Dam attendant for irrigation purposes in the Estate 2. Activities	A	A3

1. Assess water levels in the dam every morning
2. Open water valves for irrigation in the estate
3. Assess the pressure of water from the dam
4. Assess the flowing of water in canals
5. Assist in the supervision of Irrigators in the irrigation process
6. Assist in fertilizer application in the field

3. Decisions

Decides on dam water levels

4. Planning

Plan on days for irrigation

5. Minimum Education

General Knowledge

6. Minimum Experience

3 months experience on the job

7. Essential Skills

1. Communication skills

	2. Organizational savvy 3. Sugarcane Agri-skills		
Pivot Operator	1. Key Result Area Operating the pivot ensuring that irrigation of the plantation is done properly. 2. Activities 1. Checking the pivots for any blocked nozzles 2. Unblocking all the blocked nozzles 3. In case of blockages, dig the main line and cover it again after repairs 4. Weeding the field 5. Spraying herbicides when called upon to do so. 6. Changing lateral pipes. 7. Assisting in other duties when called upon to do so. 3. Decisions Decides on when to change pipes 4. Planning Plan on changing irrigation pipes after every 6 hours 5. Minimum Education General knowledge 6. Minimum Experience	A	A3

	3 months experience on the job 7. Essential Skills 1. Communication skills 2. Irrigation skills		
Irrigator Pivot–Sugarcane	1. Key Result Area Irrigation in the sugarcane field using pivots 2. Activities 1. Irrigation in the field using pivot 2. Flushing of the pivot line 3. Adjust pressure of water on pivot line during irrigation 4. Weeding in the sugarcane field 5. Apply fertilizers and chemicals in the field 6. Cleaning of the drain 3. Decision Decides on moisture content and changing of pivot 4. Planning N/A 5. Minimum Education General Knowledge + internal training	A	A3

	6. Minimum Experience 3 Months on the Job 7. Essential Skills 1. Communication skills 2. Irrigation skills & pivot operating skills 3. Sugarcane Agri-skills		
Irrigator Furrow Sugarcane	1. Key Result Area Irrigation in the sugarcane field 2. Activities 1. Irrigation in the field using siphon pipes 2. Track the flowing of water in the ridges 3. Change siphon pipes after assessing moisture content 1. Decision Decides on moisture content and changing of siphon pipes 2. Planning N/A 3. Minimum Education General Knowledge	A	A1

	4. Minimum Experience 3 Months on the Job 5. Essential Skills 6. Communication skills 7. Irrigation skills Sugarcane Agri-skills		
Tyre Fitter	1. Key Result Area Attend to tyres of tractors and tucks at the farm 2. Activities 1. Clean maintain the workshop 2. Clean tractor trailers and attend to any loose nuts on tractors 3. Repair tyres for all tractors 4. Fill tractor tyres with water and pump pressure 5. Fitting of new tyres on tractors 6. Assist in the process of servicing tractors 3. Decisions Decides on repairs and maintenance of tyres 4. Planning N/A	A	A3

	5. Minimum Education General Knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Mechanical and tyre fitting skills		
Hot Water Plant Attendant	1. Key Result Area To prepare sugarcane seed and take good care of it until ready for planting. 2. Activities 1. Receive seed from the field 2. Cutting the seed into smaller pieces (1meter). 3. Feed the seed into the Hot Water Plant. 4. Boil the seed for 2 hour and 10 minutes 5. Packing the seed into tonne bags. 6. Housekeeping 7. Continue the process the whole day. 3. Decisions Decides on the degree of hot water before feeding seeing into the plant	A	A3

	4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Technical skills		
Pump Hand Operator	1. Key Result Area Operate pump for irrigation purposes in the Estate 2. Activities 1. Assess water levels in the dam every morning 2. Open pump water valves for the estate 3. Assess the pressure of water from the dam 4. Check on pivot and control during watering process 5. Supervise irrigators in the irrigation process 6. Assist in the application of fertilizers in the field	A	A3

	3. Decisions Decides on water pressure when operating the pump 4. Planning Plan on daily activities 5. Minimum Education General Knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Irrigation skills		
Pump Attendant	1. Key Result Area Attending to pump to ensure Continuous water supply into the sugarcane fields 2. Activities 1. Prime the pump every morning	A	A3

2. Start the pump every morning
3. Run all main pumps simultaneously
4. Assist pump fitter to repair pumps
5. Checking for any unusual sounds coming from the pump and report immediately.
6. Removing debris from the oil sump.
7. Allow water to flow through the canals
8. Irrigate one (1) complete cycle per day
9. Attend to weeding along the canals and cleaning any waste that may block water from flowing.

3. Decisions

1. Decides on which field to supply water first
2. Decides on the pressure of water from the pump

4. Planning

Plan on cycle of watering

5. Minimum Education

General Knowledge

6. Minimum Experience

- 1 months on the job experience

7. Essential Skills

1. Communication skills

	2. Organizational savvy 3. Irrigation skills		
Chain Hand	1. Key Result Area Loading and securing sugar cane 2. Activities 1. Checking the quantity of sugar cane to be bundled. 2. Ensuring that the bundle weight is within the recommended 5 tonne bundle weight. 3. Requesting for chains from the Chain Issuer 4. Fastening the chains round the bundle of sugar cane with the close help from the Tractor Driver. 5. Communicating with the Tractor Driver to lift the bundle of sugarcane and place on the truck or wagon. 6. Cleaning the tractor 7. Ensure that all safety measures are observed before loading cane 3. Decisions 1. Decides on the safety of the load and the people working around the loading process. 2. Decides on when it is safe to lift the bundle of sugar cane 3. Decides on the quantities of sugar cane to tie as a bundle for carriage. 4. Planning Plan on executing the daily assignments as communicated by the Tractor driver 5. Minimum Education	A	A2

	General + Technical skill 6. Minimum Experience 1 year on the job experience 7. Essential Skills 1. Communication skills 2. Organizational Savvy 3. Sugarcane Agri-skills		
Chain Issuer – Zone	1. Key Result Area Issuing chains during the sugarcane harvesting period 2. Activities 1. Counting the number of bundles of sugarcane at the zone in the morning on a daily basis 2. Counting the number of chains and verifying with the previous day left overs of chains 3. Counting the number of chains on the bundles 4. Reconciling the number of chains to ensure that there are no missing chains 5. Reporting the status quo to the Supervisor 6. Recording the number of chains given to Tractor Drivers when they go out to the fields to collect sugarcane 7. Recording the number of chains on the sugarcane bundles being brought back by Tractor Drivers	B	B3

8. Continuously tracking the number of chains in the possession of each and every Driver
9. Issuing the chains
10. Keep track record of tractors and their Sections using the chain control sheet and the allocation book
11. Ensuring adherence to quotas
12. Recording bundles and reallocating urnfields so that Sections without sugarcane cede their allocation to those Sections with more sugarcane
- 13.** Writing chain reports on a daily basis

3. Decisions

1. Decides on the allocation of chains to Tractor Drivers
2. Decides on the reallocation of unfields
3. Decides on the tracking of chains

4. Planning

1. Plan on reports on a daily basis
2. Plan on the issuing of chains on a daily basis

5. Minimum Education

5 O levels

6. Minimum Experience

3-6 months on the job experience

	7. Essential Skills 1. Communication and chain issuing skills 2. Organizational savvy 3. Report writing skills		
Office Orderly	1. Key Result Area Maintenance of Offices 2. Activities 1. Cleaning offices & windows 2. Emptying of office dust bins 3. Ordering of tea requirements 4. Making teas for office staff 5. Collect and clean cups of teas 6. Distribution of mails in offices 3. Decisions Decides on cleaning duties 4. Planning N/A 5. Minimum Education General Knowledge	A	A2

	6. Minimum Experience 3' months on the job Experience 7. Essential Skills Communication skills		
Club Cleaner	1. Key Result Area To clean all the ablution facilities and maintain them in a high standard of hygiene 2. Activities 1. Cleaning the toilets at the club 2. Cleaning the restaurant 3. Requesting for cleaning materials on time and according to the number of toilets 4. Safekeeping of cleaning materials and chemicals 5. Cleaning the surrounding area in the assigned places of operation. 6. Continuously checking if the toilets are clean and take corrective action in case they have been spoiled. 3. Decisions Decides on routine intervals to check the state of the toilets. 4. Planning Plan on requesting materials on a weekly basis	A	A1

	5. Minimum Education General knowledge 6. Minimum Experience 2 months on job experience 7. Essential Skills 1. Communication skills 2. High standard of hygiene		
Officer Cleaner	1. Key Result Area To clean all the ablution facilities and maintain them in a high standard of hygiene 2. Activities 1. Cleaning the toilets in the assigned area. 2. Requesting for cleaning materials on time and according to the number of toilets 3. Safekeeping of cleaning materials and chemicals 4. Cleaning the surrounding area in the assigned places of operation. 5. Continuously checking if the toilets are clean and take corrective action in case they have been spoiled. 3. Decisions	A	A1

	Decides on routine intervals to check the state of the toilets. 4. Planning Plan on requesting of cleaning detergents on a weekly basis 5. Minimum Education General knowledge 6. Minimum Experience 1 month on the job experience 7. Essential Skills 1. Communication skills 2. High standard of hygiene		
Guest House Maid/ Cook	1. Key Result Area Preparation of meals for guest at the Estate 2. Activities 1. Cleaning of guest houses 2. Receive all guest into their allocated rooms as per their booking 3. Prepare breakfast, lunches and super meals for guests 4. Clean all dishes and kitchen utensils 5. Washing of clothes for the guests 6. Washing of all linen and bed spreading	B	B2

	3. Decisions Decides on the best menu for the guests 4. Planning 1. Plan in line with bookings received 2. Plan on menu requirements 5. Minimum Education Certificate in Hotel and catering 6. Minimum Experience 1 year on the job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Food preparation skills		
Assistant Electrician	1. Key Result Area Attend to all electrical faults, repair and maintenance 2. Activities 1. Inspection of field pumps 3 times per week	B	B2

	2. Inspection and maintenance of LT line 3. Attend to new electricity installation on the estate 4. Attend to domestic electricity at the Estate 5. Installations of power and control circuits 6. Attend to irrigation pump maintenance 7. Attend to domestic water pumps installations and maintenance 8. Installation and maintenance solar system 9. Attend to electricity in the state and all the zones 10. Building of LT lines at all zones 3. Decisions Decides on electricity diagram and installations 4. Planning 1. Plan on routine checking's of electricity flows on the Estate 2. Plan on inspection and maintenance of LT line 5. Minimum Education 5 O level passes 6. Minimum Experience 1 year on the job experience 7. Essential Skills 1. Communication skills		

	2. Organizational savvy 3. Electrical connectivity skills		
Builder Skilled	1. Key Result Area Building and Maintenance at the Estate 2. Activities 1. Receive requests for repairs, maintenance, services from user Departments and individuals and open job card. 2. Assessing to be done and compile the bill of quantities for the materials needed for the works. 3. Request for the materials and collect from store. 4. Carry out the works as required ensuring safety of self and others around. 5. Carry out general buildings maintenance and repairs. 6. Repairing and maintenance of canals 7. Building new canal 8. Compile the bill of quantities for the materials needed for the works. 9. Request for the materials and collect from store. 10. Carry out general buildings' maintenance and repairs. 11. Building new pump houses 12. Assist in clearing ways for canals 3. Decisions 1. Decides on materials for use in building operations 2. Decides on bill of quantities fir works to be done 3. Decides on general repairs and maintenance	C	C2

	4. Planning 1. Plan for materials as and when required to do so. 2. Plan on Prioritisation of tasks 5. Minimum Education Class 1 Journeymen 6. Minimum Experience 1 year on the job experience 7. Essential Skills 1. Communication skills 2. Building skills		
Builder Semi-skilled	1. Key Result Area Building and Maintenance at the Estate 2. Activities 1. Receive requests for repairs, maintenance, services from user Departments and individuals and open job card. 2. Repairing and maintenance of canals 3. Building new canals 4. Compile the bill of quantities for the materials needed for the works. 5. Request for the materials and collect from store.	B	B2

	6. Carry out general buildings' maintenance and repairs. 7. Building new pump houses 8. Assist in fencing the Estate 9. Assist in clearing ways for canals		
	3. Decisions 1. Decides on materials for use in building operations 2. Decides on bill of quantities fir works to be done 3. Decides on general repairs and maintenance		
	4. Planning 1. Plan for materials as and when required to do so. 2. Plan on Prioritisation of tasks		
	5. Minimum Education 1. General knowledge 2. On the job training		
	6. Minimum Experience 6 months on the job experience		
	7. Essential Skills 1. Communication skills 2. Building skills		

Mechanic	1. Key Result Area Repairs and maintenance of farm equipment's for smooth operations 2. Activities 1. Attend to repair and maintenance of tractors, trucks, haulages and bell tractors 2. Service all vehicles and tractors on need basis 3. Maintain service records for the Estate 4. Attend to all bearing and suspensions on trucks and tractors 5. Attend to any reported breakdowns in the field 6. Oversee the work of tractor drivers at the farm 7. Supervise semi-skilled mechanics and Welders at the Estate 3. Decisions Decides on repairs and maintenance of farm equipment's 4. Planning Plan on servicing of all vehicles and tractors 5. Minimum Education 1. 5 O levels + 2. Diploma in Deiseal Engine Mechanic 3. Class 1 Journeymen 6. Minimum Experience	C	C2

	1 year experience 7. Essential Skills 1. Communication skills 2. Mechanical skills		
Fitter Semi-skilled	1. Key Result Area Attend to machine breakdowns at the Estate 2. Activities 1. Cleaning the workshop 2. Assess the tools for use in place 3. Attend to break downs such as pumps and pivots 4. Servicing of pumps and pivots 3. Decisions Decides on spare parts required for repairs and maintenance 4. Planning N/A 5. Minimum Education General Knowledge	B	B2

	6. Minimum Experience 6 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Mechanical skills		
Bulldozer Operator	1. Key Result Area Attend to field work requiring the use of a Bulldozer 2. Activities 1. Conduct basic Bulldozer maintenance such as checking of oil, coolant, hydraulic system etc 2. Attend to Bulldoze works such as bush clearance, ground reaping, roads maintenance, opening of dams ground clearing. 3. Decisions Decides on work priorities in the event of competing assignments 4. Planning N/A 5. Minimum Education	B	B3

	Certificate in Earth moving 6. Minimum Experience 1 year on the job Experience 7. Essential Skills 1. Communication skills 2. Bulldozer operating skills		
Canal Checker	1. Key Result Area Clearing the canals for continuous flowing of water to the sugarcane fields 2. Activities 1. Clearing the canals for continuous flowing of water to the sugarcane fields 2. Cutting of grass along the canal way 3. Clean the canals (removing any wastes that blocks water from flowing 4. Picking of stones that block the canal 5. Packing of sandbags on the way of the excavator 3. Decisions Decides on cleaning of the canal way 4. Planning	A	A2

	N/A 5. Minimum Education General Knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Canal cleaning skills		
Block Foremen	1. Key Result Area Allocation of work to general workers and supervise their performance within the Block 2. Activities 1. Mark attendance register for general works on duty 2. Allocation of work to general workers into blocks (such as block 16, 20) etc 3. Supervise general workers on the assigned work 4. Supervise employees on weeding and fertilizer applications in the fields. 5. Supervise irrigators on irrigation process including the sprinklers 6. Collect and distribute food for staff in the field 7. Follow up on absent employees from their homes 3. Decisions	B	B4

	1. Decides on task allocation to field workers 2. Decides on field with work to be done 3. Decides in the number of general workers required in the field 4. Planning 1. Plan on work to be done on the field 2. Plan on the number of general workers required in the field 5. Minimum Education 5 O levels 6. Minimum Experience At least 1 year on the job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of sugarcane 4. Report writing skills		
Cane Cutter	1. Key Result Area Harvesting sugarcane 2. Activities	A	A1

	1. Sharpening of cane knives before starting work 2. Cutting of sugarcane from the field and stuck pile 3. Attend to general work as may be assigned from time to time such as weeding in the field, irrigation and fertilizer application 3. Decisions Decides on sharpening of cane slashers 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 3 Months on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Sugarcane Agri-skills		
Carpenter Semi skilled	1. Key Result Area Providing carpentry services to Estate	B2	B2

	2. Activities 1. Attend to repairs and maintenance of buildings, ceilings and cupboards 2. Assist builders on their building works 3. Attend to shuttering and pivots for watering in the fields 4. General carpentry work in the fields 3. Decisions Decides on repairs after assessments of carpentry works required 4. Planning Plan on all carpentry works as reported and as per job cards opened 5. Minimum Education General knowledge 6. Minimum Experience 6 months on the job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Carpentry skills		
Bar Attendant	1. Key Result Area	B2	B2

	Sales of beverages in the bar 2. Activities 1. Clean the bar every morning 2. Packing of beverages in the bar 3. Sale of beverages and snakes to customers 4. Update records on every sale made 5. Maintain bar stocks reorder levels and place orders before beverages run out 6. Safe keeping of cash from the sales until time of remitting 7. Safekeeping of the bar products until closing of the bar at 10pm 8. Report any products that are expiring on shelf 3. Decisions Decides on order to place for the bar 4. Planning Plan on reorder levels 5. Minimum Education 5 O Level passes 6. Minimum Experience 6 months on the job experience		

	7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Customer care and sales skills		
Chemical Sprayer	1. Key Result Area Control of weeds and insects through chemical spraying 2. Activities 1. Mixing with water the chemicals to be sprayed following the instructions on the labels 2. Filling the knapsacks with the chemicals 3. Spraying in the sugarcane field 4. Checking the direction of the wind during spraying. 5. Reporting presence of other pests and diseases apart from those which will be sprayed. 3. Decisions Decides on quantities of chemicals when mixing and spraying 1. Planning N/A 2. Minimum Education	A	A2

	General knowledge 3. Minimum Experience 3 months on the job experience 4. Essential Skills 1. Communication skills 2. Chemical handling skills		
Farm Health Worker	1. Key Result Area Providing health services to the farm workers and the villagers 2. Activities 1. Report at the clinic every morning to the sister in Charge 2. Inspect cleanness of ablution facilities in the village 3. Assess the environment at the children playing centre 4. Continuous educating of villager on health matters 5. Conduct health awareness programs at the village bars, shops and on a door-to-door engagement 6. Distribution of protector plus (Condoms) to villagers and workers 7. Conduct health education programs to the farm workers 8. Visit sick workers at their homes and monitor their compliance in taking the pre-scribed medication 9. Testing of workers on malaria 10. Verify attendance of staff in the field 11. Issue tools and account for all tools being used on the farm	B	B3

	3. Decisions 1. Decides on health programs and content for the community engagement 2. Decides on hygiene matters in the village 3. Decides on villages to visit on a rotation schedule 4. Planning 1. Plan on an out-reach program 2. Plan ion submission of weekly and monthly engagement report to the sister in Charge 5. Minimum Education 1. O levels + 2. Nurse Aid certificate 6. Minimum Experience 6 months on the job Experience 7. Essential Skills 1. Communication skills 2. Nursing skills 3. Counselling skills		
Herbicides/ Chemical Sprayer	1. Key Result Area	A	A2

	Spraying of chemicals in the sugarcane field to preserve the crop from diseases and pest 2. Activities 1. Mixing of chemical every morning 2. Filling of knapsack with chemicals ready for spraying 3. Spraying of chemicals in the field as assigned 4. Assist in weeding in the field 5. Attend to any other duty as ay be assigned by the supervisor 3. Decisions Decides on quantities of chemicals during the mixing process 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 3months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy		

	3. Sugarcane Agri-skills 4. Chemical handling skills		
Security Surgent	1. Key Result Area Provision of security services to the Estate 2. Activities 1. Mark attendance register every morning 2. Count cattle and update records 3. Deploy security guards into areas of manning day & night 4. Maintain security duty roaster 5. Patrols on the estate 3. Decisions 1. Decides on security deployment and duty rosters 2. Decides on field patrols 4. Planning N/A 5. Minimum Education 1. levels + 2. Security guard training certificate 6. Minimum Experience	B	B4

	1 year on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Security supervisory skills		
Security Guard	1. Key Result Area Security of assets and people 2. Activities 1. Attend deployment parade and other parades 2. Conduct handover/takeover 3. Conducting patrols in assigned areas or guard points. 4. Patrol on the estate to check for any intruders 5. Monitor staff movement at the estate 6. Report any incidents to the Security Sargent 7. Recording goods received and goods dispatched such as fertilisers and chemicals 8. Login in visitors and directing them to the respective offices. 9. Searching vehicles coming in and going out 10. Recording of fuel being issued to tractors and vehicles 3. Decisions Decides on frequency of patrols on the estate	A	A3

	4. Planning N/A 5. Minimum Education 1. Certificate in security Guard 2. Ability to read and write 6. Minimum Experience 3 months on job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Security conscious 4. Report writing skills		
Herdsman	1. Key Result Area Hearding cattle for the Estate 2. Activities 1. Milking cattle every morning. 2. Stock taking of cattle every morning and issue a report. 3. Releasing of cattle into the pastures or paddocks. 4. Heading cattle in pastures and paddocks.	A	A2

	5. Continuously monitoring the cattle so that they don't go astray or destroy crops. 6. Dipping the cattle twice a week. 7. Dehorning when required 8. Castrating the bulls when required 9. Checking for new births and recording in the record book. 10. Checking the health of the animals and report and observations. 11. Monitoring the animals giving birth and reporting problems in the process to the Supervisor 3. Decisions Decides on areas to take the animals to. 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1 month on the job experience 7. Essential Skills 1. Communication skills 2. Animal caring skills		

General Worker- Tree Stumping	1. Key Result Area Clearing new fields for easy ploughing 2. Activities 1. Clearing new fields for easy ploughing 2. Attend to new fields and remove tree stumps 3. Attend to any other field work as assigned from time to time 3. Decisions Decides on size of tree stump that can be attended to manually and what should be directed to the TLB 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 1 month on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy	A	A1

General Worker- Stone Picker	1. Key Result Area Fields clearance for easy cultivation 2. Activities 1. Fields clearance for easy cultivation 2. Picking of small stones from the fields for easy cultivation 3. General cleaning of the fields by removing tree-stumps and stones 4. Assist the TLB operator in clearing new fields 3. Decisions Decides in the size of the size that can be hand-picked what should be removed by the TLB. 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 1 month on the job experience 7. Essential Skills 1. Communication skills	A	A1

	2. Organizational savvy		
General Worker – Gap Filling	1. Key Result Area Provide general work in the field and in any other areas as assigned 2. Activities 1. Weeding in the sugarcane field 2. Applying fertilizers in the sugarcane field 3. Clear fire guard in the field 4. Attend to gap filling in the field 5. Cutting of sugar cane in times of harvesting 6. Execute any other assignment as assigned by the Supervisor 3. Decisions Decides on gap filling spacing of sugarcane 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience Less than one month on the job experience	A	A2

	7. Essential Skills 1. Communication skills 2. Knowledge of sugarcane		
General Worker – Field	1. Key Result Area Provide general work in the sugarcane field 2. Activities 1. Opening tunnels to allow water to flow to the sugarcane 2. Irrigation of sugarcane using siphon pipes 3. Checking physically if water has reached all the parts of the particular line being watered. 4. Changing siphon pipes after assessing moisture content 5. Conduct the tunnel after the irrigation. 6. Conduct sugarcane gap filling 7. Weeding and chemical spraying in the field 8. Clearing the fields before sugarcane harvest 3. Decisions 1. Decides on moisture content before changing siphon pipes from one line to the other 4. Planning N/A	A	A2

	5. Minimum Education General Knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of sugarcane farming		
Gardener	1. Key Result Area Maintenance of garden outlook 2. Activities 1. Swiping at the Estate Offices 2. Watering of flowers and maintaining lawn 3. Slashing of grass around the Estate Offices 4. Trimming and shaping garden flowers 5. Picking litter around the premises 3. Decisions Decides on garden maintenance (watering, lawn mowing and trimming of flowers)	A	A1

	4. Planning Plan on garden maintenance (watering, lawn mowing and trimming of flowers) 5. Minimum Education General Knowledge 6. Minimum Experience 3' Months on the job Experience 7. Essential Skills 1. Communication skills 2. Gardening skills		

Summary of Sugarcane Subsector

Job Title	Broad Band	Band/ Sub-grade
Zone Supervisor	C	C3
Zone Clerk	C	C1
Welfare Supervisor	B	B5
Production Clerk	B	B3
Welfare Clerk	B	B3

Administration Clerk	B	B4
Agronomy Supervisor	C	C2
Agronomy Clerk	B	B3
Supervisor Horticulture	B	B5
Supervisor Parks Gardens & Amenities	B	B4
Supervisor Sugarcane	B	B5
Field Foreman	B	B4
Security Corporal	B	B3
Water Recorder	B	B1/B2
Pump Operator Supervisor	B	B5
Irrigation Supervisor	B	B5
Infield Supervisor	B	B5
Cattle Supervisor	B	B5
Gap filling Supervisor	B	B5
Senior Water Bailiff	B	B3
Accounts Clerk	C	C2
Farm Clerk	C	C2
Section Clerk	B	B3
Receipting Clerk	B	B3
Engineering Administration Clerk	B	B4
Crop Scouter	B	B1
Crop Guard – Sugar-Cane	A	A2
Drip Maintenance Foremen	B	B5
TLB Operator	B	B3
Tractor Driver – Trailor Works	B	B2
Tractor Driver -Implements	B	B2
Welder – Skilled- Sugar Cane	b	B5
Welder Semi-skilled	B	B2
Plumber Skilled	C	C2

Plumber Semi-skilled	B	B2
Painter Semi Skilled	B	B2
Drip Installer	B	B2
Drip Maintenance Hand	B	B1
Truck Driver	B	B4
Crane Operator	B	B3
Dam Attendant	A	A3
Pivot Operator	A	A3
Irrigator Pivot– Sugarcane	A	A3
Irrigator Furrow – Sugarcane	A	A1
Tyre Fitter	A	A3
Hot Water Plant Attendant	A	A3
Pump Hand Operator	A	A3
Pump Attendant	A	A3
Chain Hand	A	A2
Chain Issuer – Zone	B	B3
Office Orderly	A	A2
Club Cleaner	A	A1
Officer Cleaner	A	A1
Guest House Maid/ Cook	B	B2
Assistant Electrician	B	B2
Builder Skilled	C	C2
Builder Semi-skilled	B	B2
Mechanic	C	C2
Fitter Semi-skilled	B	B2
Bulldozer Operator	B	B3
Canal Checker	A	A2
Block Foremen	B	B4

Cane Cutter	A	A1
Carpenter Semi skilled	B2	B2
Bar Attendant	B2	B2
Chemical Sprayer	A	A2
Farm Health Worker	B	B3
Herbicide/ Chemical Sprayer	A	A2
Security Sargent	B	B4
Security Guard	A	A3
Herdsmen	A	A2
General Worker- Tree Stumping	A	A1
General Worker- Stone Picker	A	A1
General Worker – Gap Filling	A	A2
General Worker – Field	A	A2
Gardener	A	A1

Tea and Coffee Subsector jobs and Grades

Job Title	Standard Job Description	Broad Band	Band/ Sub-grade
Senior Supervisor	8. Key Result Area Oversee and supervise all operations within the division. 9. Activities	B	B5

1. Delegating duties to the Forepersons for onward delegation to workers in the field.
2. Making follow up on the Forepersons to see if they are doing their duties diligently.
3. Conduct performance monitoring of the Forepersons.
4. Solving operational challenges faced by the Forepersons
5. Planning work schedules.
6. Routine checks of fields.
7. Training Forepersons on new duties/operations.
8. Making decisions on key operational duties.
9. Solving problems, diagnosing problems.
10. Counselling workers
11. Coordinating and communicating decisions
12. Receiving reports from Forepersons and action as may be necessary

10. Decisions

1. Decides on manpower requirements for work to be done
2. Decides on material resources to be used
3. Decides on disciplinary measures to be taken
4. Decides on daily tasks to be done

11. Planning

1. Plans on tasks to be done on daily basis
2. Plans on manpower requirements on a daily basis
3. Plans the material resources to be used

	12. Minimum Education 1. 5 level passes 2. Certificate in agriculture 13. Minimum Experience 2 years' experience 14. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills 4. Well organized 5. Report writing skills		
Supervisor Macadamia	1. Key Result Area Oversee and supervise all operations within the division. 2. Activities 1. Patrols in the field to determine works to be done 2. Allocate operations to forepersons and supervisor them accordingly 3. Monitor and supervise all operations. 4. Train and discipline all employees accordingly 5. Issue field reports to section manager 3. Decisions	B	B5

	1. Decides on works to be done in the field and advise section manager 2. Decides on daily routine operations 4. Planning Plan on seasonal activities to be done in the field 5. Minimum Education O-levels including English 6. Minimum Experience 2 years at supervisor level 7. Essential Skills 1. Communication skill 2. Organisational savvy 3. Production planning skills 4. Decision making skills.		
Head Clerk Fields	1. Key Result Area Oversee the clerical work at Section level 2. Activities 1. Maintain and update statutory and audit records. 2. Reconciliation of fuels used and milage on all machines for tea picking. 3. Reconcile accounts reports to the section budget.	C	C2

	4. Conduct office induction for new employees. 5. Process and pay out wages bi-weekly and monthly. 6. Perform any other assigned duties from time to time. 3. Decisions 1. Decides on induction program for new employees. 2. Decides on processing and paying out wages bi-weekly and monthly 4. Planning 1. Plan on induction program for new employees. 2. Plan on processing and paying out wages bi-weekly and monthly 5. Minimum Education 5 O-levels including and English 6. Minimum Experience 2 years on the job experience 7. Essential Skills 1. Communication skills 2. Organisational savvy 3. Numerical skills		
Supervisor Green	1. Key Result Area Oversee the green field activities and supervise factory field workers for productivity	B	B5

2. Activities

1. Mark attendance register for factory workers
2. Allocate work to field workers such as plucking tea, weeding and spraying
3. Set tea production targets to field workers
4. Supervisor field workers in the picking/ plucking of tea
5. Monitor and control the quality of tea production
6. Attend to staff grievances in the factory
7. Supervise the factory foremen's activities in the factory

3. Decisions

1. Decides on tea production targets per day
2. Decides on delegation of work to factory workers
3. Decides on staff leave as may be requested

4. Planning

1. Plan on tea picking of in the field
2. Plan on leave calendar for factory workers
3. Plan on workforce requirement in the green field

5. Minimum Education

5 O levels

	6. Minimum Experience 2 years' Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of Tea and Coffee 4. Supervisory skills 5. Production planning skills		
Factory Overseer	1. Key Result Area To oversee and assist the factory management with the day to day running of the factory in accordance to laid down procedures and as recommended from time to time. 2. Activities 1. Deploy, assign and delegate duties to the Departmental supervisors 2. Enforces discipline 3. Monitors tractor turnaround at the loading bay and checks the fluffing of tea 4. Oversees withered leaf charging/ batching into the maceration machinery 5. Helps factory management in training all new factory staff 6. Ensures that safety, risk and health standards are always maintained before, during and after all operations 7. Oversees and checks firewood boiler stocking and daily consumption 8. Assists the Assistant Factory Manager in proper organization of work, supervision and ensuring good relations and productivity	C	C3

9. Performs any other duties as delegated by management
10. Allocates manpower to Supervisors in terms of numbers
11. Monitors performances/activities in the following areas
 - ✚ Boiler house
 - ✚ Leaf house
 - ✚ Rolling room
 - ✚ Sorting room
 - ✚ Firewood operations
12. Checks pressures in boilers for compliance
13. Checks the size of firewood being used put in the boilers
14. Checks withers for quality
15. Checks fermentation tea testing every hour for dryness, fermentation strength
16. Assists in writing reports
- 17.** Ensures that there is adequate firewood
- 18.** Requests for transport to collect firewood when need arises

3. Decisions

1. Decides on targets for workers
2. Decides on materials to be used
3. Decides on work schedules

4. Planning

1. Plans targets on a daily basis
2. Plans work schedules and shifts
3. Plans materials to use on a daily basis
4. Plans on manpower requirements on a daily basis.

	5. Minimum Education O level passes Diploma in Agriculture 6. Minimum Experience 2 years' experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills		
Overseer Divisional	1. Key Result Area Oversee the work of Gang Supervisors in the field for maximum productivity 2. Activities 1. Deploy, delegate and assign duties to Gang Supervisors 2. Continuously checks and controls all field work being undertaken by subordinates. 3. Checks time books, pay sheets and records of issues of equipment, tools and stores 4. Follow up on the Gang Supervisors and their subordinates to monitor performance. 5. Planning work schedules 6. Maintains close relationships with subordinates, peers' superiors 7. May be required to assist in other welfare matters e.g counselling 8. Reports on performance of subordinates 9. Monitors activities in the following areas; 📊 Scaling	B	B5

- ✚ Plucking
- ✚ Weeding
- ✚ Pruning
- ✚ Fertilizer application

3. Decisions

1. Decides on targets for the workers
2. Decides on acceptable performance
3. Decides on disciplinary issues
4. Decides on work schedules

4. Planning

1. Plans targets on a daily basis
2. Work schedule for the employees
3. Plans acceptable performance levels

5. Minimum Education

5 O level passes

6. Minimum Experience

2 years' experience

7. Essential Skills

1. Communication skills
2. Organizational savvy
3. Supervisory skills

Irrigation supervisor	1. Key Result Area Oversee the operations of the irrigation function at the estate 2. Activities 1. Planning the work schedule 2. Ensures that pumps are working 3. Ensures that the following fields are irrigated - Macadamia - Avocados - Rye grass 4. Checking if there is enough domestic and water and rectify if there isn't enough water. 5. Ensures that the Plumber and Fitter attend to breakdowns 6. Checks the state of the dams and take corrective action where necessary. 7. Sending water samples to the laboratory for testing 3. Decisions 1. Decides on the increase of lines for the supply of water. 2. Decides on manpower requirements 3. Decides on standards of performance for the workers 4. Decides on disciplinary measures for truant workers 4. Planning 1. Plans targets for the workers on a daily basis 2. Plans work schedules on a daily basis 5. Minimum Education	B	B5

	5 O level passes 6. Minimum Experience 2 years' experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills 4. Technical skills		
Fuels Supervisor	1. Key Result Area Management of fuel allocation for the Estate 2. Activities 1. Checking of fuel balances in containers at the Office 2. Allocation of fuel to machines in the fields 3. Refuelling of tea cutting machines as requested from time to time 4. Recording of fuel used on daily basis and produce reports 5. Reordering of fuel through the Foremen 3. Decisions 1. Decides on fuel re orders 2. Decides on allocation of fuel to machines in the fields 4. Planning	B	B5

	Plan on fuel re orders 5. Minimum Education 5 O Levels including mathematics 6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Report writing skills		
Factory Supervisor	1. Key Result Area Oversee the factory activities and supervise factory workers for productivity. 2. Activities 1. Supervise factory workers in the processing of tea. 2. Assign work to factory workers on daily basis and ensure that set targets are met. 3. Assess the hygiene of the village where workers stay. 4. Perform any other assigned duties from time to time. 3. Decisions 1. Decides on work to be done in the factory	B	B5

	2. Decides on delegation of factory work 3. Decides on staff leave calenda 4. Planning Plan on factory activities and general workers required 5. Minimum Education 5 O Levels 6. Minimum Experience 2 Years experience 7. Essential Skills 1. Communication skills 2. Organisational savvy 3. Knowledge of tea processing 4. Decision Making skills		
Secretary	1. Key Result Area Provides secretarial services to the Estate Manager and the whole Estate Administration 2. Activities 1. Types monthly returns as directed by the Admin Manager/Officer 2. Types correspondences for the Estate Manager and all the various managers on the Estate. 3. Assists with clerical work as directed by the admin manager/officer. 4. Efficiently operates the telephone switchboard.	B	B4

5. Operates the estate radio communications.
6. Maintains accurate calls' register detailing company, personal and call box calls and records and forwards messages.
7. Prepares monthly individual statements.
8. Prepares and types estate monthly returns.
9. Types all estate work.
10. Records rainfall and temperature figures daily.
11. Files all estate records and documents.
12. Carries out any other duties as directed by superiors from time to time
13. It is an added responsibility to ensure that subordinates are conversant with correct standard telephone procedures.

3 Decisions

1. Decides on office administration works
2. Decides on Estate Manager and Administration Manager diary synchronizations

4 Planning

1. Plan according to the Estate Manager's Diary
2. Plan on the production and submission of monthly reports

5 Minimum Education

1. Diploma in Office Administration
2. Diploma in Secretarial studies

6 Minimum Experience

1 year Job Experience

	7 Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of Tea and Coffee 4. Report writing skills 5. Minutes taking and computer literacy		
Factory Foremen	1. Key Result Area Oversee the factory activities and closely supervise factory workers for productivity. 2. Activities 1. Assign work to factory workers on daily basis. 2. Attend to staff grievances in the factory. 3. Supervisor factory workers in the processing of tea 4. Conduct on job training to factory workers 5. Control tea density/ volume 6. Assign work to factory workers on daily basis 7. Set tea production targets to factory workers 8. Monitor and control the quality of tea production 9. Attend to first aid cases in the factory 10. Compile and submit quality control reports to Factory Supervisor 3. Decisions 1. Decides on tea production targets per day 2. Decides on quality of production output 3. Decides on delegation of work to factory workers	B	B4

	4. Decides on staff leave as may be requested 4. Planning 1. Plan on tea production in the factory 2. Plan on leave calendar for factory workers 3. Plan on workforce requirement in the factory 5. Minimum Education 5 O levels 6. Minimum Experience 1 years' Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of Tea and Coffee 4. Supervisory skills 5. Production planning skills		
Field Foremen	1. Key Result Area To supervise workers in the macadamia field operations. 2. Activities 1. Responsible for training and allocating work to employees.	B	B4

	- Set targets for general workers and allocate work in the field - Monitor and supervise ongoing operations - Supervise general workers in weeding - Supervise bush pruners - Mark attendance register 3. Decisions Decides on the field targets for general workers 4. Planning Plan on work to be done in the field 5. Minimum Education O levels passes 6. Minimum Experience 1 year experience at supervisory level 7. Essential Skills - Communicational skills - Organisational savvy - Supervisory skills.		
Foremen Green Leaf	1. Key Result Area To supervise workers in the tea plantation and fields	B	B4

	2. Activities 1. Team briefing on work to be done every morning 2. Mark attendance register 3. Supervising workers weeding in the fields 4. Set targets for workers in the fields 5. Assessing and controlling workers performance in the field 6. Dismiss those who achieve their targets 7. Give workers tools of the trade in the fields 8. Supervising workers plucking tea in the fields 3. Decisions 1. Decides on task allocation to workers in the fields 2. Decides on the target per individual worker 3. Decides on field sections to work on a day 4. Decides on manpower required in the fields 4. Planning 1. Plan on task allocation to workers in the fields 2. Plan on the target per individual worker 3. Plan on field sections to work on a day 5. Minimum Education O Level passes 6. Minimum Experience		

	1 year experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of Tea and Coffee		
Foremen Herbicides	1. Key Result Area Oversee the work of Sprayers ensuring that tea is properly sprayed 2. Activities 1. Conduct the morning brief meeting 2. Giving instructions to Sprayers on the work to be done on the day 3. Deploying, delegating and assigning duties. 4. Explain the requirements of the workplan 5. Training of Sprayers 6. Monitoring work performance 7. Mixing chemicals and training one Sprayer how to do the spraying 8. Checking and repairing the boom sprayer 9. Marking the attendance register 10. Initiating the disciplinary process for truant workers 11. Setting targets 12. Following up to see if the spraying is being done correctly 13. Monitoring hours worked to prevent workers working overtime 3. Decisions	B	B4

	1. Decides on setting targets 2. Decides on disciplinary measures 3. Decides on materials to be used 4. Decides on work schedule 4. Planning 1. Performance targets on a daily basis 2. Plans work schedule on a daily basis 3. Plans materials to be used on a daily basis 5. Minimum Education O Level passes 6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory 4. Chemical handling		
Foremen Macadamia	1. Key Result Area To supervise the General workers in the macadamia field for maximum productivity.	B	B4

2. Activities

1. Conduct morning brief as required.
2. Give instructions to workers on work to be done
3. Deploy workers to different fields as appropriate
4. Explain the requirements of the workplan
5. Follow up workers closely monitoring if they performing their duties as instructed
6. Checking if workers are achieving tasks given
7. Training of workers
8. Counselling of workers
9. Mixing chemicals for spraying
10. Marking the attendance register
11. Checking equipment
12. Disciplining workers as appropriate
13. Dismissing workers at end of day

3. Decisions

1. Decides on daily routine operations
2. Decides on manpower requirements
3. Decides on equipment to be used

4. Planning

1. Plan on work schedule on a daily basis
2. Plan on manpower requirements on a daily basis
3. Plan on resources to be used on a daily basis.

	5. Minimum Education O level passes 6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Knowledge of macadamia plantation and harvesting 3. Supervisory skills		
Foremen Tea & Fields	1. Key Result Area To supervise workers in the tea fields 2. Activities 1. Monitor and supervise ongoing operations 2. Attend to employee's grievances in the fields. 3. Perform any other assigned duties from time to time. 4. Responsible for training and allocating work to employees. 3. Decisions 1. Decides on activities to be done in the field 2. Decides on targets for general workers in the field	B	B4

	4. Planning 1. Plan on activities to be done in the field 2. Plan on targets for general workers in the field 5. Minimum Education 5 O levels 6. Minimum Experience 1 year on the job training 7. Essential Skills 1. Communicational skills 2. Organisational savvy 3. Knowledge of green leaf 4. Supervisory skills		
Charge Hand Foremen	1. Key Result Area To supervise General Hands towards the maximization of production. 2. Activities 1. Oversee the loading of firewood onto tractors 2. Marking attendance registers for the workers 3. Writing reference letters for sick workers seeking medical attention at the clinic 4. Instituting disciplinary measures	B	B4

	5. Ensuring that there is enough food for the workers at lunch and sharing the food 6. Supervise the General Hands 7. Writing daily reports 8. Planning work for General Hands 3. Decisions Decides on targets for the General Hands 4. Planning Plans work for the General Hands on a daily basis 5. Minimum Education O level passes 6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills		
Security Surgent	1. Key Result Area Providing security services to the estate	B	B4

2. Activities

1. Oversee security operations.
2. Coordinates Cash in Transit
3. Check documentation.
4. Conduct refresher courses, orientation and trainings.
5. Apprehend and arrest offenders.
6. Compile weekly and monthly reports.
7. Accidents investigations.
8. Lead disaster preparedness teams.
9. Liase with police and other external partners on investigations and arrests.
10. Checks and Verifies goods in vehicles and invoices/ delivery notes
11. Conduct night patrols in the estate premises
12. Any other task as assigned by the superior from time to time.

3. Decisions

1. Decides on refresher courses content, orientation and trainings.
2. Decides on Compile weekly and monthly reports

4. Planning

1. Plan on refresher courses content, orientation and trainings.
2. Plan on Compile weekly and monthly reports

5. Minimum Education

O Level Passes

	6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Investigation Skills 3. Interpersonal Skills 4. Leadership skills 5. Firearm skills 6. Organizational savvy 7. Observing Skills 8. Ability to assess risks.		
Security Corporal	1. Key Result Area Providing Security services to the Company. 2. Activities 1. Apprehend and arrest offenders. 2. Checking fitness of Security Guards, state of the mind including drunkenness and appearance including smartness. 3. Check documentation. 4. Check performance and attendance of duties. 5. Monitor parade attendance. 6. Allocate duties. 7. Escort Cash In Transit. 8. Searching vehicles coming in and going out 9. Compile duty roasters making provisions for off days, positions and number of days.	B	B3

	10. Perform any other assigned duties from time to time. 3. Decisions Decides on duty roaster for security guards 4. Planning Plan on duty roaster for security guards 5. Minimum Education 1. 5 O levels 2. Security certificate 6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Investigation Skills 3. Leadership skills 4. Firearm operating skills 5. Observing Skills 6. Ability to assess risks.		
Junior Supervisor	1. Key Result Area Allocation of work to seasonal workers and supervise them	B	B3

2. Activities

1. Mark attendance register for all workers every morning
2. Issue tool for use in the field by the workers
3. Assign work to seasonal workers in the tea plantation
4. Supervise workers in the field
5. Record hours of work for all employees in the field
6. Release employees for break and at the end of the day

3. Decisions

Decides on work allocation to seasonal workers

4. Planning

N/A

5. Minimum Education

1 year on the Job Experience

6. Minimum Experience

General Knowledge

7. Essential Skills

1. Communication skills

	2. Organizational savvy 3. Knowledge of Tea and Coffee		
Head Clerk	1. Key Result Area Oversee the clerical work at Macadamia Section 2. Activities 1. Update, dispatch and maintain chemical and fertiliser stocks 2. Compile and maintain production reports daily, weekly and on monthly basis. 3. Capturing new workers into the payroll system 4. Maintain and update statutory and audit records. 5. Process and pay out wages bi-weekly and monthly. 6. Produce statutory returns reports 7. Conduct office induction for new employees. 8. Perform any other assigned duties from time to time. 3. Decisions 1. Decides on content for office induction for new employees 2. Decides on quantities of chemical and fertiliser stocks 4. Planning 1. Plan on production of reports daily, weekly and on monthly basis. 2. Plan on update statutory and audit records. 3. Plan on processing and pay out wages bi-weekly and monthly. 5. Minimum Education O-levels including Mathematics and English	C	C2

	Diploma in Salaries Administration 6. Minimum Experience 2 years on the job experience 7. Essential Skills 1. Communication skills 2. Computer skills 3. Report writing skills 4. Knowledge of macadamia 5. Organisational savvy		
Accounts Clerk	1. Key Result Area Handling financial transactions at the Estate. 2. Activities 1. Receipting of cash from sales, rentals and kiosk 2. Compiles fuel and oil balances. 3. Process goods received notes from bulk stores 4. Safe keeping of company cash both eco-cash and cash 5. Making payments both manually and electronically 6. Preparation of payment requisitions from GRN for the 5 estates 7. Prepares daily receipts and payments 8. Do the bank reconciliation 9. Posting both supplier and customer invoices in the pastel and payroll systems	B	B3

10. Generate VAT and PAYE, NSSA, AIDS levy returns on a monthly basis
11. Assist in updating debtors and creditors.
12. Do any general ledger reconciliation
- 13.** Banking and conduct the inter-company reconciliation.

3. Decisions

1. Decides on when to do reconciliations
2. Decides on own work schedule.

4. Planning

1. Financial reports on a monthly basis
2. Reconciliations on a monthly basis

5. Minimum Education

1. 5 O Level passes including English and Mathematics
2. Diploma/Degree in Accounting

6. Minimum Experience

1 year experience

7. Essential Skills

1. Communication skills
2. Report writing skills
3. Numerical skills

	4. ICT skills		
Assistant Procurement Officer	1. Key Result Area Placement of Orders for procurement 2. Activities 1. Checking of emails for orders required 2. Placement of orders to suppliers having provided them with products specifications 3. Attend to all outstanding orders as sent by the Administrator 4. Follow up with suppliers of orders through both emails and telephones 5. Ordering of building materials, consumables, spare parts, chemical and services such as servicing of generators at the Estate 6. Attend to all order request from the Estate Managers and place such order 7. Selection of efficient suppliers to order products 8. Receive all ordered products and record GRVs 3. Decisions 1. Decides on suppliers of products and services 2. Decides on reorder levels of products before placing orders 4. Planning 1. Plan on reorder levels of stocks 2. Plan on follow-ups with suppliers of ordered stocks 5. Minimum Education	B	B3

	1. 5' O Levels 2. Diploma in Purchase and Supply 6. Minimum Experience 3- 60 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy		
Issuing clerk factory	1. Key Result Area Oversee the clerical work at the Factory. 2. Activities 1. Recruitment of general workers and complete contract forms. 2. Process and pay out wages bi-weekly and monthly. 3. Reconcile accounts reports to the factory budget. 4. Assist in certification 5. Process NSSA claims. 3. Decisions 1. Decides on the appointment of employees 2. Decides on Leave roaster 4. Planning	B	B2

	1. Plan on the processing and paying out wages bi-weekly and monthly. 2. Plan on reconcile accounts reports to the factory budget. 5. Minimum Education 5 O -levels including mathematics and English 6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Organisational savvy 3. Knowledge of tea processing 4. Decision Making skills 5. computer operational skills.		
Field Clerk	1. Key Result Area Take and keep record of production in the field. 2. Activities 1. Check if the scale is working properly. 2. Erect or set the tripods 3. Weighing the tea 4. Compile the plucking report 5. Downloading Scale Data into the Computer. 6. Compile tea harvest report and submit to Supervisor	B	B3

	3. Decisions Decides on setting of set the tripods 4. Planning Plan on submission of tea plucking report 5. Minimum Education 5 O levels 6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Organisational savvy		
Payroll Clerk	1. Key Result Area Process the payroll for the employees employed by the Estate 2. Activities 1. Process payroll for farm workers 2. Capture all payroll inputs 3. Produce payroll reports 4. Payroll Administration.	B	B3

5. Checking the accuracy of the activity codes.
6. Reconciliation of payroll inputs and statutory remittances
7. Receive and verifying vetting forms from Sectional Heads
8. Maintain payroll records in auditable state
9. Checking master file.
10. Producing reports

3. Decisions

Decides on payroll inputs and cut-off date

4. Planning

1. Plan on payroll activities (cycle), inputs and processing
2. Plan on production of payroll reports

5. Minimum Education

5 O levels

Diploma in Salaries Administration

6. Minimum Experience

3-6 months experience

7. Essential Skills

1. Communication skills
2. ICT skills
3. Analytical skills

Wages Clerk	1. Key Result Area To input all payroll related adjustments into the Quantum Payroll programme 2. Activities 1. To input all payroll related adjustments namely new employees, dismissed employees, month end closures and short workings into the Quantum payroll programme. 2. To calculates earnings and deductions for seasonal, contracts and scholars. 3. To cross check whether all payroll transactions are captured. 4. To input overtime for seasonal and contract workers. 5. To download digital scales data into the payroll program and print green leaf figures for divisions daily. 6. To run and print seasonal, contract and scholars' payroll, signing sheets and payslips. 7. To prepare returns (ER9, NSSA, Salary Review, Pay details etc) 8. To submit daily working instruction sheets and print outs to EAO monthly. 9. To carry out any other duties as may be assigned by the immediate superior from time to time. 3. Decisions Decides on when to capture payroll inputs 4. Planning 1. Plan on payments of payroll system license 2. Plan on when to start processing the payroll in line with pay date 5. Minimum Education 1. 5 O levels including English and Mathematics	B	B3

	2. Payroll processing certificate 6. Minimum Experience 1 year on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of Tea and Coffee 4. Report writing skills		
Welfare Clerk	1. Key Result Area Proving welfare services to internal and external stakeholders. 2. Activities 1. Registration of workers with NSSA 2. Calculations of terminal benefits to retirees and exiting employees 3. Liaise with local headmen and assist with the provision of firewood from the estate 4. Facilitate transport for local schools on need basis. 5. Facilitate recreational activities for workers of the estate 6. Processing of funeral benefits to member of staff 7. Updating and keeping of staff files 8. Attending to company visitors and inquiries. 9. Taking assignments during Certification. 10. Any other task as assigned by the superior from time to time. 3. Decisions	B	B3

	Decides on welfare programs in liaison with headmen in the village 4. Planning 1. Plan on welfare programs in liaison with headmen in the village 2. Plan on welfare submission of welfare reports 5. Minimum Education 5 O Levels 6. Minimum Experience 1 year experience 7. Essential Skills 1. Interpersonal Skills 2. Communication skills 3. Organizational savvy 4. Numerical skills		
Stores Clerk	1. Key Result Area Assists the Bulk store Supervisor by receiving and dispatching goods, and ensuring requisite documentation and other administrative functions are completed as directed. 2. Activities 1. Checks all stocks from previous stocks in the storeroom	B	B3

	2. Reconciliations of stocks such as fuel, fertilizers, chemicals and stationery in storeroom 3. Maintains stock records (manual and computerized) 4. Maintains stock reorder levels for replenishments 5. Receives incoming stocks and updates records 6. Checks on GRV from the store's men 7. Order goods from central stores 8. Conducts stock take twice per week 9. Issue of food stuff, spares and chemicals etc 10. Receives goods into the Bulk Stores as well as dispatching them as directed. 11. Checks goods received against the invoices or delivery notes. 12. Assists the Bulk Stores Supervisor with writing out of G.R.N.s. 13. Issues out rations to divisions and staff as directed. 14. Assists the Bulk Stores Supervisor in compiling month end returns. 15. Assists the Bulk Stores Supervisor in carrying out physical stock checks by counting items in various in various bin locations. 16. Updates bin cards with quantities. 17. Records all goods received and dispatched in the goods received and dispatched book daily 3. Decisions 1. Decides on quantities of stock to reorder 2. Decides on re-order levels 4. Planning 1. Plan on reorder levels 2. Plan on stock take and production of inventory reports 5. Minimum Education		

	1. 5 O levels 2. Diploma in Accounts 6. Minimum Experience 3 months on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of Tea and Coffee 4. Report writing skills		
Tools Clerk	1. Key Result Area Managing of tools used by workers on their day-to-day activities 2. Activities 1. Issuing of tools to workers every morning 2. Recording to tools and reconcile with the records as they are returned every day 3. Ordering of tools from the Central Stores 4. Safekeeping of tools 5. Issuing of tolls records to the Estate Manager 6. Assist the wages clerk on paying of wages to seasonal workers 3. Decisions 1. Decides on additional tools to order from the central stores	B	B2

	2. Decides on tools to issue to workers 4. Planning N/A 5. Minimum Education 5 O levels 6. Minimum Experience 3 months on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Report writing skills		
Weigh Bridge Clerk	1. Key Result Area Ensure produce going through the weigh bridge is properly weighed. 2. Activities 1. Switching the scale on and checking if the scale is working properly. 2. Checking estimates from the field using the communication radio or the mobile phone. 3. Record estimates on the board. 4. Advise Managers of the estimates. 5. Receive the tea from the field	B	B3

	6. Checking the quality of the tea 7. Record the actual weight of the tea 8. Work on the kgs received from each Section 9. Compile the total production 10. Inform the Managing Director of the total production 11. Compile reports and submit on daily basis. 3. Decisions 1. Decides on the quality of the tea 2. Decides to reject poor quality tea. 4. Planning Plans work schedule according to estimates 5. Minimum Education 5 O level passes 6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Numerical skills		

Welfare Assistant	1. Key Result Area Provision of welfare services to the Estate workers 2. Activities 1. Assists the Welfare as required 2. Deputises for the Welfare officer 3. Health inspection in the village 4. Assigns Compound Rangers into the village and supervisor them on the work to be done 5. Attends to faults reported from the Village such as sewage spillage, water leakage and other plumbing required. 6. Trains villagers/ farm workers on health issues 7. Assists villagers with transport to the hospital on need basis 8. Trains villagers / farm workers on green plantations (vegetables for family consumption in the compound) 9. Oversees the dumping of waste in line environmental standards 10. Oversees the immunization of village workers 3. Decisions 1. Decides on work to be done in the village 2. Decides on work allocation to the village rangers 3. Decides on engagement programs with the villagers / farm workers 4. Planning Plan on village visits	B	B2

	5. Minimum Education 5 O Levels 6. Minimum Experience 6 months on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy		
Ambulance Driver	1. Key Result Area Providing ambulance services EHPL employees. 2. Activities 1. Transport injured and sick employees including their families to hospitals and Clinics as directed. 2. General vehicle maintenance (checking of water, oil and refueling) 3. Sending vehicle for servicing as scheduled 4. Provide ambulance services and respond to all emergence cases to internal and external stakeholders as directed. 5. Deliveries of medication to clinics and assigned by Sister in charge. 6. Drives other company vehicles as directed. 3. Decisions N/A	B	B2

	4. Planning N/A 5. Minimum Education 1. Secondary Education 2. Driver's License 3. Defensive driving certificate 6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Basic first aid 3. Emergency maternity delivery skill 4. Knowledge on clinics referral system 5. Knowledge on disease infection control measures		
Switchboard Operator	1. Key Result Area Facilitate communication with different stakeholders to the Estate 2. Activities 1. Receive incoming calls and making outgoing calls as requested by Office staff. 2. Take telephone messages for staff and relay such information	B	B3

	3. Receive and file rainfall records 4. Receive and records tea harvest records and compile harvest report to management 5. Receive tea harvest estimates from section managers and keep records 6. Attend to radio communication system and relay messages to respective persons 3. Decisions Decides on information to share with stakeholders over the phone 4. Planning N/A 5. Minimum Education 1. 5 O levels including English 2. Customer care training 6. Minimum Experience 3+ months on the job Experience 7. Essential Skills 1. Communication skills 2. Customer care skills 3. Report writing skills		
Transport and Logistics Officer	1. Key Result Area Oversee the transport and logistics for the Estate	C	C3

2. Activities

1. Mark attendance register for all drivers
2. Receive workplans from all section heads
3. Assign drivers to sections such as tea sections and Macademia section
4. Provide transport and logistics to all farm workers to their areas of deployments
5. Attend to all tractor break downs and supervise mechanics and welders
- 6.** Supervise tractor drivers on transporting of tea and Macademia
7. Ensure that all tractors are in working state in line with workplans from section heads.

3. Decisions

1. Decides of sections to priorities transport requirements
2. Decides on work allocations to drivers

4. Planning

Plan on transport requirements per section of the Estate

5. Minimum Education

1. 5' O levels
2. Class 1 journeymen

6. Minimum Experience

1 year on the Job Experience

	7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Transport and Logistics skills		
Mechanic – Skilled	1. Key Result Area Repair and servicing of vehicles and other equipment 2. Activities 1. Assembling and disassembling of engines 2. Checking brakes of the vehicles 3. Servicing of farm machinery. 4. Maintenance and repairing vehicles and machinery 5. Ensuring that all farm machinery is up and running without breakdowns 6. Repairing and servicing of tractors 7. Carrying out mechanical checks on all farm machinery 8. Safekeeping of tools being used at the moment 9. Supervision of Assistants 3. Decisions 1. Decides on type of repair of service to be done on vehicles and machinery at the farm 2. Decides on bill of quantities 4. Planning	C	C2

	1. Prioritisation of tasks at hand 5. Minimum Education 1. 5 O levels 2. Class 1 journeymen 6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Engine diagnosis skills 4. Mechanical skills		
Mechanic – Semi Skilled	1. Key Result Area Provide assistance to Mechanic on all repairs and maintenance at the Estate 2. Activities 1. Clean in the workshop 2. Attend to repairs and maintenance of tractors, motor bikes 3. Service motor bikes at the Estate 4. Assist in repairs of all farm machines 5. Changing of motor cycle tryers 3. Decisions	B	B2

	- Decides on spares parts for motor bike repairs and maintenance - Decides on schedule of maintenance for motor bikes 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1 year on the Job Experience 7. Essential Skills - Communication skills - Organizational savvy - Engine diagnosis skills - Mechanical skills		
Welder Skilled	1. Key Result Area Welding and repairs supervision at the Estate 2. Activities Identifies areas that needs welding at the farm	C	C2

2. Assigns work to welders and supervise them
3. Attends to major welding work such as welding on pump, gates and tractor trailers
4. Attends to another repairs and maintenance in the workshop
5. Receives any other works from the Engineer
6. Inspection of the estate to identify areas that needs repairs and maintenance

3. Decisions

1. Decides on welding work to be done in the Estate
2. Decides on work allocation to Assistant Welders

4. Planning

Plan on Estate Welding works to be done

5. Minimum Education

1. 5 O levels
2. Class 1 journeymen

6. Minimum Experience

- 1 years on the Job Experience

7. Essential Skills

1. Communication skills
2. Organizational savvy
3. Welding skills

Welder – Semi Skilled	1. Key Result Area Assist in welding works on the Estate 2. Activities 1. Attend to welding in the workshop 2. Attend to breakdowns where welding is required 3. Welding and assembling of sheds at the farm 4. Welding of trailers of tractors 5. Attend to any fabrication works at the farm as may be assigned from time to time 6. Asist in carryout other workshop related duties 3. Decisions Decides on welding diagrams and joints 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience	B	B2

	3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Welding skills (knowledge of steel works)		
Electrician – Skilled	1. Key Result Area To install, service and maintain all electrical installations and equipment at the Factory or Estate the case may be. 2. Activities 1. Compile bill of quantities for any new installations and LT lines as the case maybe. 2. Request for materials from stores 3. Carry out electrical installations, LT lines 4. Tubing and wiring and wiring of starter boards. 5. Carry out test runs 6. Carry out meter reading for electricity consumption for the factory as a whole. 7. Conduct checks for all electrical appliances and lights , switches , withering fans and generators 8. Receive breakdown reports and attend promptly to establish extent of breakdown 9. Carry out the repairs or services as may be appropriate 10. Carry bout preventative maintenance 11. Continuously attend to electrical motors in the factory 12. Attending to all electrical faults 13. Running of generators during power cuts. 3. Decisions	C	C2

	1. Decides on cannibalization of equipment to improvise on spare parts 2. Decides on materials for various repairs maintenance and installation 3. Decides on bill of quantities 4. Planning 1. Plan on Shifts on a daily basis 2. Plans maintenance schedules and attending to all reported electrical faults 5. Minimum Education 1. 5 O level passes 2. Class 1 Journeymen 6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Electrical installation skill 3. Supervisory skills 4. Planning and organizing skills		
Electrician – Semi Skilled	1. Key Result Area To install, service and maintain all electrical installations and equipment at the Factory or Estate the case may be.	B	B2

	2. Activities 1. Compile bill of quantities for any new installations and LT lines as the case maybe. 2. Request for materials from stores 3. Carry out electrical installations, LT lines 4. Tubing and wiring and wiring of starter boards. 5. Carry out test runs 6. Carry out meter reading for electricity consumption for the factory as a whole. 7. Conduct checks for all electrical appliances and lights, switches, withering fans and generators 8. Receive breakdown reports and attend promptly to establish extent of breakdown 9. Carry out the repairs or services as may be appropriate 10. Carry bout preventative maintenance 11. Continuously attend to electrical motors in the factory 12. Attending to all electrical faults 13. Running of generators during power cuts. 3. Decisions 1. Decides on cannibalization of equipment to improvise on spare parts 2. Decides on materials for various repairs maintenance and installation 3. Decides on bill of quantities 4. Planning N/A 5. Minimum Education O level passes		

	6. Minimum Experience 6 months on the job experience 7. Essential Skills 1. Communication skills 2. Electrical installation skill 3. Numerical skills		
Builder Skilled	1. Key Result Area Erect or build high standard structures and repair existing ones as required. 2. Activities 1. Receive requests for repairs, maintenance, services from user Departments and individuals. 2. Assessing to be done and compile the bill of quantities for the materials needed for the works. 3. Request for the materials and collect from store. 4. Carry out the works as required ensuring safety of self and others around. 5. Carry out general buildings' maintenance and repairs. 6. Dismantle floor during boiler repair and maintenance. 7. Remount the boilers after the repair and maintenance 8. Using jackhammers to dismantle floors 3. Decisions Decides on materials for use in building operations	C	C2

	4. Planning 1. Plan for materials as and when required to do so. 2. Plan on work prioritisation 5. Minimum Education Class 1 Artisan 6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Building skills 4. Estimation skills		
Capenter -Semi skilled	1. Key Result Area Does the repairs and maintenance of all woodwork activities. 2. Activities 1. Receive requests for repairs and maintenance of woodwork at the Estate 2. Compile bill of quantities. 3. Request Stores to provide the material 4. Do the repairs of doors, locks, ceilings, roofs, roof leaks, 5. Painting and glazing etc.	B	B2

	6. Carry out our general maintenance of the roofs, furniture and other items 3. Decisions 1. Decides on Bill of quantities 2. Decides on Prioritization of tasks on a daily basis 4. Planning Plans on priorities for the day as per the received orders/ job cards 5. Minimum Education General knowledge 6. Minimum Experience 6 months on the job experience 7. Essential Skills 1. Communication skills 2. Carpentry skills		
Plumber – Skilled	1. Key Result Area Providing plumbing services to the Estate 2. Activities 1. Carry out new installations of the whole plumbing system for the Estate.	C	C2

2. Installing and repair of submissible pumps, geysers and water reservoirs.
3. Assessing plumbing work to be done and compile bill of quantities.
4. Carry out the works after receiving materials from stores.
5. Attend to drain laying and blockages.
6. Carry out any plumbing repairs as may be assigned from time to time.
7. Carry out general inspection of plumbing works at the farm.
8. Attend to plumbing blockages.
9. Repairs and maintenance of water and sewer pipes
10. Supervision of subordinates.

3. Decisions

1. Decides on bill of quantities for work to be done
2. Decides on substitution of materials to use as a way of improvising.

4. Planning

Prioritisation of work to be done on daily basis.

5. Minimum Education

1. 5 O level passes
2. Class 1 Journeymen

6. Minimum Experience

1 year experience

	7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Plumbing skills 4. Supervisory skills		
Plumber – Semi Skilled	1. Key Result Area Providing plumbing services to the Estate 2. Activities 1. Repairs and maintenance of water and sewer pipes 2. Maintenance of water sources and reservoirs 3. Perform any other assigned duties from time to time. 3. Decisions 1. Decides on repairs and maintenance of water and sewer pipes 2. Decides on maintenance of water sources and reservoirs 4. Planning 1. Plan on repairs and maintenance of water and sewer pipes 2. Plan on maintenance of water sources and reservoirs 5. Minimum Education General knowledge	B	B2

	6. Minimum Experience 1 year on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Plumbing skills		
Painter	1. Key Result Area Preservation of company property by spray panting 2. Activities 1. Spray painting of Dryers, All Machinery, Boiler to preserve from rust 2. Painting of company buildings to maintaining good outlook 3. Attend to all painting requirements in the Estate from the Offices to the farm houses 4. Attend to any other painting duties as may be assigned from time to time 3. Decisions Decides on work prioritization 4. Planning N/A 5. Minimum Education General knowledge (on job training on painting)	B	B2

	6. Minimum Experience 3 months on the job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Panting skills		
Sister in Charge	1. Key Result Area Providing health services to workers on the estate and villagers 2. Activities 1. General inspection of the work environment 2. Clear all emergencies before assuming duties of the day 3. Mark attendance register for nurses 4. Reconciliations of medications in stock and issue reports to the HR Manager 5. Screen patience at the clinic 6. Schedule appointments for the visiting Doctors 7. General treatment of patience at the Estate 8. Refer of emergence cases to big hospitals 9. Supervising nurses, ambulance drivers and village workers 10. Conduct awareness programs within the estate village 3. Decisions	C	C1/C2

	1. Decides on referral of patient to big hospitals 2. Decides on work assignments to nurses, village health workers 4. Planning 1. Plan on external doctors' visits 2. Plan on outreach programs to the village 3. Plan on clinic visits within the estate 4. Plan on clinical reports on monthly basis 5. Minimum Education 1. 5 O levels 2. Diploma in Nursing & Midwifery 3. Certificate in HIV testing 6. Minimum Experience 2 years' Experience 7. Essential Skills 1. Communication skills 2. Maternity and child care skills 3. Report writing skills 4. Patient diagnosis skills 5. First aid skills 6. Supervisor skills		

Nurse Aide	1. Key Result Area Provide health services to estate employees and their families. 2. Activities 1. Disinfect the clinic and patient serving area 2. Attend to all sick farm workers 3. Treat minor disease of sick workers 4. Recommend transfers of serious sick employees to General Hospital 5. Keep and maintaining of farm workers health records 6. Provide health education to farm workers 7. Offer counselling sessions to farm workers 8. Keep records of medications at the farm clinic 9. Conduct first aid treatment to farm workers 10. Test and treatment of malaria to farm workers 11. Conduct outreach programs such as training on outbreaks. 12. Conduct pregnancies test on farm women workers or wives of farm works 13. Educate farm workers on HIV/AIDS and issue protector plus (condoms to farm workers) 14. Request medication for replenishment 15. Issue report on staff treatment on monthly basis 3. Decisions 1. Decides on test and treatment of diseases to farm workers 2. Decides on education programs for farm workers on HIV/AIDS and issue contraceptives to farm workers and their families 4. Planning	B	B3

	1. Plan on education programs for farm workers on HIV/AIDS and issue contraceptives to farm workers and their families 5. Minimum Education 1. 5 O level passes 2. Nurse Aid Certificate/ Redcross certificate 6. Minimum Experience 6 months to 1 year experience 7. Essential Skills 1. Communication skills 2. Basic first aid 3. Emergency maternity delivery skill 4. Knowledge on clinics referrals system 5. Knowledge on disease infection control measures		
Crop Scout	1. Key Result Area To scout fields for pests, diseases, and disorders. 2. Activities 1. Scout and record plant pests and disorders. 2. Carry out maturity tests and plant census. 3. Record any identified diseases and pest on the sheets 4. Recommend for chemical spraying on identified crop diseases and pest 5. Take soil samples for laboratory testing	B	B1

	3. Decisions 1. Decides on the threshold to call for immediate chemical spraying in the field 4. Planning Plan on intervals for patrolling in the field 5. Minimum Education O Levels 6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Report writing and scouting skills		
Beerhall Cashier	1. Key Result Area Selling beer, beverages and other goods to farm residents as assigned 2. Activities 1. Cleaning the beerhall on a daily basis.	B	B2

2. Conducting stock take on a daily basis
3. Recording daily sales
4. Compiling stock sheets
5. Accounting for all empties
6. Doing the reconciliation
7. Selling beer on cash, ecocash and swipe
8. Cutting hedge
9. Making fire for braai
10. Maintaining security and safety.
11. Safe custody of assets, materials
12. Inventory management
- 13. Making beer orders and other stocks for replenishments**

3. Decisions

Decides on extended hours for the patrons to watch soccer

4. Planning

Ordering of beers as and when stocks deplete

5. Minimum Education

5 O level passes

6. Minimum Experience

3 months experience on the job

	7. Essential Skills 1. Communication skills 2. Sales skills 3. Stock accounting skills		
Domestic Worker	1. Key Result Area To carry out workplace domestic chores as assigned by superiors. 2. Activities 1. Cleaning all offices and rooms at the Guest House 2. Preparing tea for staff at the Guest House 3. Preparing lunch for Guest 4. Washing soccer uniforms 5. Preparing meals at the Guest House 6. Washing clothes for guest at the Guest House 7. Cleaning the area around the Guest House including planting flowers 8. Washing linen and ironing 9. Requesting cleaning materials 3. Decisions Decides on meals menu 4. Planning Plans on prioritization of work.	B	B2

	5. Minimum Education 1. Levels 2. Certificate in cookery 6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Cooking skills 4. Personal hygiene		
Senior Tractor Driver	1. Key Result Area Oversee the work of other tractor Drivers 2. Activities 1. Task allocation to Tractor Drivers at the Estate 2. Liaise with Division Manager on matters 3. Supervision of tractor drivers on key result areas such as transporting of tea from the field to the factory and transporting of firewood. 4. sending of tractors for repairs and maintenance 5. checking the fuelling of tractors with the clerks 6. Reconciliation of fuel issued and fuel used by tractors and on the work done 7. Attends to Tractor Driver queries and grievances 8. Maintains staff leave register	B	B4

	3. Decisions 1. Decides on work to be done in the field such as collection and deliveries of tea from the field to the factory and fire word to be collected 2. Decides on work allocation to tractor drivers 3. Decides on repairs and maintenance of tractors 4. Planning Plan on work assignment a day before task execution 5. Minimum Education 1. General Secondary education 2. Class 5 Driver's license 6. Minimum Experience 1 year on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of Tea and Coffee		
Truck Driver	1. Key Result Area To Convey produce and other materials from one place to another as assigned.	B	B4

2. Activities

1. Receives instructions from the Transport Overseer after the morning safety talk.
2. Checks the condition of the vehicle
 - ✚ Oils
 - ✚ Water
 - ✚ Lubricants
 - ✚ Pressure
 - ✚ Lights
 - ✚ Brakes etc.
3. Loading produce or other materials to be ferried to different places
4. Verifies quantities to be transported
5. Secures produce or materials to be transported
6. Clears the vehicle with authorities
7. Safekeeping of tools
8. Monitors service schedule of vehicle
9. Sends the vehicle for service
10. Checks if vehicle has been well serviced
11. Writes reports when called upon to do so

3. Decisions

1. Decides on load levels which will be safe for the road
2. Routine operational decisions

4. Planning

	Routes on a daily basis 5. Minimum Education 1. Level passes 2. Class 2 Drivers license 6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Technical 4. Good driving 5. Defensive driving		
Machine Operator	1. Key Result Area Operation of the CTC machines in processing tea 2. Activities 1. Sharpening of CTC machine before operations of the day 2. Lubrication of the machine before operations of the day 3. Set the dial gauge on the CTC machine 4. Operate the CTC machine in processing tea 5. Clean the CTC machine after daily work	B	B1

	3. Decisions Decide on the strength of the gauge before operating CTC on daily basis. 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of Tea and Coffee		
Maintenance Operator / Fitter and Tuner	1. Key Result Area Repair and servicing of machinery and vehicles 2. Activities 1. Assessing vehicles and machinery and recommending future repairs or services. 2. Checking the condition of the lathe machine and conduct test run; Oils and lubricants	C	C2

	3. Receive requests/job cards from users and planning office for repair or servicing of machinery. 4. Establish correct measurement to be used in machining the rollers, shafts, bushes and screw cutting. 5. Machining the above implements according to specifications. 6. Test if the implements were machined correctly. 7. Maintain records of services and repairs 8. Monitor all machines throughout the processing of tea. 9. Adjustment bolts 10. Carry out general service of machinery 11. Carrying out the appropriate repairs 12. Modify some parts for use in repairs. 3. Decisions Decides on repairs and maintenance of machinery 4. Planning Plan on routine repairs and maintenance of machinery 5. Minimum Education 1. 5- O levels + 2. Journeyman Class 1 /Apprenticeship trained or trade tested 6. Minimum Experience 1 year experience		

	7. Essential Skills 1. Communication skills 2. Organisational savvy 3. Technical Knowledge		
Factory Driver	1. Key Result Area Provide transport services to the Estate 2. Activities 1. Drive Executives such as Directors, and other delegates that visits the Estate for tours 2. Cleaning vehicles 3. Fuelling of vehicles and always be on standby to driver Executives 4. Send vehicles for repairs and maintenance 5. Maintaining of vehicle log books 6. Attend to any driving duties as may be assigned 3. Decisions Decides on routes and speed when driving 4. Planning N/A 5. Minimum Education 1. 5 O Levels 2. Class 2 Driver's Licence	B	B2

	6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Organisational savvy 3. Driving skills		
TLB Operator	1. Key Result Area Provide TLB services to the Estate 2. Activities 1. Pre-check the machines / check oil, water and glass 2. Attend to the shifting of heavy loads from one place to another 3. Attend to trench digging in the estate 4. Uprooting of old tea plants in the fields 5. Load and move away wastes from the factory 6. Attend to road resurfacing and removal of trees in the road way 7. Attend to all stuck vehicles in the estate and pull them out 8. Digging of toilets soak-aways 9. Dumping of tea wastes into the fields as manure 3. Decisions Decides on work priorities on all reported assignments 4. Planning	B	B3

	N/A 5. Minimum Education 1. 5 O levels 2. Earthmoving Equipment certificate 6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of Tea and Coffee 4. Earth moving machine operating skills		
Tractor Driver	1. Key Result Area Tractor Trailer work services 2. Activities 1. Run and operate the tractor carrying out various activities including, trailer and bouser towing and hitched implements. 2. Report any defects on the tractor for repairs and maintenance. 3. Transport leaf from the field to the factory. 4. Attend to any other tractor trailer duties as may be assigned from time to time.	B	B2

	3. Decisions Decides on tractor loads 4. Planning N/A 5. Minimum Education 1. Class 5 Driver's Licence + 2. Tractor driving permit 6. Minimum Experience 6 months on the job training 7. Essential Skills 1. Communication skills 2. Organisational savvy 3. Tractor driving skills.		
Dryer Operator	1. Key Result Area Operation of the dryer for quality tea output 2. Activities 1. Monitor and control temperatures of the dryer and adjust accordingly	B	B1

	2. Check the steam pressure from the boiler and control steam line. 3. Monitor the conveyor belt that moves tea in and out of the dryer 4. Remove jammed tea in the dryer 3. Decisions Decides on the temperatures in the dryer 4. Planning Plan on the cycle flow of tea in and out of the dryer 5. Minimum Education 5 O Levels 6. Minimum Experience 3-6 months experience 7. Essential Skills 1. Communication skills 2. Organisational savvy 3. Knowledge of tea processing		
Baby Seater	1. Key Result Area To baby mind children within the age range of 6 months to 3 years belonging to farm workers.	B	B1

	2. Activities 1. Receiving children from their parents early in the morning 2. Training the children how to use the toilet 3. Feeding the children 4. Washing the dirty nappies 5. Bathing the children who would have spoiled themselves 6. Monitoring the children throughout the day. 3. Decisions Decides on bathing children 4. Planning N/A 5. Minimum Education O level passes 6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Organised and child-minding skills 3. Empathy		

Creche At- tendant	1. Key Result Area To play and teach infants developmental skills. 2. Activities 1. Receiving children early in the morning from their parents 2. Attend assembly with the children and conduct health check and smartness. 3. Conduct free play with the children outside or inside the classroom. 4. Supervise the children during lunch or tea breaks 5. Conduct sporting activities. 3. Decisions Decides on child playing activities 4. Planning N/A 5. Minimum Education O level passes 6. Minimum Experience 1 year experience 7. Essential Skills	B	B1

	1. Communication skills 2. Organised and child-minding skills 3. Empathy		
Rotter Vena Operator	1. Key Result Area Processing of green leaf into tea 2. Activities 1. Test run the machine every morning before starting work 2. Operate the Rotter Vena Operator in processing tea 3. Report any faults on the machine for repairs and maintenance 4. Process green leaf into tea 5. Release tea from Rotter Vena to the CTC 6. Assist in tea sorting and packing 7. Attend to any other duty as assigned in the factory 3. Decisions Decide on the process flowing of tea from Rotter Vena to CTC Machine 4. Planning N/A 5. Minimum Education General knowledge	B	B1

	6. Minimum Experience 1 year on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of Tea and Coffee		
Cook	1. Key Result Area To prepare and serve meals to workers in the field. 2. Activities 1. Meals cooking and serving to the workers 2. Making requests for food items for the day's use. 3. Cleaning of the utensils and the cooking area to maintain high standard of hygiene 3. Decisions Decides on canteen menu 4. Planning N/A 5. Minimum Education	A	A3

	General knowledge 6. Minimum Experience 1 month experience 7. Essential Skills 1. Communicational skills 2. Cooking skills 3. Personal hygiene		
Boiler Attendant	1. Key Result Area To supervise stoking, day to day maintenance of boilers and general cleanliness of the boiler house. 2. Activities 1. Organizes and allocates work and timetable for subordinates 2. Ensures sufficient provision of firewood/fuel and regular stoking of boilers. 3. Carries out blow down procedures of boilers directed to clear valves and springs. 4. Prepares chemicals and dosing of boilers as advised by agents. 5. Regularly checks water levels and pressure in the boilers. 6. Supervises control of firing in preparation of daily shutdown after manufacture. 7. Ensures cleanliness of the boiler house during manufacture and the boilers after manufacture. 8. Training of stokers and identification. 9. Prepares for Boiler annual shutdown and liaise with EE and Contractors, for inspection. 10. Enforce operational safety measures and emergency procedures. 11. Carries out any other duties as assigned from time to time.	B	B4

12. Supervise the Stockers.
13. Conduct blowdown every shift.
14. Maintain boiler pressure.

3. Decisions

1. Decides on materials and firewood requirements on a daily basis.
2. Boiler efficiency & proper stoking.
3. Boiler water chemical test results by external Agents

4. Planning

Plans for materials and firewood on a daily basis

5. Minimum Education

1. O level passes +
2. Certificate in boiler operation

6. Minimum Experience

1 year experience

7. Essential Skills

1. Communication skills
2. Organizational savvy
3. Technical skills

Pump Attendant -Tea & Coffee	1. Key Result Area Safeguarding and safekeeping the pump as well as seeing that it is functioning as expected 2. Activities 1. Starts pump as directed 2. Listens carefully to the performance of pumps and reports any malfunctioning to the superiors 3. Monitors gauge readings and adjusts valves as necessary 4. Cleans and greases pumps as directed 5. Cleans the pump house and surroundings and reports any leakages to the supervisor 6. Switches off pumps immediately when any faults are observed and reports to the supervisor 7. Carries out any other duties as directed by superiors from time to time 8. Removes debris from the pump band the pump house 9. Checks out for any unusual sounds coming form the pump and report immediately. 10. Removes debris from the oil sump. 11. General housekeeping 12. Attends to minor breakdowns 3. Decisions Decides on routine operational process. 4. Planning Plans intervals to check pump house	B	B1

	5. Minimum Education 1. General knowledge 2. Ability to read and write 6. Minimum Experience 3 months experience 7. Essential Skills Communication skills Organizational savvy		
Tea Quality Controller	1. Key Result Area Quality controlling 2. Activities 1. Monitor temperatures for the dryer for quality 2. Preparation of Tea Tasting Session 3. Perform any other assigned duties from time to time. 4. Taking temperatures in the factory surface and record 5. Monitor temperatures for the boiler for quality tea output 6. Take temperatures of processed tea and check moisture content 7. Take temperatures on the fermentation machine after every 8 hours 8. Adjust humidity on the fermentation machine 9. Take temperature on the CTC after every 4 hours 10. Take top grade tea to the laboratory for testing	B	B3

	3. Decisions 1. Decides on the quality of tea being produced 2. Decides on allowable temperatures for quality product output 3. Decides on the speed of the fermentation process 4. Planning 1. Plan on submission of samples every Wednesday for export 2. Plan on submission of green leaf reports 5. Minimum Education 5 O levels including mathematics Quality control certificate + ISO training 6. Minimum Experience 2 years on the job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of Tea and Coffee 4. Report writing skills		
Fitter and Turner – Skilled	1. Key Result Area Maintenance and Operation of the CTC machines in processing tea	C	C2

2. Activities

1. Monitors lines of tea processing
2. Sharpens the CTC machine before operations of the day
3. Lubricates of the machine before operations of the day
4. Sets the dial gauge on the CTC machine
5. Operates the CTC machine in processing tea
6. Cleans the CTC machine after daily work
7. Maintains of the plant every Monday when tea is not being processed
8. Attends to breakdowns as reported
9. Ensures day to day maintenance operations of plant machinery, boilers and ancillary equipment.
10. Supervises the maintenance operatives after allocating jobs and offer on-the-job training.
11. Advise machine operators on proper use of machinery.
12. Ensures plant and equipment availability by reducing down time.
13. Reports to Estate Engineer and advise him on plant condition
14. Requests for spares from stores through Estate Engineer and ensure they conform to quality standards before installation.
15. Communicates with the Central Workshops on work in progress.
16. Ensures that all mechanical installations in factory conform to prescribed safety standards as per Factories and Works Regulations

3. Decisions

1. Decides on spare for the plant equipment's
2. Decides on CTC sharpening

4. Planning

	N/A 5. Minimum Education 1. 5 O levels 2. Class 1 Journeymen 6. Minimum Experience 6 months on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Mechanical diagnosis and repairing skills		
Fitter and Turner – Semi Skilled	1. Key Result Area Repair and servicing machinery through machining. 2. Activities 1. Checks the condition of the lathe machine and conduct test run; Oils and lubricants 2. Receives requests from users for repair or servicing of machinery. 3. Establishes correct measurement to be used in machining the rollers, shafts, bushes and screw cutting. 4. Machining the above implements according to specifications. 5. Tests if the implements were machined correctly. 6. Maintains records of services and repairs	B	B2

	7. Monitors all machines throughout the processing of tea. 8. Adjustment bolts 9. Do general machining. 10. Writing weekly and monthly reports. 3. Decisions Routine operational decisions 4. Planning Prioritisation of tasks to be done on a daily basis 5. Minimum Education O level passes 6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Technical skills		
Plant Fitter – Skilled	1. Key Result Area Maintenance and servicing of the plant and machinery	C	C2

2. Activities

1. Deploys, delegates and assigns duties to Maintenance Operators.
2. Checking the general condition of the plant and efficiency of the machinery in use.
3. Taking corrective measures in cases of malfunctions
4. Conducts breakdown analysis in terms of;
 - ✚ Nature
 - ✚ Cause
 - ✚ Possible remedies
5. Seeks materials for use in any corrective action to be taken.
6. Establish design shortfalls if any.
7. Assists in redesigning
8. Supervising of Maintenance Operators
9. Monitoring and assessing performance of Operators

3. Decisions

1. Decides on designs
2. Decides on Manpower and logistics for the Department
3. Decides on materials to be used

4. Planning

1. Manpower requirements on a daily basis
2. Plans the Prioritisation of tasks at hand
3. Materials to be used on a daily basis

5. Minimum Education

	1. 5 O level passes 2. Artisan Class 1 Apprenticeship trained or trade tested 6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Technical skills 4. Numerical skills 5. Supervisory skills		
Hand Held Machine Trainer	1. Key Result Area Training all HH Machine Operators on how to use hand held machines for safety 2. Activities 1. Conducts HHM training needs assessments by collecting information on work procedures, quality and productivity, machine performance, accidents and through on-the-job observations. 2. Designs and delivers relevant on-the-job training for new and old employees. 3. Conducts on-the-job training on the proper use and safe use of the HH Machine. 4. Trains operators on safely operating the HH Machines effectively and efficiently. 5. Carries out assessments of trainees so as to establish their proficiency level. 6. Evaluates on, a continuous basis, the impact of on job performance using measures such as quality, productivity, machine availability, rate of accidents, etc. 7. Takes the necessary corrective action to address problems noted in the evaluation.	B	B4

	8. Compiles reports on all training activities and maintain proper records of any trainings done. 9. Carries out any other duties as may be assigned by the immediate superior from time to time. 3. Decisions 1. Decides on training content for safety programs 2. Decides on frequency to conduct refresher training to all workers at the Estate 4. Planning Plan on the frequency of training on safety matters 5. Minimum Education 1. 5 O levels 2. Certificate in SHEQ training 6. Minimum Experience 2 years' experience 7. Essential Skills 1. Communication skills 2. Organizational savvy and Training skills		
Miller	1. Key Result Area Milling maize for the workers of the Estate 2. Activities	B	B1

1. Cleaning and housekeeping of the area around the mill.
2. Surrender cash to cash office
3. Checking the condition of the grinding mill, belts bearing and sieves.
4. Milling of maize
5. Receiving and receipting cash
6. Ensure those who have no cash get letters from the welfare office to have the grinding done on credit
7. Surrender the letters to HR for payroll deductions
8. Compile receipts/payment schedule.

3. Decisions

Routine operational decisions

4. Planning

N/A

5. Minimum Education

General knowledge

6. Minimum Experience

3 months experience on the job

7. Essential Skills

	1. Communication skills 2. Milling skills 3. Accounting skills for all stocks 4. Report writing skills		
CTC Sharpener/ MCH Mechanic	1. Key Result Area Repairs and maintenance of harvesting machines 2. Activities 1. Assess harvesting machines on daily basis 2. Repairs and maintenance of defective machines 3. Keep records of harvesting machines 3. Decisions 1. Decides on readiness of harvesting machines on daily basis 2. Decides on repairs and maintenance of defective machines 4. Planning N/A 5. Minimum Education O level passes 6. Minimum Experience 1 year job the job experience	B	B2

	7. Essential Skills 1. Communication skills 2. Organisational savvy 3. Knowledge of two stroke engines		
Plucker MCH	1. Key Result Area To harvest tea as assigned by superior. 2. Activities 1. Receive the MCH from tractor drivers 2. Conduct pre-starting, checking the condition of the MCH that is bolts, nuts, oil, blades. 3. Plucking tea using the MCH machine 4. Removing foreign materials (weeds, twigs, stones etc.) 5. Packing the tea in the carrying bags 6. Assisting the Shed man loading the tea. 7. Plucking table levelling. 3. Decisions N/A 4. Planning N/A 5. Minimum Education	B	B1

	General Experience 6. Minimum Experience 1 – 3 months experience 7. Essential Skills 1. Communication skills 2. Organisational savvy 3. Ability to work with others 4. Physical fitness		
Chemical Sprayer	1. Key Result Area Spraying of pests in macadamia orchards. 2. Activities 1. Carry out spraying operations in the fields 2. Receive reports from Scouters on areas to be sprayed in the field 3. Request chemicals and mix according to the identifies diseases or pest to be sprayed in the field 4. Mix and spray weeds in the fields (herbicides) 5. Spraying of crop diseases and pest in the field 6. Attend to any other duty as may be assigned from time to time. 3. Decisions 1. Decides on the quantities of chemicals during mixing and spraying	A	A2

	4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1-3 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Chemical spraying skills		
Brush Cutter Operator	1. Key Result Area Cutting of grass from the fields 2. Activities 1. Collection of brush cutter from the storeroom every morning 2. Servicing of the brush cutter 3. Fueling of the brush cutter 4. Cutting of grass in Macadamia fields 5. Attend to the targets as set on daily basis 3. Decisions	A	A3

	Decides on level of grass during the cutting process 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 3 months on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of Tea and Macadamia		
Chain Saw Operator	1. Key Result Area Operating the chain saw in cutting overlapping trees in the Estate 2. Activities 1. Changing of blades on the chain hand saw 2. Sharpening the saw blades with a file 3. Cuts overlapping trees at the Office and by the sides of the roads which is used for firewood	B	B1

	- Cuts tree into logs - Cleans and services machine after use - Carries out any other duties as directed from time to time 3. Decisions - Decides on size of logs when cutting trees - Decides on side to cut – fall the trees 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the Job Experience 7. Essential Skills - Communication skills - Organizational savvy - Tree cutting skills		
Bush Trimmer / Pruner	1. Key Result Area To maintain macadamia tree canopy by selective cutting and trimming	A	A3

	2. Activities 1. Pruning and trimming excess branches from macadamia plants using secateurs, power saws and hand saws according to tree size. 2. Perform any other assigned duties from time to time. 3. Decisions Decides on bush trimming level 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 1 month's experience 7. Essential Skills 1. Communication skills 2. Organisational savvy		
Shed Man	1. Key Result Area Receiving tea from the field and storing at the shed	A	A2

2. Activities

1. Receiving tea from the fields.
2. Emptying the tea from the bags
3. Removing debris and weeds from the tea
4. Housekeeping at the shed.

3. Decisions

Routine operational decisions

4. Planning

N/A

5. Minimum Education

General knowledge

6. Minimum Experience

3 months on the job experience

7. Essential Skills

1. Communication skills
2. Tea safekeeping skills
3. Storage sorting skills

Sorting Room Controller	1. Key Result Area Assist the Supervisor in the day to day running of the sorting, packing and dispatching of dry teas as required 2. Activities 1. Grading of tea by quality 2. Allocates work to graders and supervise them 3. Assess the moisture density of tea 4. Ensures Quality controlling of tea before packaging 5. Provide bin to graders 6. Ensures proper organization and allocation of work to sorting employees. 7. Ensures condition of sorting and packing machinery and report any faults. 8. Checks and monitors condition of drying teas, fibre extraction and storage bins for sorting especially moisture content. 9. Checks accuracy of graded teas as per specification, tea records, liasing with dispatch clerk and factory clerk. 10. Monitors out-turn % daily and weighments accuracy. 11. Checks and compares weighments of sorted teas against drier mouth teas. 12. Checks volumes of accumulated sorted teas in holding bins and supervises packing as required. 14. Supervises packing weighs, proper closure, palletizing and marking of sacks. 15. Collects and registers packed tea samples from containers during packing. 16. Checks moisture content of packed teas and reports on condition. 17. Supervises storage of packed teas, loading and dispatching as required. a 18. Monitors stocks and condition of packing material. 19. Ensures separation of certified and uncertified teas throughout. 20. Monitors and prevent ingress of birds and insects or any foreign objects. 21. Maintains hygienic, safety and health standard as required.	B	B3

	22. Performs any other duties as delegated by management. 3 Decisions Decides on the quality of tea during the grading process 4 Planning Plan on daily targets 5 Minimum Education 5' O levels + Quality control Certificate or ISO training 5- Minimum Experience 1 year on the Job Experience 6- Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of Tea and Coffee		
Green Leaf Loader	1. Key Result Area Receiving tea from the field and loading into the trailers.	A	A3

	2. Activities 1. Receiving weighed Greenleaf from the scale. 2. Check the quality of green leaf 3. Housekeeping at the shed. 4. Removing debris and weeds from the tea 5. Perform any other assigned duties from time to time. 3. Decisions N/A 4 Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1 month experience 7. Essential Skills 1. Communication skills 2. Green leaf knowledge		
Tea Plucker	1. Key Result Area To pluck tea as assigned by superiors.	A	A2

	2. Activities 1. Checking the condition of the machine cables, petrol 2. Receiving instructions from Supervisor 3. Plucking tea in the field as assigned 4. Maintain 3 leaf plucking . 5. Checking the quality of tea being plucked. 6. Packing the tea in the carrying bags 7. Offloading the tea at the scaling shed 8. Assist in weighing. 3. Decisions Decides on the quality of tea being plucked. 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1 months on the job experience 7. Essential Skills		

	1. Communication skills 2. Organizational savvy 3. Tea plucking skills		
Macadamia Pickers	1. Key Result Area Picking of Macadamia and other general work in the field 2. Activities 1. Collect buckets and bags every morning 2. Pick and pack Macadamia from the plantation 3. Weighing of picked Macadamia on daily basis 4. Maintain the Macadamia field by weeding and application of fertilizers 3. Decisions N/A 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience	A	A2

	1 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of Tea and Macadamia		
Tea Monitor	1. Key Result Area Monitoring the tea processing cycle 2. Activities 1. Monitoring the tea production process 2. Monitoring the state of the machines in the tea production process 3. Assess the quality of the tea outcomes from the process 4. Report any machine jams during the processing cycle 3. Decisions Decides on the quality of tea being produced 4. Planning N/A 5. Minimum Education General Knowledge	A	A3

	6. Minimum Experience 1-3 Months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of Tea and Coffee		
Factory Time Keeper	1. Key Result Area Receive and consolidate all daily time sheets for the various Sections and submit to Human Resources. 2. Activities 1. Marks the attendance register and job allocation codes in the time book 2. Prepares daily shifts allocation draft and labour budgets analyses 3. Receives the daily instruction sheets from Supervisors 4. Consolidates the daily instruction sheets from various Supervisors 5. Checks the accuracy of the daily time sheets from the Supervisors 6. Submits the consolidated sheets to the Head Clerk. 7. Checks if all workers have been captured on the wages sheet. 8. Completes employment contracts for new employees 9. Assists during pay parades 10. Prepares the wages pad summary and wages payment analysis 11. Writing reports	B	B3

	3. Decisions Routine operational decisions 4. Planning Plan on sheet on a weekly basis 5. Minimum Education 5 O level passes including English and Mathematics 6. Minimum Experience 3 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Numerical skills 4. ICT skills		
Fan Attendant	1. Key Result Area Attending to fan for quality steam required in tea production 2. Activities 1. Monitoring and adjusting temperatures in the trophies	B	B1

2. Opening of steam to control temperatures on need basis
3. Opening of fan valves for aviation
4. Repeating the process on hourly basis
5. Recording of tea weight on trophies
6. Reduce moisture on tea
7. Update supervisors on tea that is ready for processing
8. Request for hot steam after every hour

3. Decisions

1. Decides on trophies that are ready for processing
2. Decides on temperatures on trophies

4. Planning

1. Plan on space to put tea from trophies
2. Plan on number of assistances depending on the volume to tea to be processed

5. Minimum Education

5'O levels

6. Minimum Experience

6-months on the job experience

7. Essential Skills

	1. Communication skills 2. Organizational savvy 3. Knowledge of Tea and Coffee		
Tryer Fitter	1. Key Result Area To fit tyres onto vehicles, bikes and any other automobiles as required. 2. Activities 1. Remove all punctured tyres and do the necessary mending as required and promptly. 2. Repair axles springs 3. Decisions Decides on tyre fitting and tyres to reject 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months experience 7. Essential Skills	A	A3

	1. Communication skills 2. Organisational savvy 3. Technical Knowledge		
Village Cleaner	1. Key Result Area To clean village surrounds and ablution facilities and maintain them in a high standard of hygiene 2. Activities 1. Clean, maintain ablution facilities and village surrounds 2. Perform any other assigned duties from time to time. 3. Safekeeping of cleaning materials and chemicals 4. Continuously checking if the toilets are clean and take corrective action in case they have been spoiled. 3. Decisions Decides on intervals for cleaning in the village 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1 month experience	A	A2

	7. Essential Skills 1. Communication skills 2. Personal Hygiene		
Farm Health Worker	1. Key Result Area Providing health services to the farm workers and their families. 2. Activities 1. Assess the environment at the children playing centre 2. Inspect cleanness of ablution facilities in the villages 3. Educating of villager on health matters 4. Distribution of protector plus (condoms) to workers and villagers 5. Educate farm workers on heath programs such as HIV/AIDS, cholera outbreak 6. Conduct health awareness programs at the village bars, shops and on a door-to-door engagement 7. Visit sick workers at their homes and monitor their compliance in taking the prescribed medication 8. Distribution of family planning contraceptives to village workers. 3. Decisions 1. Decides on visiting to workers of the Estate 2. Decides on health awareness programs for farm workers 4. Planning N/A	B	B2

	5. Minimum Education 1. O Level Education 2. Certificate in Nurse Aid 3. Health worker training 6. Minimum Experience 6 months 7. Essential Skills 1. Counselling skills 2. Communication skills 3. Organizational savvy		
Cattle Header	1. Key Result Area Heading cattle for the Estate 2. Activities 1. Counting of cattle every morning and update records 2. Topping of water into cattle drinkers 3. Cleaning around the paddocks 4. Keep records of cattle 5. Taking of cattle to the paddocks 6. Changing cattle from one paddock to another for better grazing 7. Attend to any other duties as may be assigned from time to time 3. Decisions	A	A1

	Decides on changing cattle to better paddocks 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Animal husbandry skills		
Security Guard	1. Key Result Area Providing Security services to the Estate. 2. Activities 1. Secure company property and resources. 2. Apprehend and arrest offenders. 3. Prevent intrusion, thefts, destruction and damage of infrastructure. 4. Conducting patrols in assigned areas or guard points.	A	A3

5. Report any incidences against organisational policies.
6. Login visitors and directing them to their destinations.
7. Searching vehicles coming in and going out
8. Writing reports for any incidents
9. Take instructions as given by supervisory staff from time to time.

3. Decisions

Decides on patrol intervals

4. Planning

N/A

5. Minimum Education

General knowledge

6. Minimum Experience

1-3 months

7. Essential Skills

1. Communication skills
2. Investigation Skills
3. Interpersonal Skills
4. Situational Awareness
5. Self defence
6. Conflict resolution
7. Fire Fighting skills

	8. Dog handling skills		
Compound Ranger	1. Key Result Area Maintain peace and security within the farm compound. 2. Activities 1. Moving from house to house checking if all employees have reported for duty. 2. Notifying the Supervisor if there are any sick workers in the compound who would have failed to report for work. 3. Checking if the Compound Cleaners are doing their work and report to the Supervisor. 4. Establish reasons for workers absence. 5. Checking the general conditions of the compound houses and making reports where necessary. 6. Checking if the compound residents are cleaning areas around their houses and make reports where necessary. 7. Allocating houses to new farm workers 8. Writing reports 3. Decisions Decides on the allocation of houses to new farm workers 4. Planning Plans on compound visits on a daily basis 5. Minimum Education	A	A2

	General Knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Security conscious		
Crop Guard	1. Key Result Area To safeguard crops against stray animals and thieves. 2. Activities 1. Patrol and maintain crop fields making sure there is no intrusion from stray animals. 2. Perform any other assigned duties from time to time. 3. Decisions Decides on frequency of patrol in the field 4. Planning N/A 5. Minimum Education	A	A1

	General knowledge 6. Minimum Experience 1-3 months experience 7. Essential Skills 1. Communication skills 2. Organisational savvy 3. Observant skills		
Watchmen	1. Key Result Area To ensure that company property does not leave the guarded premises without authority 2. Activities 1. Safeguarding company premises 2. Ensures Continuous surveillance on Estate properties and fields 3. Searching of vehicles from the premises and records all vehicle details 4. Search employees on their way out of the workplace/ station 5. Reports all incidents on the Estate from a security perspective 6. May not assault suspects under arrest 7. Carries out any other duties as directed by immediate supervisor 3. Decisions 1. Decides on frequency of surveillance on the Estate 2. Decides on security matters on areas of deployment	A	A2

	4. Planning N/A 5. Minimum Education Certificate in security Guard training 6. Minimum Experience 3 months on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of Tea and Coffee		
Dog Handler	1. Key Result Area Safeguarding the Estate products and asserts through effective security service provisions 2. Activities 1. Safeguards company premises 2. Checks dog fitness every morning 3. Takes dogs to the parade every morning 4. Deployment of dogs on duty with security guards 5. Continuous surveillance on Estate properties and fields 6. Searching of vehicles from the premises and records all vehicle details	A	A3

	7. Searches employees on their way out of the workplace/ station 8. Reports all incidents on the Estate from a security perspective 3. Decisions 1. Decides on frequency of surveillance on the Estate 2. Decides on security matters on areas of deployment 4. Planning N/A 5. Minimum Education Certificate in security Guard training 6. Minimum Experience 3 months on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Dog handling skills		
Dog Kennelmen	1. Key Result Area Looking after security dogs for the Estate	A	A3

	2. Activities 1. Cleans dog kennels twice per day 2. Assess the dog's health everyday 3. Feeds dogs twice per day 4. Training of dogs for security reactions 5. Reports any sick dog to the security Officer for veterinary in Chipinge 6. Attends to minor injuries on security dogs 7. Gives medication to any sick dog such as tablets 8. Maintains dog records 3. Decisions 1. Decides on security dog deployment in sections for patrols 2. Decides on the treatment of security dogs 4. Planning N/A 5. Minimum Education 1. 5 O levels 2. Special training on dog handling and training 6. Minimum Experience 3 months on the Job Experience 7. Essential Skills		

	1. Communication skills 2. Organizational savvy 3. Dog handling and training skills		
Cleaner / Office Orderly	1. Key Result Area Makes and distributes tea and carries out the general cleaning of the office complex and other out-lying office buildings as directed. 2. Activities 1. Sweeping the Office Premises 2. Cleansing Offices as directed 3. Empty office dust bins 4. Distributes mails inhouse from office to office 5. Making and distributes tea to specified for offices and at specific times staff 6. Prepares and serve office and meeting refreshments 7. Cleans toilets every morning and as required 8. Cleans walls and windows as required 9. Delivers mail, ledgers, messages and other items in the office as directing 10. May be required to do other general work 3. Decisions 1. Decides on sweeping intervals 2. Decides on time to serve teas 4. Planning N/A	A	A3

	5. Minimum Education General Knowledge 6. Minimum Experience 3 months on the job 7. Essential Skills 1. Communication skills 2. Cleaning skills		
Ablution Worker	1. Key Result Area To clean all the ablution facilities and maintain them in a high standard of hygiene 2. Activities 1. Cleaning the toilets in the assigned area. 2. Requesting for cleaning materials on time and according to the number of toilets 3. Safekeeping of cleaning materials and chemicals 4. Cleaning the surrounding area in the assigned places of operation. 5. Continuously checking if the toilets are clean and take corrective action in case they have been spoiled. 3. Decisions	A	A2

	Decides on routine intervals to check the state of the toilets. 4. Planning Plan on requesting of materials on a weekly basis 5. Minimum Education General knowledge 6. Minimum Experience 1 month on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. High standard of hygiene		
Sanitary Hand	1. Key Result Area To clean all the ablution facilities and maintain them in a high standard of hygiene 2. Activities 1. Cleaning the toilets in the assigned area. 2. Applying dip in the toilets 3. Requesting for cleaning materials on time and according to the number of toilets 4. Safekeeping of cleaning materials and chemicals 5. Cleaning the surrounding area in the assigned places of operation.	A	A2

	6. Cleaning unoccupied houses 7. Continuously checking if the toilets are clean and take corrective action in case they have been spoiled. 3. Decisions Decides on routine intervals to check the state of the toilets. 4. Planning Plan in requesting materials on a weekly basis 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. High standard of hygiene		
General Worker Field	1. Key Result Area Carry out general hand duties as may be assigned from time to time.	A	A2

	2. Activities 1. Receive instructions from Foreman on the assignments for the day 2. Applying manure to macadamia plants 3. Weeding 4. Irrigating the plants 5. Removing debris from the pruning process. 6. Planting macadamia plants 7. Applying fertilizer 8. Cleaning the surrounding area 9. Planting lawn 10. Slashing 11. Cutting grass in the macadamia field 12. Picking macadamia 13. Stacking trees and de-husking. 3. Decisions N/A 4. Planning N/A 5. Minimum Education General knowledge		

	6. Minimum Experience 1-3 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy		
General Hand Factory	1. Key Result Area Providing general work in the factory for quality tea production 2. Activities 1. Tea Processing related general work of the factory as assigned by the Foreperson eg. (Green leaf Intake, fluffing, wither leaf discharge, Sorting, Packing and any related job) 2. Attend to any general hand duties as assigned in the factory 3. Decisions N/A 4. Planning N/A 5. Minimum Education General knowledge	A	A2

	6. Minimum Experience 1 months on the job experience 7. Essential Skills 1. Communication skills 2. Organisational savvy 3. Knowledge of tea processing		
General Hand Tea Sorting	1. Key Result Area Grading tea and packaging 2. Activities 1. Sweeping in the factory 2. Sorting of tea per grades and pack as per grade 3. Grading of tea by quality output into primary and secondary grades 4. Place tea into appropriate bins according to grade 5. Assess the quality of tea from the dryer and return raw/unprocessed tea 3. Decisions 1. Decides on the quality of tea the dryer and return raw processed tea 2. Decides on the quality of tea when packing (primary and secondary grade) 4. Planning N/A	A	A2

	5. Minimum Education General knowledge 6. Minimum Experience 1-30 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of Tea and Coffee		
General Hand Macadamia	1. Key Result Area Carry out general hand duties as may be assigned from time to time. 2. Activities 1. Attend to weeding as may be assigned 2. Carry out general hand duties as may be assigned from time to time. 3. Decisions N/A 4. Planning N/A	A	A1

	5. Minimum Education General knowledge 6. Minimum Experience 1 month experience 7. Essential Skills 1. Communication skills 2. Organisational savvy		
General Hand Hammer Mill	1. Key Result Area Provision of general work in the processing of tea 2. Activities 1. Switching the grinder every morning and process tea residues 2. Hand over processed residue tea to sorters 3. Drain tea from the overflow grinder 4. Process residue tea on a target of 1.2 tones per day 3. Decisions Decides draining of tea from overflow grinder 4. Planning N/A	A	A2

	5. Minimum Education General Knowledge 6. Minimum Experience 1 month experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of Tea and Coffee		
Gardener	1. Key Result Area To maintain the gardens in a presentable manner. 2. Activities 1. Checking around the houses for any possible break-ins . 2. Weeding the flowers 3. Cutting the flowers and grass or lawn 4. Watering the lawn 5. Growing green vegetables for consumption at the Estate. 6. Sweeping the yard. 7. Repairing fences around the yard. 8. Applying manure or fertilizers. 9. Washing cars for Management. 3. Decisions	A	A2

	Decides on own work schedule. 4. Planning Plans own gardening tasks. 5. Minimum Education General knowledge 6. Minimum Experience 1 to 3 days on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy		
Gardener Vegetables	1. Key Result Area Maintenance of vegetable garden for quality fresh vegetables 2. Activities 1. Swiping at the Estate Offices 2. Planting and weeding in the vegetable garden 3. Watering and maintaining vegetables	A	A2

	4. Attend to general work in the garden such as watering vegetables, application of manure in the vegetables 5. Planting of bananas for consumption by the creche kids at the farm 6. Slashing of grass around the Estate Offices 7. Picking litter around the premises 3. Decisions Decides on garden maintenance (watering, manurer application in the vegetable garden) 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1- 3 months on the job Experience 7. Essential Skills 1. Communication skills 2. Gardening skills		
Bee Keeper	1. Key Result Area Oversee the keeping of bees and harvesting of honey at the Estate	B	B1

2. Activities

1. Oversee bee hives at the Estate to trap and keep bees.
2. Clean the areas were bees are kept
3. Trap bees into the hives with wax
4. Continuously monitor the bee hives for maturity and harvesting
5. Harvest honey twice per year from each bee hive
6. Pack all harvested honey into buckets
7. Keep and maintain records of bees entry into the Hives
8. Attend to housekeeping issues at the areas were bees are kept

3. Decisions

Decides on maturity per bee Hive before harvesting

4. Planning

N/A

5. Minimum Education

General knowledge

6. Minimum Experience

3 years on the Job Experience

7. Essential Skills

	1. Communication skills 2. Organizational savvy 3. Knowledge of bees keeping and harvesting		
Bin Clerk	1. Key Result Area Accounting for the tea in the Bin Storage 2. Activities 1. Receive all processed tea from the plant 2. Put all received tea into Holding Bin 3. Weigh the tea and update records of processed tea 4. Sort the tea and continuous updating of records 5. Sort tea by grades such as PD, Dust, PF1, PF 2, BP1 and BP 6. Record teas by grade into the record Book 7. Resort tea after processing 4. Decisions 1. Decide on resorting of teas 2. Decides on the quality of teas during sorting process 4. Planning Plan on preparations and submission of reports 5. Minimum Education	B	B3

	5 O levels + internal training 6. Minimum Experience 3 months on the Job Experience 7-Essential Skills 1. Communication skills 2. Organizational savvy 3. Clerical skills 4. Knowledge of Tea and Coffee		
Boiler Stalker	1. Key Result Area Stalking of Timber 2. Activities Loading Boiler with firewood everyday Continuous loading of timber chips into the furnace Attend to any other housekeeping issues 3. Decisions Decides on intervals to load timber chips to maintain the level of fire in the furnace 4. Planning	A	A2

	N/A 5. Minimum Education General Knowledge 6. Minimum Experience 3 Months on the Job Experience 7-Essential Skills Communication skills Organizational savvy Boiler operating skills		
Butcherman	1. Key Result Area Cutting and distribution of meat to the Estate sections 2. Activities 1. Cutting of meat in the Butcher 2. Distribute meat to sections of the Estate 3. Record all meat issued to sections of the Estate 4. Prepare special cuts and offal for distribution 5. Submit records of distribution to Accounts Office for accountability 6. Keep cash from daily sales and cash to the Office at the end of the day	B	B2

	7. Attend to general cleaning of the Butchery 3. Decisions Decides on quantities for distribution 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the Job Experience 7. Essential Skills Communication skills Organizational savvy		
Chemical Sprayer	1. Key Result Area Controlling weeds and pests by spraying chemicals as required. 2. Activities 1. Attend safety talk meeting on a daily basis.	A	A2

2. Receiving instructions from the Foreman
3. Collect materials to be used on the particular day i.e., knapsack sprayer, chemicals, safety equipment
4. Filling the knapsack sprayer with mixed chemicals
5. Spraying in the field of Tea and Macadamia
6. Checking the direction of the wind during spraying.
7. Doing any other duties assigned like applying fertilizer, weeding etc.

3. Decisions

Routine operational decisions

4. Planning

Working arrangements

5. Minimum Education

General knowledge

6. Minimum Experience

3 Month on the job experience

7-Essential Skills

1. Communication skills
2. Organizational savvy
3. Chemical spraying skills

Crèche Attendant	1. Key Result Area Taking care of farm workers children with the ages of 2 years to 4 years 2. Activities 1. Take care of children with the age ranges of 2 years to 4 years 2. Prepare sadza and relish for kids 3. Serve meals to the kinds 4. Clean dishes and stoves 5. Teaching kinds how to read and write 6. Check the kids health and report to the clinic 7. Cleaning the play centre facilities and toilets 3. Decisions 1. Decides on meals to prepare for the kinds 2. Decides on intervals of cleaning the play centre facilities 4. Planning Routing work, no planning required 5. Minimum Education O Level + ECD training certificate 6. Minimum Experience 3 months experience	B	B1

	7-Essential Skills 1. Communication skills 2. Patient and child caring skills		
Daily Foreman	1. Key Result Area Oversee the Cattles for the Estate 2. Activities 1. Milking cattle 2. Update records on cattle for the Estate 3. Supervise Head Boys for the Estate 4. Attend to internal veterinary services for the cattle 5. Attend to dipping of cattle on prescribed days 6. Attend to any other duties as may be assigned from time to time 3. Decisions Decide on work to be done by subordinates on daily basis 4. Planning Plan on dipping of cattle for the Estate 5. Minimum Education General knowledge + internal training	B	B4

	6. Minimum Experience 3 months on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Animal husbandry skills		
Dispatch Clerk	1. Key Result Area Accounting for Tea being dispatched 2. Activities 1. Check on packers of teas and assess the packaging 2. Take samples of packed teas for tests 3. Make tea and taste the tea without sugar 4. Make sample packets of teas for exports and beverages 5. Put labels and expiry dates on teas 6. Pack sample for Estates and other places 7. Dispatch all sample teas 8. Dispatch all teas that are ready as per orders 9. Record and update dispatch records	B	B3

	3. Decisions Decides on quality of teas before dispatching 4. Planning N/A 5. Minimum Education 5-O levels + internal training 6. Minimum Experience 3 months on the Job Experience 7- Essential Skills 1. Communication skills 2. Organizational savvy 3. Report writing skills 4. Knowledge of Tea and Coffee		
Gang Supervisor	1. Key Result Area Supervising general workers in tea picking 2. Activities 1. Attend to morning briefing with Estate Workers	B	B2

	- Allocate areas of work to general workers - Supervise Hand Held Plucking Machine workers in the field - Assess the quality of tea being picked by general workers - Supervise general workers in Macadamia picking - Assess workers compliance to safety matters 3. Decisions Decides on the quality of tea being picked by general workers 4. Planning N/A 5. Minimum Education 5 O levels 6. Minimum Experience 6 months on the Job Experience 7. Essential Skills - Communication skills - Organizational savvy - Supervisory skills - Knowledge of Tea and Coffee		
Green Leaf Clerk	1. Key Result Area	B	B3

	Provide clerical services on the green leaf		
	2. Activities 1. Weigh tea (Green Leaf) in baskets from the field 2. Compare variance between figures from the field and factory weights 3. Report any variances to the Supervisors and Divisional clerk for control 4. Update the record book for accountability and record maintenance		
	3. Decisions Plan according to green leaf harvest estimates		
	4. Planning N/A		
	5. Minimum Education 5-O levels + internal training		
	6. Minimum Experience 3 months on the Job Experience		
	7-Essential Skills 1. Communication skills 2. Organizational savvy		

	3. Knowledge of Tea and Coffee 4. Report writing skills		
Leaf House Controller	1. Key Result Area Monitor and control the processing of green leaf for quality tea 2. Activities 1. Receive all incoming tea from the field 2. Check the quality of the tea from the field 3. Open the fan to blow dry the tea 4. Control the fan in blowing tea to ensure it is moisture free 5. Submit dry tea to the processing section 6. Supervise workers receiving tea from the field 7. Assist in any other duties as maybe assigned by the Leaf House Supervisor 3. Decisions Decide on the quality of green leaf on receiving from the field and condemn low quality 4. Planning N/A 5. Minimum Education 5 O levels + in house training 6. Minimum Experience	B	B5

	3 months on the Job Experience 7-Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of Tea and Coffee		
Leaf House Supervisor	1. Key Result Area Oversee the process of receiving of tea from the field and dry processing 2. Activities 1. Supervise workers on the receiving bay for teas from different sections of the field 2. Check the quality of teas from the field at the receiving bay 3. Report any teas that are not up to standard to the respective Head of the Section it is coming from 4. Put teas into trophies and spreading teas for drying process 5. Supervise the tea drying process with fans before it is processed 6. Oversee the blowing of tea and check the dryness 7. Attend to processing of tea by batches received and withheld tea 8. Update records for all teas received and quantities from each section of the field of the Estate 3. Decisions 1. Decides on work allocation to staff in the Rolling Leaf House 2. Decides on quality of teas being received from sections of the field and condemn poor quality	B	B5

	4. Planning 1. Plan on work activities in line with field estimates 2. Plan on manpower required in the Leaf House 5. Minimum Education O levels + internal training 6. Minimum Experience 1 year on the Job Experience 7 Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills 4. Knowledge of Tea and Coffee 5. Report writing skills		
Lodge Supervisor	1. Key Result Area Oversee the Lodge activities of the Estate 2-Activities 1. Receive guest booking at the Lodges 2. Procurement of stocks for use at the training 3. Supervise cooks at the Estate Guests 4. Invoicing of Guest internal and external	B	B5

	5. Account for monthly expenses and revenue received at the Guest Houses of the Estate 6. Record overtime for staff at the Guest 3. Decisions Decides on management of the Estate Guest Houses 4. Planning Plan on Guest House requirements 5. Minimum Education Diploma in Hotel and Catering 6. Minimum Experience 1 year on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Hotel and Catering skills 4. Report writing skills		
Out Grower Overseer	1. Key Result Area Oversee the activities of tea Out Growers who supply teas to the Estate 2. Activities	C	C1

1. Request for transport to deliver tea from Out Growers
2. Attend to Out Growers on the collection points
3. Supervise the weighing of tea from Out Growers
4. Check quality of tea from Out Growers and condemn poor quality
5. Re- weigh tea at the factory and agree on variances that may be there
6. Capture the entries of the day in the Out Grower Book
7. Conduct leaf analysis (checking the quality required in the factory)
8. Report variances, quality and tonnage received
9. Budget input for Out Growers
10. Pair Out Growers to be attended to on a day
11. Pay Out Growers depending on invoice amount and tonnage received
12. Issue fertilizers to Out Growers and supervise the utilization of such inputs
13. Provide general agriculture advise to the Out Growers (extension services)
14. Organize field days for assessments
15. Handle complaints from Out Growers and hand over to Estate Manager

3. Decisions

1. Decide on quality of teas from Out Growers and reject poor quality
2. Decides on inputs distribution to Out Growers
3. Decides on advice to give to Out Growers depending on their farm activities

4. Planning

1. Plan on weekly activities to visit Out Growers
2. Plan on distribution on fertilizers to Out Growers

	5. Minimum Education 1. 5 O levels + 2. Diploma in Agriculture Extension Services 6. Minimum Experience 1 year on the Job Experience 7-Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of Tea and Coffee 4. Report writing skills 5. Accounting skills		
Ranger	1. Key Result Area Safe keeping and safeguarding the farm assets and its workers 2. Activities 1. Attend deployment parade and other parades 2. Receiving instructions from the Corporal 3. Conduct handover/takeover 4. Conducting patrols in assigned areas or guard points. 5. Guarding tea 6. Checking any intruders	A	A3

7. Conduct field patrols
8. Report any incidents to the Sargent.
9. Record in and out all items.
10. Login visitors and directing them to their destinations.
11. Searching vehicles coming in and going out
12. Writing reports for any incidents
13. Maintaining peace in the compound and farm in general

3. Decisions

Decides on deployment positions (hot spots)

4. Planning

Deployment positions and times to change guard points

5. Minimum Education

General knowledge

6. Minimum Experience

3 months experience

7-Essential Skills

1. Communication skills
2. Organizational savvy
3. Security conscious
4. Observant

	5. Report writing skills		
Rolling Room Supervisor	1. Key Result Area Oversee the activities in the Rolling Room for quality tea production 2. Activities 1. Mark attendance register for general members of staff 2. Assign work to subordinate in the factory 3. Supervise the tea processing in different section such as Sifter, Rotter Vans, Temperature re-cording, Sampling, Driers and Boilers. 4. Control any defeats of work in the production process 5. Oversee the smooth operations of the machines in tea processing 6. Oversee the safety of factory workers 7. Report any machine breakdowns for immediate attention to allow continued production 8. Compile production report on daily basis 9. Updating of CTC book 10. Update wash down book and temperature recording book 3. Decisions 1. Decide on quality of tea being produced for controlling of the process 2. Decides on factory activities to be done in line with the volumes of leaf being received 3. Decides on manpower requirements in the factory activities 4. Planning	B	B5

	Plan on factory activities a day before for smooth operations 5. Minimum Education 5 O levels + internal training 6. Minimum Experience 1 year on the Job Experience 7-Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills 4. Knowledge of Tea and Coffee 5. Report writing skills		
Safety Marshall	1. Key Result Area Monitor safety compliance by workers of the Estate in all sections 2. Activities 1. Design work plans for operations on the Estate in line ISO standards 2. Assess work hazards across sections of the Estate 3. Identification of risks that Estate workers are exposed to 4. Train workers on hazards identified 5. Conduct compliance follow-ups in all sections of the Estate 6. Conduct risk assessments on every week basis 7. Conduct employee induction on safety matters at the Estate	B	B5

8. Conduct investigations on all injuries reported
9. Compile reports on all accidents
10. Field patrol and assess worker compliance to safety measures in place
11. Follow up on all identified risk and control measures in place
- 12.** Compile SHE reports on monthly basis for management decision making

3. Decisions

1. Decides on Risk mitigation measures for implementation
2. Decides on suspension of operations should risk be identified

4. Planning

Plan on weekly and monthly work plan
Plan on implementation of risk and hazard mitigation measures

5. Minimum Education

5 O Levels + Certificate in NSSA Occupational Health

6. Minimum Experience

1 year on the Job Experience

7-Essential Skills

1. Communication skills
2. Organizational savvy
3. Safety management skills
4. Report writing skills

	5. Knowledge of Tea and Coffee		
Senior Scouter	1. Key Result Area Over the scout process and chemical spraying in the Estate 2. Activities 1. Allocate work to be done to scouters, chemical sprayers and gang leaders 2. Supervise scouters, chemical sprayers and gang leaders on all work assigned 3. Receive scout reports and submit to Estate Manager 4. Receive instructions of fields to be sprayed according to scout reports 5. Recommend specific chemical spraying in the field depending on identified pests and crop diseases in the field 6. Compile monthly reports on work done and submit to Estate Manager 3. Decisions 1. Decides on spraying of the fields for the Estate 2. Decides on work to be done by subordinates on daily basis 4. Planning Plan on work shifts for scouters and gang leaders 5. Minimum Education 5 O levels + internal training 6. Minimum Experience	B	B3

	1 year on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Chemical handling skills 4. Knowledge of Tea and Coffee		
Sorting Supervisor	1. Key Result Area Proving supervision in the process of grading of tea 2. Activities 1. Issue work to Controller and Clerks 2. Supervising the Grading and packing of tea by quality 3. Allocate work to graders and supervise them 4. Monitor the sorting of tea by Controllers 5. Assess the moisture density of tea 6. Quality controlling of tea before packaging 7. Monitor the loading of the tea on the Bay 8. Provide bin to graders 9. Conduct stock checks on daily basis 10. General supervision of workers 3. Decisions Decide on the quality of tea during the grading process Decide on number of general workers required depending on volumes of work	B	B5

	4. Planning Plan on daily targets Plan on work to be done 5. Minimum Education 5 O levels + In house training 6. Minimum Experience 1 year on the Job Experience 7-Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of Tea and Coffee 4. Supervisory skills		
Temperature Controller	1. Key Result Area Monitor and control temperatures for quality tea production 2. Activities 1. Check and adjust temperature in the Rolling room 2. Check quality of tea being produced and adjust speed after every one hour 3. Taste tea at every stage of the production process for quality production 4. Take samples for testing after every one hour 5. Record temperatures every hour on the board 6. Update the Dryer Book on daily basis	B	B3

	7. Record all machine breakdowns for repairs and maintenance 8. Update records on teas processed and tonnage achieved per day 3. Decisions Decides on temperatures for quality tea production 4. Planning N/A 5. Minimum Education 5-O levels + in-house training 6. Minimum Experience 3 months on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of Tea and Coffee 4. Report writing skills		
Warehouse Supervisor	1. Key Result Area Oversee the packaging and warehouse of tea	B	B5

	2. Activities 1. Attend to blending of tea 2. Packing of teas according to grades such as F2, Dust 2, F3, RD, PD and PF1 3. Attend to tea bag sealing and palletizing 4. Attend to labelling of bags by date of packaging 5. Loading of tea according to orders received 6. Receive teas from other sections of the Estate 7. Check quantities of teas received and update records for the Warehouse 8. Operate the forklift when packing tea in the Warehouse 3. Decisions Decides on tea grades when packing and tonnage 4. Planning Plan on Warehouse activities 5. Minimum Education 5-O levels + in-house training 6. Minimum Experience 1 year on the Job Experience 7-Essential Skills 1. Communication skills		

	2. Organizational savvy 3. Report writing skills 4. Knowledge of Tea and Coffee		
Water Plant Overseer	1. Key Result Area Oversee the water plant and packaging process 2. Activities 1. Determine packaging materials for water packages 2. Request package materials from the Stores 3. Assess the food safety on crates of avocados 4. Oversee chemical mix in water treatment 5. Oversee the cleanness of staff at the plant 6. Reinforce safety compliance at the plant 7. Allocate work to general staff at the plant and in the avocado field 8. Supervise the loading and dispatching of water and avocados 9. Prepare and submit production reports on daily basis 3. Decisions 1. Decides on material requirements for packages 2. Decides on the manpower required at the plant 4. Planning 1. Plan on daily activities 2. Plan on material requirements 5. Minimum Education	B	B4

	5-O levels + Internal Training 6. Minimum Experience At least 2 years' experience 7-Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of Water treatment 4. Report writing skills		
Welfare Officer	1. Key Result Area Oversee the welfare of workers of the Estate for health and productivity 2.Activities 1. Receive reports every day from village rangers 2. Assess issues raised by Village Rangers and compile reports for the Estate Manager 3. Assign work to subordinates on daily basis 4. Supervise general workers on the Estate according to work plan 5. Attend to meetings with Estate School Headmasters on welfare matters 6. Oversee the health of Estate workers 7. Counselling of Estate workers on domestic matters for peace 8. Educate Estate workers on contemporary matters such as Gender Based Violence 9. Attend to matters of disciplinary matters on Estate workers	B	B5

	10. Oversee the canteen Facilities for health meals for workers 11. participate in Gender Committees for the Estate 12. Represent the Estate on matters in compliance with Rain Forest Alliance requirements 3. Decisions Decide on all Welfare matters for the Estate and advice the Estate Manager 4. Planning Plan on welfare matters for the Estate 5. Minimum Education 5 O levels + internal training 6. Minimum Experience 1 year on the Job Experience 7-Essential Skills 1. Communication skills 2. Organizational savvy 3. Welfare administration skills 4. Report writing skills 5. Knowledge of Tea and Coffee		
Workshop Clerk	1. Key Result Area Provide clerical services to the Workshop of the Estate.	B	B3

	2. Activities 1. Issue fuels to Tractors, Vehicles and Motor Bikes 2. Record of all fuels issued for accountability 3. Compile daily stock sheets 4. Conduct fuel reconciliations on daily basis 5. Supervise the time Keeper and compile daily report 6. Maintain re order levels and do the reconciliation to stores 7. Request items for restocking 8. Conduct stock take monthly 9. Maintain stock reorder level. 3. Decisions 1. Makes routine operational decisions 2. Deciders on the dates to do stock take at the workshop 4. Planning 1. Plans stock take on a monthly basis 2. Plans restocking depleting stocks 5. Minimum Education 5 O levels including English and Mathematics 6. Minimum Experience 2 months 7-Essential Skills		

Unclaimed Wages	3. Disbursing salary cash for wages 4. Ensuring that the cash is paid for.		
Returns	1. Process unclaimed and deferred wages 2. Generating unclaimed wages report 3. Compile reclaimed wages for payments 4. Process reclaimed wages and make the cash payments Process payments for Out-growers Generate the following returns Crèche returns Milk returns Medical returns Ecocash/swipe returns 3. Decisions Decides on producing the daily and monthly returns 4. Planning Plans the production of daily and monthly returns 5. Minimum Education Five O level passes including English and Mathematics Diploma in Accounting 6. Minimum Experience One year		

	7. Essential Skills Communication skills ICT skills Report writing skills Numerical skills		
Building Clerk	1. Key Result Area Stores management 2. Activities Marking of time books Compile job distribution/ labour allocation Compile daily work instruction sheet and having it approved Requesting building materials Writing the passes and having them approved Recording materials used for each and every job done Summarizing jobs and costing them Closing job cards Compiling daily labour allocation and submitting to Administration Office Submitting daily work instruction sheet to Administration Office for wages calculations Updating the time books Write the deployment forms for fixed term contract workers and submitting to Administration Requesting for authority to employ Recording all materials requested fro Bulk Stores Receiving and recording timber Recording the number of pallets made by Pallet Makers Compile monthly returns for pallets	B	B3

	Housekeeping 3. Decisions Makes routine operational decisions 4. Planning Plans own work schedule 5. Minimum Education Five O levels including English and Maths Diploma in Stores Management 6. Minimum Experience Three months 7. Essential Skills Numerical skills Communication skills Organisational savvy		
Bulk Stores Supervisor	1. Key Result Area Stores management 2. Activities Receiving stores requests from user departments Raising the requisitions/orders for the materials requested and submit to Central Bulk Stores for processing Receiving supplied materials from Central Bulk Stores and updating the stores records	B	B5

	Checking for any breakages Issuing out materials to user department and update the stores records Capture the data on SAGE X3 system Generate GRV reports and process them Compile monthly reports Supervising the Bulk Stores Clerk 3. Decisions Routine operational decisions 4. Planning Daily tasks Plans to produce reports on daily and weekly basis 5. Minimum Education Five O levels Diploma in Stores management 6. Minimum Experience One year 7. Essential Skills Numerical skills Communication skills Report writing skills ICT skills		
Clerk Bulk Stores	1. Key Result Area Stores maintenance	B	B3

	2. Activities Issue out stock items Checking re-order balances Order stock items from Central Bulk Stores Capture issued stock items on the Outgrowers system comparing with balances in the system Participate in stock takes Generate audit trail reports Generating Goods Received Voucher report Issue rations to staff 3. Decisions Decides on stock re-order levels 4. Planning Prioritization of work 5. Minimum Education Five O levels 6. Minimum Experience 3 months 7. Essential Skills ICT skills Communication skills Numerical skills		
Clerk Outgrow-ers	1. Key Result Area Maintenance of Outgrowers records	B	B3

	2. Activities Collect, collate and compile production data for each day Capturing production data for Outgrowers in books and on the system Reporting to Factory Manager on the production levels including abnormalities Generating monthly reports Preparing payment sheets for Outgrowers Maintaining the general registry 3. Decisions Routine operational decisions 4. Planning No planning 5. Minimum Education Five O level passes 6. Minimum Experience 3 months 7. Essential Skills Communication skills ICT skills Numerical skill Organisational savvy		
Forklift Driver	1. Key Result Area Loading and offloading goods at the farm	B	B1

	2. Activities Checking the condition of the machine Conducting test run on the machine Operating the machine lifting pallets of tea and arranging them as directed Arranging the tea according to grades Loading tea onto heavy trucks for delivery Offloading any supplies or machinery and equipment to the estate 3. Decisions Decides on quantities to load on the forklift 4. Planning N/A 5. Minimum Education Earth moving certificate 6. Minimum Experience 3 months on the Job Experience 7. Essential Skills Communication skills Organizational savvy Forklift and Crane operating skills		
Green Leaf Clerk	1. Key Result Area Receiving and handling tea 2. Activities	B	B3

	Receiving tea from the fields Weighing the tea and recording as appropriate Recording the weight at the factory and the weight from the field Checking and recording variations Inform the security at the gate of the figures Inform staff at the fields if the variance is too high Recording trough numbers in which tea is packed and record the weight of each trough Compare the total weight for the troughs and the green leaf weight from the factory Record prepared by... and other details 3. Decisions none 4. Planning No planning 5. Minimum Education Five O level passes 6. Minimum Experience Three months 7. Essential Skills Numerical skills Communication skills Tea handling skills		
Machine Shop Supervisor	1. Key Result Area Fitting and machining	C	C3

	2. Activities Conduct safety talks on a daily basis Checking for incoming job cards Deploy staff for the day's tasks Continuously monitoring the performance of staff Repairing broken or worn out equipment like shafts, gear boxes, pumps, suspensions, axels etc Assess the materials needed for use in the workshop and make the necessary requests to Stores Safe keeping of the requested stores items. Writing reports Make recommendations on disciplinary issues involving staff 3. Decisions Decides on materials to be used in the repair of various components 4. Planning Daily tasks for workshop staff 5. Minimum Education Skilled worker Class 1 6. Minimum Experience One year 7. Essential Skills Technical skills Communication skills		

Office Messenger	1. Key Result Area Housekeeping and mail delivery 2. Activities Sweeping the offices Cleaning the toilets Preparing teas and refreshments for staff and visitors Delivering mail within the offices Dispatching mail to other estates 3. Decisions none 4. Planning none 5. Minimum Education Ability to read and write and communicate in English 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organization savvy	A	A2
Overseer Bulk Stores	1. Key Result Area Bulk Stores handling	B	B4

	2. Activities Receiving external purchase orders Receiving stock items and recording in the SAGE X3 inventory system Capturing and posting all internal requisitions Issuing out stock items which include the following fertilizers, agrochemicals, paper sacks, , electrical fittings, capex Conducting stock checks Maintain stock reorder levels Participating in bi-annual and annual stock takes Conducting on the job training for Stores Clerk Apportion work to Stores Clerks Monitor the performance of Stores Clerks Generate various reports from the system 3. Decisions Decides on the apportionment of duties to Stores Clerks Decides on the performance targets of Stores Clerks 4. Planning Work schedules and prioritization of work 5. Minimum Education Five O level passes 6. Minimum Experience 6 months 7. Essential Skills Communication skills		

	Numerical skills Supervisory skills ICT skills		
Pallet Maker	1. Key Result Area Making Pallets 2. Activities Housekeeping Collecting materials used in the making of pallets from Tingamira Arranging the timber in the factory in readiness for the pallet making process in 5s Cutting the timber into pieces Making the block and the top of the pallets Nailing the blocks to the tops Staking the pallets Placing the pallets in the ovens to remove moisture Counting and recording the number of pallets Stacking the pallets 3. Decisions Decides on the dryness of the pallets 4. Planning No planning 5. Minimum Education Ability to read and write 6. Minimum Experience	A	A2

	3 months 7. Essential Skills Technical skills Communication skills		
Rolling Room Controller	1. Key Result Area Manufacturing tea 2. Activities Checking the quantity of tea and establishing the number of people who will be able to do the day's work Checking the dryness of tea and establish if tea is ready for manufacturing Directing staff to put tea in the sifters Continuously checking the level of tea in the modules Ensuring tea is put in the hopper in right quantities Checking the fermentation of the and the cut Checking if the Drier man and Sorters are performing work according to instruction Checking the temperatures and advising the Boiler Attendant and Stockers accordingly 3. Decisions Decides on the dryness of tea and if it's ready for manufacturing 4. Planning Plans workers tasks on a daily basis 5. Minimum Education Five O level passes	B	B5

	6. Minimum Experience One year 7. Essential Skills Supervisory skills Communication skills Tea handling		
Tea Sampler	1. Key Result Area Tea sample preparation 2. Activities Receiving tea for sampling from the four estates Housekeeping Preparation of tea samples Boiling water and preparing the tea Weigh the tea according the grade Strain the tea after boiling Checking the following Leaf appearance Infusion Liquor Call the Management for tea Tasting Writing comments on the tea testing reports for each sachet according to Estate Requesting supplies for use in tea sample preparation	B	B3

	3. Decisions Makes routine operational decisions 4. Planning Plans own daily duties 5. Minimum Education O level passes 6. Minimum Experience Three months on the job experience 7. Essential Skills Tea handling Communication Organisational savvy		
Scale Clerk	1. Key Result Area Weighing tea 2. Activities Receiving tea from the field for weighing Hooking the sacks with the tea on the scale Recording the weight of the tea on the receipt book Give the receipt to the Driver for transportation to the factory Submit figures to Administration office 3. Decisions	B	B1

	none 4. Planning none 5. Minimum Education No planning 6. Minimum Experience Five O level passes 7. Essential Skills Three months		
Seamster /Tailor	1. Key Result Area Tailor work 2. Activities Receiving conveyor belts for repair from the Fitters. Assessing the conditions of received materials to be repaired Measuring the conveyor belts according to the requirements of the users. Repairing/mending the belts Adjusting measurements/sizes for new belts according to the requirements of the Fitters Sewing conveyor belts for tea plucking machines Making machine bags using used sacks Repairing canvas bags by patching Making avocado bags	B	B1

	Requesting materials and recording same 3. Decisions Decides on the materials to be used in the making and repair of conveyor belts and bags 4. Planning Prioritisation of work 5. Minimum Education Certificate in tailoring 6. Minimum Experience None required 7. Essential Skills Communication skills Tailoring skills Estimation skills		
Senior Security Ranger	1. Key Result Area Security 2. Activities Check the deployment of people, their health and mark the attendance register Deploying of Rangers and Watchmen to various work stations/posts Give instructions Login the instruction sheet Making physical follow ups on Rangers and Watchmen Assist Rangers where there is shortage of staff	B	B3

	Writing reports Writing the occurrence book as may be necessary Produce daily summary reports 3. Decisions Decides on guard points Decides on duty roaster 4. Planning Plans duties for Rangers and Watchmen 5. Minimum Education Security training 6. Minimum Experience Three months 7. Essential Skills Communication skills Security conscious		
Sorting Supervisor	1. Key Result Area Sorting supervision 2. Activities Ensure proper organization and allocation of work to sorting employees Ensure condition of sorting and packing machinery and report any faults Checks and monitors condition of drying teas, fibre extraction and storage bins for sorting especially moisture content	B	B5

Checks accuracy of graded teas as per specifications, tea records, liaising with Dispatch Clerk and Factory Clerk

Monitors out-turn % daily and weighments accuracy

Checks and compares weighments of sorted teas against dry mouth teas

Checks volumes of accumulated sorted teas in holding bins and supervises packing as required.

Supervises packing weighs, proper closure, palletizing and marking of sacks.

Collects and registers packed tea samples from containers during packing

Checks moisture content of packed teas and reports on condition.

Supervises storage of packed teas, loading and dispatching as required

Monitors stocks and condition of packing materials

Ensures separation of certified and uncertified teas throughout

Monitors and prevent ingress of birds and insects or any foreign objects

Maintains hygiene, safety and health standards as required

3. Decisions

Decides on performance of staff

4. Planning

Prioritisation of work

5. Minimum Education

5 O level passes

6. Minimum Experience

Three months

7. Essential Skills

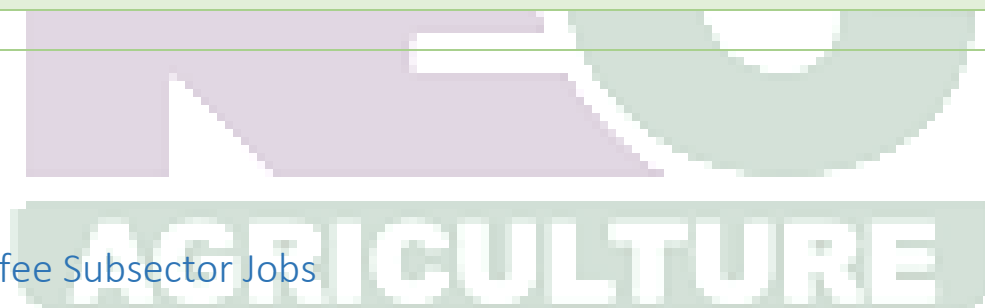
Communication skills

	Supervisory skills Tea handling skills		
Supervisor Cattle	1. Key Result Area Supervising the Herdsmen 2. Activities Deploying Herdsmen to various work stations Recording work done on a daily basis eg dipping Monitoring the performance of Herdsman by going around to pastures where they will be herding cattle Counting the cattle before and after going for grazing Checking the health of the cattle Treating the cattle Recommending serious ailments to the Veterinary Doctor Dipping cattle Report writing 3. Decisions Decides on which pastures to use Decides on the deployment of Herdsman Decides on the performance of Herdsman Decides on minor treatment of cattle 4. Planning Daily duties for Herdsmen 5. Minimum Education Five O level passes	B	B5

	6. Minimum Experience Three months 7. Essential Skills Supervisory skills Report writing skills Communication skills		
Supervisor Charlie One	1. Key Result Area Stores Management at the distribution centre 2. Activities Housekeeping Checking outstanding orders to be done on a daily basis Seeking quotations for orders Receiving materials destined for the various Tanganda Tea Estates Recording all materials received in the record book Sorting the received materials according to their intended destinations/estates Loading/dispatching materials Handover /takeover with the driver transporting materials Receiving materials from Swift Harare Communicating with Estates on the materials to be collected from the Distribution Centre Supervise the Gardener Safekeeping of all materials 3. Decisions Makes routine operational decisions	B	B5

	4. Planning Plans the dispatch of materials as and when there are materials 5. Minimum Education Diploma in Stores Management or Logistics and Supply 6. Minimum Experience One year 7. Essential Skills Numerical skills Communication skills Organisational savvy		
Weighing Clerk	1. Key Result Area Weighing tea 2. Activities Checking the condition of the scale Weighing the empty basket in order to factor it when weighing the tea Collect the paper work for the tea to be weighed Weighing the tea and recording and recording the weight on the prepared paperwork Compile total weight of tea for the day Submitting the papers to the Overseer 3. Decisions No decisions 4. Planning	B	B3

	No planning 5. Minimum Education Five O level passes 6. Minimum Experience Three months 7. Essential Skills Numerical skills Communication skills Organisational savvy		



Summary of Tea and Coffee Subsector Jobs

Job Title	Broad Band	Band/ Sub-grade
Senior Supervisor	B	B5
Supervisor Macadamia	B	B5
Head Clerk Fields	C	C2

Supervisor Green	B	B5
Factory Overseer	C	C3
Overseer Divisional	B	B5
Irrigation supervisor	B	B5
Fuels Supervisor	B	B5
Factory Supervisor	B	B5
Secretary	B	B4
Factory Foremen	B	B4
Field Foremen	B	B4
Foremen Green Leaf	B	B4
Foremen Herbicides	B	B4
Foremen Macadamia	B	B4
Foremen Tea & Fields	B	B4
Charge Hand Foremen	B	B4
Security Sargent	B	B4
Security Corporal	B	B3
Junior Supervisor	B	B3
Head Clerk	C	C2
Accounts Clerk	B	B3
Assistant Procurement Officer	B	B3
Issuing clerk factory	B	B2
Field Clerk	B	B3
Payroll Clerk	B	B3
Wages Clerk	B	B3
Welfare Clerk	B	B3
Stores Clerk	B	B3
Tools Clerk	B	B2
Weigh Bridge Clerk	B	B3
Welfare Assistant	B	B2

Ambulance Driver	B	B2
Switchboard Operator	B	B3
Transport and Logistics Officer	C	C3
Mechanic – Skilled	C	C2
Mechanic – Semi Skilled	B	B2
Welder Skilled	C	C2
Welder – Semi Skilled	B	B2
Electrician – Skilled	C	C2
Electrician – Semi Skilled	B	B2
Builder Skilled	C	C2
Capenter -Semi skilled	B	B2
Plumber – Skilled	C	C2
Plumber – Semi Skilled	B	B2
Painter	B	B2
Sister in Charge	C	C1
Nurse Aide	B	B3
Crop Scout	B	B1
Beerhall Cashier	B	B2
Domestic Worker	B	B2
Senior Tractor Driver	B	B4
Truck Driver	B	B4
Machine Operator	B	B1
Maintenance Operator / Fitter and Tuner	C	C2
Factory Driver	B	B2
TLB Operator	B	B3
Tractor Driver	B	B2
Dryer Operator	B	B1
Baby Seater	B	B1
Creche Attendant	B	B1

Rotter Vena Operator	B	B1
Cook	A	A3
Boiler Attendant	B	B4
Pump Attendant -Tea & Coffee	B	B1
Tea Quality Controller	B	B3
Fitter and Turner – Skilled	C	C2
Fitter and Turner – Semi Skilled	B	B2
Plant Fitter – Skilled	C	C2
Hand Held Machine Trainer	B	B4
Miller	B	B1
CTC Sharpener/MCH Mechanic	B	B2
Plucker MCH	B	B1
Chemical Sprayer	A	A2
Brush Cutter Operator	A	A3
Chain Saw Operator	B	B1
Bush Trimmer / Prunner	A	A3
Shed Man	A	A2
Sorting Room Controller	B	B3
Green Leaf Loader	A	A3
Tea Plucker	A	A2
Macadamia Pickers	A	A2
Tea Monitor	A	A3
Factory Time Keeper	B	B3
Fan Attendant	B	B1
Tryer Fitter	A	A3
Village Cleaner	A	A2
Farm Health Worker	B	B2
Cattle Header	A	A1
Security Guard	A	A3

Compound Ranger	A	A2
Crop Guard	A	A1
Watchmen	A	A2
Dog Handler	A	A3
Dog Kennelmen	A	A3
Cleaner / Office Orderly	A	A3
Ablution Worker	A	A2
Sanitary Hand	A	A2
General Worker Field	A	A2
General Hand Factory	A	A2
General Hand Tea Sorting	A	A2
General Hand Macadamia	A	A1
General Hand Hammer Mill	A	A2
Gardener	A	A2
Gardener Vegetables	A	A2
Bee Keeper	B	B1
Bin Clerk	B	B3
Boiler Stalker	A	A2
Butcherman	B	B2
Chemical Sprayer	A	A2
Crèche Attendant	B	B1
Daily Foreman	B	B4
Dispatch Clerk	B	B3
Gang Supervisor	B	B2
Green Leaf Clerk	B	B3
Leaf House Controller	B	B5
Leaf House Supervisor	B	B5
Lodge Supervisor	B	B5
Out Grower Overseer	C	C1

Ranger	A	A3
Rolling Room Supervisor	B	B5
Safety Marshall	B	B5
Senior Scouter	B	B3
Sorting Supervisor	B	B5
Temperature Controller	B	B3
Warehouse Supervisor	B	B5
Water Plant Overseer	B	B4
Welfare Officer	B	B5
Workshop Clerk	B	B3
Administration Clerk	B	B5
Building Clerk	B	B3
Bulk Stores Supervisor	B	B5
Clerk Bulk Stores	B	B3
Clerk Out-growers	B	B3
Forklift Driver	B	B1
Green Leaf Clerk	B	B3
Machine Shop Supervisor	C	C3
Office Messenger	A	A2
Overseer Bulk Stores	B	B4
Pallet Maker	A	A2
Rolling Room Controller	B	B5
Tea Sampler	B	B3
Scale Clerk	B	B1
Seamster /Tailor	B	B1
Senior Security Ranger	B	B3
Sorting Supervisor	B	B5
Supervisor Cattle	B	B5
Supervisor Charlie One	B	B5

Weighing Clerk	B	B3

Timber Subsector jobs and Grades

Job Title	Standard Job Description	Broad Band	Band/ Sub-grade
Saw Mill Supervisor	Key Result Area Allocate and supervising of workers in the Saw Mill Activities Plan on work to be done on a day-to-day basis Mark attendance register of workers every morning Assign workers to work in areas as planned Issue tools of work tool to general workers for use Tarin/ induction of new workers Set targets to workers such as cutting of 100 cubic per day Supervise all workers on the assigned day to day work Production of reports every day and weekly report Updating of Foremen of production figures per day Decisions Decides on workers required in the Saw Mill Decides on target to be achieved per day Planning	B	B5

	Plan on timber to be harvested and processed in line with orders received. Minimum Education 5 O levels Minimum Experience 1 year on the job experience Essential Skills Communication skills Organizational savvy Knowledge of Timber Report writing skills		
Silvi Culture Supervisor	1. Key Result Area Oversee the operations of the silviculture section in regeneration of forests plantations 2. Activities Marking the attendance register Planning work for all the subordinates under the Section Deploy, delegate and assign duties for all the workers Assessing all the jobs to be done on a daily basis. Compile bills of quantities for the jobs. Determine all the resources to be used	B	B5

	Monitoring and supervising ensuring that workers are meeting their targets in terms of quantity and quality. Taking disciplinary action Doing manpower planning Approving materials requests. Report to Forester on a daily basis progress and operations. (Daily, weekly, monthly) Writing reports Monitor pests, diseases, damages, quality of seeds. Supervision duties in the following areas; planting seed, land preparation, all edge cleaning, pruning, thinning, maintenance of roads, fire protection. 3. Decisions Decides on materials to be used Decides on performance targets Decides on Disciplinary measures Decides on manpower requirements 4. Planning Plans materials on a daily basis Plans performance targets on a daily basis Minimum Education 5' O levels Minimum Experience 1 year on the job experience		

	Essential Skills Communication skills Organizational savvy Supervisory skills Time conscious Knowledge of timber industry Multiskilled individual		
Supervisor Plan- tation	Key Result Area Coordinating the activities at the plantation. Activities Marking the attendance register for the employees who work in the sawmill Conduct team talk meeting first thing in the morning every day Briefing workers on the tasks at hand on a daily basis. Planning tasks for the workers on a daily basis. Assessing potential hazards. Supervising workers doing the following duties; Planting trees Pruning tree branches Marking and pitting Slashing in the plantation Fire guards burning Fireguard ploughing	B	B5

	Compiling daily, weekly and monthly reports. Planning necessary operational budgets. Delegating and apportioning tasks to workers. Supervising workers. Communicating with other Departments/Sections Decisions Decides on staff deployment Decides on staff training Decides on operational changes with the Section Decides on resources allocation Planning Plans on staff requirements on a daily basis Plans training needs for the Section Plans the operations for the Section Plans resources requirements Minimum Education 5 O levels + Certificate in Sawmilling Minimum Experience 1 year experience on the job		

	Essential Skills Communication skills Report writing skills Computer skills and supervisory skills Knowledge of timber		
Nursery Supervisor	Key Result Area Supervising the seeding of timber nursery Activities Assess the soils for suitability of nursery Prepare beds for nursing Request for timber seeds Supervise the activities in the nursery division such as watering, application of fertilizers and chemical spraying Monitor the nursing of nursery in the nursing shed Production of nursery reports Supervising other foremen on the Estate Decisions Decides on the suitability of soils before nursing Decides on quantities of seeds required for nursing per season Planning	B	B5

	Plan on nursing activities and an 8 months cycle Minimum Education 5 O levels Minimum Experience 1 year Nursery Experience at Supervisory role Essential Skills Communication skills Organizational savvy Knowledge of Timber		
Maintenance Supervisor	Key Result Area Superintendent over the operations of the Maintenance Department Activities Planning work for Carpenters, Plumbers, Builders, Handyman Electrician and General Hands. Deploy, delegate and assign duties to all subordinates Sourcing materials for planned jobs Assessing jobs to be done and compile bills of quantities. Monitoring and supervising ensuring that tasks are done as per instruction. Reporting to Estates Manager on progress and completed work.	B	B5

	Recommend disciplinary action for deviant behaviour Determine manpower requirements for various tasks Approving different types of leave accordingly Authorization of materials to be drawn from stores for various jobs. Construction of new buildings, toilets etc Reading plans Assisting Carpenters in setting out. Painting of houses Safekeeping of tools, materials, for the Department and Writing reports Decisions Decides on materials to be used in the Department for various projects Decides on performance targets for the workers Decides on disciplinary measures Decides on manpower requirements Planning Plans for materials on a daily basis Plans for manpower requirements on a daily basis Plans performance targets for the workers Minimum Education 5 O levels Minimum Experience		

	1 year experience on the job Essential Skills Communication skills Organizational savvy Supervisory skills Knowledge of timber production		
Harvesting Supervisor	Key Result Area Allocation of work to workers and supervise them during the timber harvesting process Activities Mark attendance register for contract workers Cutting and skidding of timber trees Oversee the loading of timber into haulages to the Saw -Mill Supervise the process of saw mill to reduce wastage of timber Close the skidding stress to reduce soil erosion Opening of roads to allow collection of timber from the plantation Submit update reports of timber harvested from the plantation Decisions Decides on contract workers required in the field Decides on work to be done in the field Planning	B	B5

	Plan on work to be done in the field Plan on numbers of workers required in the field Minimum Education 5 O levels Minimum Experience 1 year in supervisory position Essential Skills Communication skills Organizational savvy Knowledge of Timber Supervisory skills		
Green Chain Supervisor	Key Result Area Supervision of workers to ensure that production targets are met. Activities Conduct team talk on a daily basis. Assign duties and tasks to workers Supervision of workers Marking the attendance register on daily basis. Reporting breakdowns to maintenance.	B	B5

	Checking sizes of logs Report writing where necessary. Setting targets for workers. Assessing potential hazards. Planning work schedules. Decisions Decides on disciplinary measures to be taken on truant workers. Decides on manpower requirements depending on pressure of work and targets to be achieved. Decides on material resources to be used. Decides on work schedules and tasks. Planning Plan on the work schedules on a daily basis. Plan on material resources to be used on a daily basis. Plan on manpower requirements on a daily basis. Minimum Education 5 O level passes Minimum Experience 1 year experience on the job Essential Skills		

	Communication skills Organizational savvy Timber technical skills Supervisory skills		
Security Corporal	Key Result Area Safekeeping and Safeguarding farm assets and its people. Activities Conducting parade checking if there are any absentees, checking fitness of Security Guards, drunkenness and smartness Deploying Security Guards to their different guard points and positions Checking if there are any with personal problems Replacing absentee Security Guards. Making follow ups at various positions to see if security guards are doing their duties as required. Reporting and incidents to the Seargent. Compile duty roasters making provisions for off days, positions and number of days. Writing reports as and when necessary Checking the operations observations book. Checking the conduct of security guards. Decisions Decides on the compilation of duty roster.	B	B3

	Decides on Guards deployment Decides on disciplinary issues Planning Plan on duty roaster and personnel deployments Plan on Patrols Minimum Education Certificate in security guard Minimum Experience 1 year experience at Corporal level Essential Skills Communication skills Organizational savvy Security management skills		
Enumerator	Key Result Area Pegging and dividing fields using GPS as part of land preparation, thinning seedlings, as well as carrying out inventories of trees as assigned. Activities	B	B3

Receiving instructions from Forester after attending the safety talk on a daily basis. Pegging fields using GPS to determine hectarage Divide the field into plots measuring 20m by 20m each plot. Counting the number of trees in each plot. Thinning three times in the life cycle of the trees following the instructions given. 1st thinning leave 30 trees out of 44 trees 2nd thinning, remove 12 trees and remain with 18 trees 3rd trimming, removing 6 trees and remaining with 12 trees Following criteria during thinning Checking forks, dried trees, thin trees, spacing Pegging fields after land preparation using cross head for straightness of lines. Do the following after planting; Check the number of lines and dead trees Compare to percentage of dead and live trees After/during slashing check diameter and height of trees Check baboon damaged trees in each compartment Carry out an inventory of trees. Verify/Estimate the number of trees in diameter, height of trees and utilizable diameter Decisions Decides on trees to be removed Planning Plan on work schedule		

	Minimum Education 5 O level passes Minimum Experience 1 year experience on the job Essential Skills Communication skills Knowledge of timber Numerical and estimation skills Report writing skills		
Estate Clerk	Key Result Area Provide clerical services to the Estate Activities Obtain production figures from the Estate Prepare contractors payments Record receipts for paid contractors Prepare production reports with figures of harvest Update operators time books Decisions Decides on welfare for the Community such as firewood	B	B3

	Decides on payments to Contractors Decides on contracts to renew Planning Plan on the production and submission of reports with figures of harvest Plan on contractors' payments Minimum Education 5 O levels Minimum Experience 3-6 months on the job experience Essential Skills Communication skills Organizational savvy Knowledge of Timber		
Plantation Clerk	Key Result Area Provide clerical work to the Estate Activities Collect figures from the field with regard to plantation status Update records on numbers of workers deployed for work and hectares of land covered per day shift	B	B3

	Record rainfall quantities to determine moisture content Update records on trees planted Update time attendance book Capture all data from the plantation into the computer system and forward to Head Office Compile and submit monthly reports Decisions Decides on moisture content in the field before plantation of timber Planning Plan on capturing data from the plantation into the computer system and forward to Head Office Plan on compiling and submission of monthly reports Minimum Education 5 O levels Minimum Experience 6 months on the Job Experience Essential Skills Communication skills Organizational savvy Knowledge of Timber		

Dispatch Clerk	Key Result Area To dispatch timber as per invoices and orders of clients Activities Continuous stock taking of timber in warehouse Separating timber by its grades Prepare parking list as per customer requirements Confirm order with customers before dispatching Pack timber orders Assign forklift drivers to load timber as per orders Prepare pre-shipment forms Verification of loading tickets with security guards Take down details of vehicle being loaded with timber order Reconciliation of timer on order against what has been loaded Decisions Decides on the stocks in the warehouse before taking orders for dispatching Planning Plan on scheduling of orders Plan on daily timber dispatching as per orders received Minimum Education 5 O Levels	B	B3

	Minimum Experience 1 year Experience on the job Essential Skills Communication skills Organizational savvy Report writing skills and Knowledge of Timber		
Production Clerk	Key Result Area Ensure that production figures are captured accurately Activities Attend team talk meeting on a daily basis. Collect tally sheets and production reports from Tally Clerks Verify volumes of timber worked the previous day Capture the correct volumes. Discuss with Tally Clerks on any discrepancies. Capture volumes on SYSPRO excel. Send the excel sheets to Data Capture Clerk. Receive orders. Make orders ready according to Customers. Preparation of exact customer orders. Assist Sales and Dispatch Clerk. Conduct stock take.	B	B3

	Write delivery notes. Writing reports where necessary. Decisions Decides on customers' orders to be prepared and dispatched. Planning Plans orders as and when they are received. Minimum Education 5 O level passes Minimum Experience 1 year experience Essential Skills Communication skills Organizational savvy Report writing skills		
Tools Clerk	Key Result Area Managing of tools used by workers on their day-to-day activities Activities	B	B3

	Issuing of tools to workers every morning Recording to tools and reconcile with the records as they are returned every day Ordering of tools from the Central Stores Safekeeping of tools Issuing of tolls records to the Estate Manager Issue plastics for nursery of seeds Request seeds when they are running out Assist the wages clerk on paying of wages to seasonal workers Decisions Decides on additional tools to order from the central stores Decides on tools to issue to workers Planning N/A Minimum Education 5 O levels Minimum Experience 3 months on the Job Experience Essential Skills Communication skills Organizational savvy		

	Report writing skills		
Tally Clerk Deck Input	Key Result Area Keeping a record of all logs in the deck Activities Receiving instructions from the Supervisor after the safety talk meeting Receive logs from the field/plantation Recording the number of logs in each load on the tally sheet Sending the logs to the mill Keeping a record of the logs in the deck. Reconciling the volume released the field and the volume will have been processed. Submit the tally sheet to the Production Department Monitor breakdown turnaround time. Taking stock of logs/timber on the deck/KALA Reconciliation of records Checking the quality of the logs. Decisions Decides on the quality of timber. Decides on correct size to be cut Decides on other routine operations Planning N/A	B	B3

	Minimum Education 5 O levels Minimum Experience 3-6 months on the job experience Essential Skills Communication skills Organizational savvy Knowledge of timber industry		
Tally Clerk	Key Result Area Accounting for timber harvested Activities Measuring of logs and mark then by sizes Label the tip of all logs Record all timber being loaded Quality check of timber during loading process Return all damaged timber Update tally sheets Verify accuracy of records with timber on the deck Check the thickness and lengthy of timber received	B	B3

	Decisions Decides on the quality of timber Planning N/A Minimum Education 5' O levels Minimum Experience 3 Months on the Job Experience Essential Skills Communication skills Organizational savvy Knowledge of Timber Report writing skills		
Harvesting Clerk	Key Result Area Accounting for Timber harvested from the field Activities Updating figures and tally sheets of timber harvested Reconcile tally sheets with loads in haulages	B	B3

	Compile table with falling, skidding, haulage and received timber Calculation of timber stocks in the field and roadside Prepare and submit daily harvest report to the Harvest Manager Update field compartments by compartment reports Conduct timber stock take and produce reports on monthly basis Decisions Decides on timber volumes per hectares when updating harvesting reports Planning Plan production and submission of harvest report to the Harvest Manager Plan on timber stock takes Minimum Education 5 O levels Minimum Experience 6 Months on the Job Experience Essential Skills Communication skills Organizational savvy Knowledge of Timber Report writing skills		
SHEQ Officer	Key Result Area	C	C2

Provision of SHEQ Services to the Estate

Activities

Conduct safety talks every morning
Collect SHEQ information from departments every morning
Attend to all incidents and accidents on the Estate
Investigation of causes of accidents on the Estate
Conduct field inspection on SHE compliance
Educate members of staff on SHEQ regulations
Conduct SHEQ induction to new comers and visitors
Reinforce compliance with the SHEQ policies in place
Conduct SHEQ audits and issue reports
Compile and submit SHEQ reports on monthly basis

Decisions

Decides on employee's safety throughout the Estate and can stop operations where employees are exposed to risk

Planning

Plan on field inspection for compliance with SHEQ standing policies
Plan on content for training workers on matters of health and safety

Minimum Education

5' O Levels

	Certificate in SHE Management Minimum Experience 1 year on the Job Experience Essential Skills Communication skills Organizational savvy SHE skills		
Nurse Aide	Key Result Area Provision of medical treatment to farm workers Activities Disinfect the clinic and patient serving area Attend to all sick farm workers Treat minor disease of sick workers Recommend transfers of serious sick employees to General Hospital Keep and maintaining of farm workers health records Provide health education to farm workers Offer counselling sessions to farm workers Keep records of medications at the farm clinic Conduct first aid treatment to farm workers Test and treatment of malaria to farm workers	B	B3

	Conduct outreach programs such as training on outbreaks. Conduct pregnancies test on farm women workers or wives of farm works Educate farm workers on HIV/AIDS and issue protector plus (condoms to farm workers) Request medication for replenishment Issue report on staff treatment on monthly basis Decisions Decides medical prescription to farm workers Decides patience to transfer to General Hospital Planning Plan on medical replenishments Minimum Education 5 O levels + Certificate in Red Cross Certificate in Nurse Aid Minimum Experience 6 Months on the Job Experience Essential Skills Communication skills,		

	Patience treatment skills Report writing skills		
Artisan/ Shift Man	Key Result Area Assisting in the repair and maintenance of machinery Activities 1 Attend team talk on a daily basis. 2. Check if all machinery are in proper working condition 3. Check for outstanding work to be done 4. Receive breakdown reports 5. Assessing requirements for work to be done. 6. Repairing and servicing machinery and equipment as and when necessary 7. Continuously checking if all machinery is working properly. Decisions Decides on materials needed to repair, service and maintain machinery. Planning Plans on materials to be used for repair and servicing of machinery Minimum Education 5 O level passes Class 4 Journeymen	B	B4

	Minimum Experience 1 year experience on the job Essential Skills Communication skills Organizational savvy Technical skills		
Moulder Operator	Key Result Area Moulding timber using the Moulder Machine according to required sizes Activities Checking the condition of the Moulder. Belts, cutter blocks, Loose contacts, pipes, etc. Receive orders from Moulding Setting machine according to the required sizes 152, 114, 76,38. Setting the thickness 50mm, 38mm ,25mm. Operating the machine by pushing the timber into the running. Checking for any irregular sounds and report any anomalies Adjust machine settings where necessary Compile daily reports per shift Act in the position of Shift Supervisor in his absence Assist Artisan in repairing and servicing machine.	B	B2

	Decisions Decides on stopping machine when there is malfunction or machine skip Decides on the rejection of poor-quality timber Planning Plan on compiling and submission of daily reports per shift Minimum Education General knowledge Minimum Experience 3-6 months experience on the job Essential Skills Communication skills Organizational savvy Technical skills Knowledge of timber production		
Arbour- Edge Operator	Key Result Area Abor Edge Machine Operator Activities	B	B2

Assess the Abor Edge Operator Machine before operating
Change saw blades when they are won out
Set the size of log
Measure timber sizes such as 38, 41,42 and 19mm
Cut timber as per sizes defined

Decisions

Decides on timber thickness
Decides on stopping the machine if the outcome is not in line with defined specifications

Planning

Plan on daily logs on the deck

Minimum Education

General Knowledge

Minimum Experience

6 months experience on the job

Essential Skills

Communication skills
Organizational savvy
Knowledge of Timber

Assistant Arbor- Edge Operator	Key Result Area To operate the Arbor Edger for maximum production Activities Checking the condition of the abour edger machine that is bolts, nuts, rollers, bearings, oil, grease Conduct test run of the machine Do the settings if the previous once have to be changed Receive logs from the DELO machine. Placing the cant on the abour edger Cutting the cant using the abour edger to specifications Conveying the cut timber to the green chain using conveyer belts Classifying the timber to given sizes. Writing reports where necessary. Decisions Decides on the safety of the workers and the machine Decides to stop the machine in case of malfunctions. Planning Plan on Shifts (4 and half hours per shift) Minimum Education	B	B1

	General Knowledge Minimum Experience 3-6 months on the job experience Essential Skills Communication skills Organizational savvy Timber handling skills		
Board Edge Operator	Key Result Area To operate the Board Edger Machine in order to meet the required production level Activities Check the condition of the machine on a daily basis Conducting test run. Put settings for the days production Attend team talk meeting Report any malfunctions to Maintenance Department Operate the Board Edger Cutting the Boards Maintaining recovery Cleaning the Board Edger Taking note of irregular sounds and reporting to Supervisor	B	B2

	Decisions Decides on when to stop the stop when there is poor quality of boars being made. Planning Plan on setting of sizes after receiving requirements Minimum Education General Knowledge Minimum Experience 3-6 months on the job experience Essential Skills Communication skills Timber processing skills Organisational savvy		
Assistant Board Edge Operator	Key Result Area Assisting with Board Edge out feed Activities Assist Board Edge to remove and putting saws	B	B1

	Running of conveyor belt Receive edged timber Grade time for green chain and remove poor quality timber Cross cut timber with wave cut Send quality timber to the greenhouse Assist chipper operator on his work Decisions Decide on timber to send to green house Decide on timber edges Decides on timber for resaw Planning N/A Minimum Education General knowledge Minimum Experience 3 -6 months on the job experience Essential Skills Communication skills Organizational savvy Knowledge of Timber		

Assistant Crane Operator	Key Result Area Offering crane support services to the Organization Activities Inspect the crane hooks, wire and rail Feed the moulder with timber for processing Feed finger joint with timber bundles Collect timber and place into loading bay for forklift to load into trucks Load trucks with timber when forklift is busy Pack moulded timber in the warehouse Attend to all loads such as bundles of timber Decisions Decides on tasks to priorities for cane handling Decides on quantities for shifting at any given point in time Planning N/A Minimum Education General knowledge + On the job Crane Operating training Minimum Experience	B	B1

	6-Months year Experience Essential Skills Communication skills Crane operating skills Knowledge of Timber		
Assistant Electrician	Key Result Area To carry out electrical installations, repairs and maintenance. Activities Carry out pre-start checks on all machines before shift starts. Fix any identified anomalies as soon as they are noticed Assess extent of breakdowns. Receive breakdown reports from users. Compile bill of quantities for works to be done. Carry out electrical installations. Writing reports on progress being made. Attend to electrical faults at staff quarters and offices. Repair and service water pumps. Install LT lines. Decisions	B	B4

	Decides on bill of quantities for materials to use in installations, repairs and maintenance. Decides on prioritization of tasks. Decides on work schedules. Planning Plan on materials to be used on a daily basis. Plan on work schedules on a daily basis. Plan on prioritization of work on a daily basis. Minimum Education 5 O level passes including English and Mathematics Artisan (trade tested) Minimum Experience 1 year experience Essential Skills Communication skills Organizational savvy Electrical installation skills Electrical problem diagnostic skills		
Mechanic	Key Result Area	C	C2

Repair, service and maintain vehicles and other machinery at all times for maximum productivity.

Activities

Receiving breakdown reports

Respond and assess the nature of breakdown

Requesting for materials/spares to repair the vehicles or machinery

Carrying out the appropriate repairs

Record the parts used in the repair

Assessing vehicles and machinery and recommending future repairs or services.

Retraining of Operators on site

Carry out general service of machinery

Maintain records of services.

Assembling raw materials.

Modify some parts for use in repairs.

Decisions

Decides on spares for use in repairing machinery and vehicles.

Decides on type of service to be undertaken

Decides on work schedules for Operators.

Decides to condemn obsolete machinery

Planning

Plan on work schedules

	Minimum Education 5 O level passes + Skilled Artisan or apprenticeship trained or trade tested Minimum Experience 1 year experience Essential Skills Communication skills Repairs and maintenance skills Mechanical skills		
Plumber	Key Result Area Carrying out all plumbing works at the Estate. Activities Attend to all plumbing breakdowns at the Estate Attend to all water pipes in the production and repair Attend to any leakages in the farm village houses Attend to leakages including toilets blockages Carry out new installations of the whole plumbing system. Attend to water meter reading and calculate water usage per day and on weekly basis. Assess the efficiency of the pump and change bearings.	C	C2

	Assessing plumbing work to be done and compile bill of quantities. Carry out any plumbing repairs as may be assigned from time to time. Decisions Decides on bill of quantities for work to be done Decides on substitution of materials to use as a way of improvising. Planning Plan on prioritization of reported work to be done on daily basis. Minimum Education levels + Class one journeymen Minimum Experience 6-months experience on the job Essential Skills Communication skills Organizational savvy Technical skills and plumbing skills		
Assistant Saw Doctor	Key Result Area	B	B4

	Provide sufficient cover to the Saw Doctor Activities Assist in changing blades on cutting saws Periodic saw inspections Swagging and equalization of saw-sets Sharpening of saws Tie pockets on machines Fitting of saw shop machines Rive and knife maintenance Sharpening of clipper knives and set blocks Decisions Decides on sharpening of saws and TCT saw Planning N/A Minimum Education General knowledge Minimum Experience 3-6 months on the job		

	Essential Skills Communication skills Saw operating skills Knowledge of Timber		
Welder Semi-Skilled	Key Result Area Attend to welding works at the Farm Activities Attend to all welding at the farm such as Disc harrows, tractor trailers, pipes Attend to repairs of the planter Attend to all fabrication work at the farm Attend to welding of roofing on new structures Assist in repairs of tractors at the farm Painting of welding materials Decisions Decides on welding frames Planning Plan on orders of material to be used Minimum Education	B	B2

	General knowledge Minimum Experience 3 months on the job experience Essential Skills Communication skills Organizational savvy Welding skills		
Bend Saw Operator	Key Result Area Operating the bandsaw, cutting timber into required sizes. Activities Checking the condition of the bandsaw machine every morning Check for any irregular signs during test run Receiving timber from the dry mill Checking the quality of the timber Take all timber with windboards and reprocess removing all the blemishes Recording the volume of timber reprocessed Fitting the saw onto the saw machine Decisions Decides on quality of timber to reprocessed.	B2	B2

	Planning N/A Minimum Education General knowledge Minimum Experience 3-6 months on the job experience Essential Skills Communication skills Organizational savvy Brad saw operating skills Knowledge of timber production		
Builder Semi-Skilled	Key Result Area Erect or build high standard structures and repair existing ones as required. Activities Receive requests for repairs, maintenance, services from user Departments and individuals. Assessing to be done and compile the bill of quantities for the materials needed for the works.	B	B2

	Request for the materials and collect from store. Carry out the works as required ensuring safety of self and others around. Carry out general buildings' maintenance and repairs. Decisions Decides on materials for use in building operations Planning Plan for materials as and when required to do so. Minimum Education General knowledge Minimum Experience 3-6 months on the job experience Essential Skills Communication skills Building skills		
Assistant Boiler Attendant	Key Result Area Ensure that the boiler is properly working all the time for continued operations. Activities	A	A2

	Attend team talk on a daily basis. Conduct handover and takeover at the end or beginning of a shift. Check the condition of the boiler. Conduct furnace cleaning on Mondays, Wednesdays and Fridays. Feeding the furnace with firewood. Checking and maintaining pressure using the pressure gauge. Housekeeping Act in the place of Operator during his absence Checking water levels regularly. Decisions Decides on intervals to feed the furnace with firewood Decides on adequacy of handover procedures Planning N/A Minimum Education General knowledge Minimum Experience 6 months experience on the job Essential Skills		

	Communication skills Organizational savvy Boiler operating skills		
Carpenter Skilled	Key Result Area Carpentry work in the Estate Activities Carpentry work on all platforms for work Attend to roofing trusses Attend to repairs of office chairs, desks and wooden floors Attend to carpentry works on sheds of works Attend to ceilings in Offices Attend to all carpentry works at the Estate Decisions Decides on carpentry works at the Estate Decides on timber to use in the carpentry works required on the works to be done Planning N/A Minimum Education level passes + Class one journeymen Certificate in Carpentry	C	C2

	Minimum Experience 6 Months on the Job Experience Essential Skills Communication skills Carpentry skills Knowledge of Timber		
Carpenter – Semi skilled	Key Result Area Assist in carpentry work in the Estate Activities Carpentry work on all platforms for work Attend to roofing trusses Attend to repairs of office chairs, desks and wooden floors Attend to carpentry works on sheds of works Attend to ceilings in Offices Attend to all carpentry works at the Estate Decisions Decides on carpentry works at the Estate Decides on timber to use in the carpentry works required on the works to be done Planning	B	B2

	N/A Minimum Education General knowledge Minimum Experience 3- 6 Months on the Job Experience Essential Skills Communication skills Carpentry skills Knowledge of Timber		
Painter	Key Result Area To maintain the buildings and all structures in a presentable manner through painting as may be instructed from time to time. Activities Checking job cards on a daily basis for any pending paint works. Assessing buildings or work to be done. Compiling bill of quantities for the work to be done. Receive painting materials from stores. Carry out safety measures by erecting barricades. Cleaning of surfaces to be painted	B	B2

	Do the paintworks according to specifications after mixing the paint Doing the housekeeping issues Signwriting Disposing off the empty containers appropriately. Decisions Decides on bill of quantities for work to be done. Decides on paint mixing requirements Decides on own work schedule Decides on manpower to assist during paintworks Planning Plan on Bill of quantities Plan on materials and human resources to be used Minimum Education 5 O levels Minimum Experience 1 year experience on the job Essential Skills Communication skills Numerical skills Painting skills		

Storeman	Key Result Area Storers Management Activities Fuelling of vehicles, tractors and chain saw and update records Issue tools to general workers Update records on daily fuel consumptions in sections Update records of vehicle breakdowns and maintenance of vehicles Ordering of tools and fuels and submit reports Estate Manager Collect orders from Mutare on all purchases made Prepare and submit monthly retains and submit to Estate Manager Conduct stock takes of tools, fuels and all products in storeroom Conduct annual stock take and issue reports Decisions Decides on what to purchase Decides on order levels before placing orders Planning Plan on when to send vehicles for servicing Plan on stocks re-orders Minimum Education	B	B3

	5 O levels Minimum Experience 6 Months on the Job Experience Essential Skills Communication skills Organizational savvy Knowledge of Timber		
Driver	Key Result Area Transporting the workers from the compound to the plantations on a daily basis as well as other driving duties when called upon to do so. Activities Checking the condition of the truck after attending the team talk Completing the log book on each and every trip Cleaning the vehicles Carrying workers from the compound to the plantations on a daily basis. Ensuring that the vehicle is serviced as and when due Doing all the driving duties. Decisions	B	B2

	Decides on routes when driving Planning N/A Minimum Education Class 2 Drivers License Minimum Experience 6 months experience Essential Skills Communication skills Organizational savvy Driving skills		
Tractor Driver implements	Key Result Area To drive the tractor doing various field work duties as required Activities Check the condition of the tractor; Oil, nuts, water, battery, tyres, breaks, lights, fuel. Receive instructions from Supervisor on the tasks for the day.	B	B2

	Pulling implements like; bousers, trailers. Doing the following duties - Mowing - Ploughing - Road repairs - Boom spraying Washing or cleaning the tractor on a daily basis. Requesting for consumables for the tractor Safekeeping of tractor tools kit. Doing minor repairs Sending the tractor for service Monitor tractor mileage Decisions Decides on sending the tractor for service when due for the service Decides on tractor loads per trip Planning N/A Minimum Education Class 5 Drivers License Minimum Experience		

	1 year experience on the job Essential Skills Communication skills Organizational savvy Tractor driving skills		
Chain Saw Operator – Timber	Key Result Area Cutting timber in the field (Harvesting Timber) Activities Collect Chain Saw from the Stores every morning Fueling of the Chain Saw Test run the machine before going into the field Cutting of timber tree (average of 75 per day) Debranching of timber trees Cut firewood as may be assigned from time to time Decisions Decides on which tree to cut first depending on tree layout in the field Planning N/A Minimum Education	B	B2

	General knowledge Minimum Experience 6 months on the job experience Essential Skills Communication skills Organizational savvy Knowledge of Timber Chain saw operating skills		
Chipper Operator	Key Result Area Chipper Operating for processing all offcuts Activities Inspection of Chipper machine every morning Start the Chipper machine to run for at least 5 minutes before starting work Select offcuts for processing Process all offcuts and saw dust from timer Decisions Decides on the quality of offcuts for processing Planning	B	B2

	N/A Minimum Education General Knowledge Minimum Experience At least 1 year Experience Essential Skills Communication skills Chipper operating skills Knowledge of Timber		
Chippis Feeder	Key Result Area Feeding of timber Chips into the Boiler Activities Assess the feeder belts every morning Report any faults on the belts for repairs and maintenance Feed chips from timber cuts into the Boiler Monitor the boiler fire process Decisions	A	A3

	Decides on amount of timber chips to feed into the Boiler Planning N/A Minimum Education General knowledge Minimum Experience 3 Months on the Job Experience Essential Skills Communication skills Organizational savvy Knowledge of Timber		
Conveyor At- tendant	Key Result Area Operating Conveyor Belt Activities Inspect conveyor belt every morning Test the conveyor belt before switching it on	A	A3

	Check the motor of the conveyor belt Control the offcuts and saw dust material and direct to fuel house Clean the floor and swiping Advise the Chipper on quality outcomes from the Chipper machine Decisions Decides on the quality outcomes from the Chipper and advise the Chipper Operator Planning N/A Minimum Education General knowledge Minimum Experience At least 3 months on the job experience Essential Skills Communication skills Organizational savvy Knowledge of Timber		
Crane Operator	Key Result Area Offering crane support services to the Organization	B	B3

	Activities Operating Crane in shifting and packing heavy loads Inspect the crane Feed the molder with timber for processing Feed finger joint with timber bundles Collect timber and place into loading bay for forklift to load into trucks Load trucks with timber when forklift is busy Pack molded timber in the warehouse Attend to all loads such as bundles of timber Decisions Decides on tasks to priorities for cane handling Decides on quantities for shifting at any given point in time Planning N/A Minimum Education Crane operating certificate Minimum Experience 1 year experience operating the Crane Essential Skills		

	Communication skills Organizational savvy Knowledge of Timber		
DLE Machine Operator	Key Result Area Cutting of timber logs into the specified sizes Activities Inspect DLE Machine every day Replace round saw when they are won out Report any defects on the machine for repairs and maintenance Set sizes on log using gauge to determine correct sizes as per orders received Cut both end of the timber into correct sizes (not more than 6.6 meters) Decisions Decides on measurements of timber for processing Planning N/A Minimum Education General Knowledge + on job training	B	B2

	Minimum Experience 6-months on the job experience Essential Skills Communication skills DLE Machine operating skills Knowledge of Timber		
Cross Cutter Operator	Key Result Area Ensures the Cross Cutter Machine is operated to ensure the production levels are met. Activities Checking if the machine is working properly, i.e., saw blades, v-belts, and weights. Attend to housekeeping Attend team talk meeting on a daily basis. Request and receive boards. Checking the quality of the boards Setting the sizes. Cutting the boards by controlling the cutter. Repeat the process continuously. Decisions	B	B1

	Decides on the quality of boards which can be used to make good quality boards. Planning Plans according to requirements and boards coming from frames saws. Minimum Education General knowledge Minimum Experience months experience Essential Skills Communication skills Cross cutter operating skills Timber handling skills		
DBS Operator	Key Result Area Operating the DBS machine as assigned Activities Checking the condition of the DBS machine, pressure, saws, carriage, pressing and grabbing rollers, sensors and centre chain	B	B3

Conduct test run after the safety talk
 Receiving logs from the de-barker
 Controlling the DBS machine using levers
 Guiding the logs onto centre chain
 Lowering the carriage
 Cutting the logs according the sizes required that is 114, 152 and 228
 Setting the sizes ion the DBS machine
 Boxing into cant
 Determining size to be cut
 Continuously monitoring the DBS machine and the logs being cut into cant
 Sending the cant to the HNS.

Decisions

Decides on when to change saws
 Decides on appropriate pressure levels
 Decides on sizes to be cut

Planning

N/A

Minimum Education

General knowledge

Minimum Experience

6-Months experience

	Essential Skills Communication skills Organizational savvy Knowledge of timber production		
De-Barker	Key Result Area Removing bucks for logs for easier processing Activities Check the condition of the machine before operation after the safety talks, that is oil, pressure pump sprockets, rollers. Conduct test run Receive the logs from the deck Placing the logs on the debarker Continuously monitoring the Debarker ensuring that the barks are removed. Carryout handover/takeover Decisions N/A Planning N/A Minimum Education	B	B3

	General knowledge Minimum Experience 3 months experience on the job Essential Skills Communication skills Organizational savvy Knowledge of timber processing skills		
Press Operator	Key Result Area Press Molder Operator Activities Collect strapping machines from guardroom everyday Press timber from molder Tie the bundles from pressing Push timber into the trolley Tie all single timber into bundles Assist in loading trucks Decisions N/A	B	B2

	Planning N/A Minimum Education General Knowledge Minimum Experience 3 months on the job experience Essential Skills Communication skills Organizational savvy Knowledge of Timber Press operating skills		
Finger Joint Operator	Key Result Area Finger joint Operator services Activities Cut timber into sizes set on panel Release timber (Automatic press) Re-set timber tables into finger Value addition to timber Put controls on table 1-2	B	B2

	Decisions Decides on timber sizes to cut on panel Planning N/A Minimum Education General knowledge Minimum Experience 3 Months on the Job Experience Essential Skills Communication skills Organizational savvy Knowledge of Timber		
Press Operator Finger Joint	Key Result Area Operating the press machine in order to maximize production for the achievement of organizational goals and objectives Activities Attend team talk meeting on a daily basis.	B	B2

Cleaning the Presser Machine
 Appl alma-rage chemical on the machine
 Operate the presser machine
 Checking sensors to verify position
 Checking oil gauge.
 Conducting test run
 Putting timber in machine.
 Carry out adjustments.
 Applying dry bond
 Attend to grading timber
 Removing timber from machine after it has been bonded
 Writing breakdown and target reports.

Decisions

Decides on grading of timber
 Decides on quality of timber
 Decides on targets improvements

Planning

Plans targets on a daily basis according to orders received

Minimum Education

5 Ordinary level passes

Minimum Experience

	1 year experience on the job Essential Skills Communication skills Report writing skills Timber processing skills		
Profile Operator	Key Result Area To operate the profile machine for maximum production. Activities Check the condition of the profile machine. Conduct test run. Mixing glue with hardener. Grooving the timber using the profile machine. Applying glue to the grooves. Send the timber to the presser machine Repeating the process Writing reports. Decisions Decides on ways to meet the daily production targets. Planning N/A	B	B2

	Minimum Education General knowledge and on the job training Minimum Experience 6-Months experienced Essential Skills Communication skills Organizational savvy Profile machine operating skills		
Resaw Operator	Key Result Area To operate the Resaw machine Activities Checking of saw blades every morning Changing of saw blades Report any machine breakdown to the maintenance Attend to timber recoveries Reaping resaw timber for easy processing Cleaning machine Decisions	B	B2

	Decides on the thickness of reaping off on timber Planning N/A Minimum Education General Knowledge Minimum Experience 6-months Experience Essential Skills Communication skills Organizational savvy Knowledge of Timber Resaw operating skills		
Plumber – Skilled	Key Result Area Carrying out all plumbing works at the farm. Activities Carry out new installations of the whole plumbing system, like water closet pans, wash hand basins, pressure geysers, and water reservoirs.	B	B4

	Installing and repair of submissible pumps, geysers and water reservoirs. Assessing plumbing work to be done and compile bill of quantities. Carry out the works after receiving materials from stores. Drain laying and pipe fitting. Carry out any plumbing repairs as may be assigned from time to time. Carry out general inspection of plumbing works at the farm. Attend to plumbing blockages. Recommending further works. Supervision of subordinates and writing reports Decisions Decides on bill of quantities for work to be done Decides on substitution of materials to use as a way of improvising. Planning N/A Minimum Education Class Four Journeymen Minimum Experience 1 year experience on the job Essential Skills		

	Communication skills Plumbing skills		
Plumber Semi-Skilled	Key Result Area Plumbing services to the Estate Activities Attend to job cards on all reported faults Attend to burst pipes and blockages Clean gutters and drainages Attend to sewer blockages Attend to water taps in the village and leaking water Decisions Decides on the replacement of pipes in plumbing areas Planning Plan according to job cards opened Minimum Education General knowledge Minimum Experience	B	B2

	3-6 Months experience Essential Skills Communication skills Organizational savvy Plumbing skills		
Log Feeder	Key Result Area Ensure that there is continuous feeding of logs on the production line. Activities Feeding logs onto the production line Setting logs according to bays Operating switch by turning it on and off as required. Oiling the log-haul chain. Removing runners Decisions Decides on quality of logs which may not meet the required standard Planning N/A Minimum Education	A	A2

	General knowledge Minimum Experience 1-3 months on the job experience Essential Skills Communication skills, Timber handling skills Organizational savvy		
Timber Bundler	Key Result Area Timber bundling for Dispatching Activities Receive timber orders from clerks and sort timber by size of the order Submit the completed orders to the Clerk for verification of timber sorted Assist dispatch clerk in dispatching of timber Decisions Decides orders for dispatching on a first come first serve Planning N/A	A	A3

	Minimum Education General Knowledge Minimum Experience 3 months experience on the job Essential Skills Communication skills Organizational savvy Knowledge of Timber		
Telle Logger Operator	Key Result Area Loading and offloading logs using the Tele logger machine Activities Conduct the pre-checks after the safety talk Waster, oil, boom, tyres, and diesel Refuelling the machine Offloading logs from vehicles by grabbing them using the tele logger machine. Spreading the logs on the deck Arranging the logs according to size 152, 114, 228.	B	B2

	Get the required measurement from the Supervisor and shift the logs to the bay for processing. Advise workshop for the need for service Decisions Decides on stopping the machine in cases of malfunction Planning N/A Minimum Education General knowledge Minimum Experience 1-3 months on the job experience Essential Skills Communication skills Organizational savvy Timber handling skills		
Timber Chocker	Key Result Area Choking Timber services	A	A3

	Activities Attend to all timbers that have been cut by the Chain Saw Operators Tie chains to the Timber Load timber into the tractor Chock timber in tractors to be in order, well piled Decisions N/A Planning N/A Minimum Education General knowledge Minimum Experience 1-3 months experience Essential Skills Communication skills Organizational savvy Timber handing skills		

Timber Grader	Key Result Area Ensure timber of high quality is correctly graded. Activities Receive timber from operators Checking defects and deformities on the timber received. Labelling the timber showing their quality. Checking volume of timber and write bin cards as appropriate. Check moisture of timber using de-moisture. Take measurement for diameter and length of timber and record breakdowns. Check quality of timber after kilns. Check quality of timber at weight mill. Writing reports. Attending to customer complaints. Stamping the timber. Decisions Decides to reject poor quality timber. Decides on the classification of timber Decides on equipment to be used on a daily basis Planning	B	B2

	N/A Minimum Education 5- O level passes Inhouse ISO training Minimum Experience 1 year experience on the job Essential Skills Communication skills Organizational savvy Timber grading skills		
Timber Quality Controller	Key Result Area Ensure timber of high quality is correctly graded. Activities Work with Timber graders and ensure quality of timber is graded accordingly Receive timber from operators Checking defects and deformities on the timber received. Labelling the timber showing their quality. Checking volume of timber and write bin cards as appropriate. Check moisture of timber using de-moisture. Take measurement for diameter and length of timber and record breakdowns.	B	B3

	Check quality of timber after kilns. Check quality of timber at weight mill. Writing of timber quality reports. Attending to customer complaints. Stamping the timber. Decisions Decides to reject poor quality timber. Decides on the classification of timber Decides on equipment to be used on a daily basis Planning N/A Minimum Education 5- O level passes Inhouse ISO training Minimum Experience 1 year experience on the job Essential Skills Communication skills Organizational savvy		

	Timber grading skills		
Trim Saw Operator	Key Result Area Trim Saw Operations in the Estate Activities General servicing of the saw operation machine Cut edges of Timber from debarking Assist in timber log -stuck Assist in pilling timber for processing Decisions Decides on angels to cut when trimming timber Planning N/A Minimum Education General knowledge Minimum Experience 3 Months on the Job Experience	B	B1

	Essential Skills Communication skills Organizational savvy Knowledge of Timber		
Trimming Table Operator	Key Result Area To operate the trimming table for maximum production levels Activities Checking the condition of the trimming table. Do the settings according to the required sizes. Receiving the timber for trimming. Placing the timber on the trimmer. Grading the timber. Cutting/trimming the timber using the trimming table. Sending the trimmed timber to Saw 2. Decisions Decides to remove poor quality timber from the production line. Planning N/A Minimum Education	B	B1

	General knowledge Minimum Experience months on the job experience Essential Skills Communication skills Organizational savvy Timber handling skills		
Pool Table Operator	Key Result Area Pool Table Operations services Activities Moving timber from loading bay to bays Pull all timber to the chain Mark timber (38.114/152) Mark Wein boards Decisions Decides on quality of Wein Board Planning	B	B1

	N/A Minimum Education General knowledge Minimum Experience 3 Months on the Job Experience Essential Skills Communication skills Organizational savvy Knowledge of Timber		
Timber Sorter	Key Result Area Stalking and sorting Timber Activities Pack timber logs into trollies Count lines per trolly eg (44 & 42) lines Receive timber and hand over to stalker Grade timber quality Return low quality timber and send quality timber for processing	A	A3

	Decisions Decides on timber quality and reject low quality timber for process Planning N/A Minimum Education General Knowledge Minimum Experience 3 months on the job experience Essential Skills Communication skills Organizational savvy Knowledge of Timber		
Tools Clerk	Key Result Area Managing of tools used by workers on their day-to-day activities Activities Issuing of tools to workers every morning Recording tools and reconcile with the records as they are returned every day	B	B2

	Ordering of tools from the Central Stores Safekeeping of tools Issuing of tools records to the Estate Manager Issue plastics for nursery of seeds Request seeds when they are running out Assist the wages clerk on paying of wages to seasonal workers Decisions Decides on additional tools to order from the central stores Decides on tools to issue to workers Planning N/A Minimum Education 5 O levels Minimum Experience 1-3 months experience on the job Essential Skills Communication skills Organizational savvy Report writing skills		
Glue Mixer	Key Result Area	A	A3

	Glue mixing for timber preservations Activities Collect 3 X 25 KGs of Glue every day Mix glue with hardener for 4-5 minutes Apply glue on timber (38 X 114, 38 X 76) etc Apply glue on 20 cubic per day as the daily target Advise Supervisor on glue quantities for replacement Complete log book on quantities of glue used per day and timber processed per day Decisions Decides on quantities of glue for reordering a day before Decides on quantities when mixing glue with hardener Planning Plan quantities of glue for reordering a day in advance Minimum Education General knowledge Minimum Experience 3 months on the job experience Essential Skills		

	Communication skills Organizational savvy Knowledge of Timber		
Handman Fitter	Key Result Area Provide Mechanical Services to the Estate Activities Assess all machines that are in Estate Attend to breakdowns in the Estate Repairs gear boxes for trucks Repair tractors, motor vehicles and other operating machines Joining of conveyor belts Fastening and adjusting conveyor belts Decisions Decides on spare parts for machines Decides on freeway on conveyor belts Planning N/A Minimum Education General knowledge	A	A3

	Minimum Experience 3-6 months on the job experience Essential Skills Communication skills Organizational savvy Mechanical Skills		
Fire Tower Attendant	Key Result Area Fire surveillance in the field Activities Collect binoculars and radio every morning from Storeroom Surveillance of fire from the shed in the Forest Report any identified sing of fire/smoke in the forest Operate alert radio Report any identified tress passers in the field such as hunters Decisions Decides on cases before raising the radio Planning N/A	A	A3

	Minimum Education General knowledge Minimum Experience 3 Months on the Job Experience Essential Skills Communication skills Organizational savvy Knowledge of Timber		
Fitter and Turner Skilled	Key Result Area Repair and servicing machinery through machining. Activities Checking the condition of the lathe machine and conduct test run; Oils and lubricants Receive requests/job cards from users and planning office for repair or servicing of machinery. Establish correct measurement to be used in machining the rollers, shafts, bushes and screw cutting. Machining the above implements according to specifications. Test if the implements were machined correctly. Maintain records of services and repairs Monitor all machines throughout the processing of tea.	C	C2

	Adjustment bolts Do general machining. Assisting in the installation of machinery Writing weekly and monthly reports. Give advice on parts to be procured for future use. Decisions Decides on measurements to be used in machining Decides on advice to give on the procurement of parts to be stocked Planning Plan on stoppages for major works Minimum Education 5- O levels + Journeyman Class 1 /Apprenticeship trained or trade tested Minimum Experience 1 year experience Essential Skills Communication skills Organizational savvy Plant fitting and turning skills		

Electrician – Skilled	Key Result Area To install, service and maintain all electrical installations and equipment at the Factory or Estate the case may be. Activities Compile bill of quantities for any new installations and LT lines as the case maybe. Request for materials from stores Carry out electrical installations, LT lines Tubing and wiring Wiring of starter boards and carry out test runs Carry out meter reading for electricity consumption for the factory as a whole. Conduct checks for all electrical appliances and lights, switches, withering fans and generators Receive breakdown reports and attend promptly to establish extent of breakdown Carry out the repairs or services as may be appropriate Carry bout preventative maintenance Continuously attend to electrical motors in the factory Attending to all electrical faults Running of generators during power cuts. Decisions Decides on cannibalization of equipment to improvise on spare parts Decides on materials for various repairs maintenance and installation Decides on bill of quantities Planning Plan on maintenance schedules	C	C3

	Minimum Education 5- O levels + Class 1 journeymen Minimum Experience 6 months - 1 year experience Essential Skills Communication skills Organizational savvy Electricity installation skill		
Security Guard	Key Result Area Safeguarding company properties and products Activities Safeguarding irrigating pipes, and premises. Checking and verifying timber logs loaded into trucks Security patrolling in the Estate compound to promote peace Security patrolling on the company premises Report any incidents to the Security Corporal Booking of vehicles in and out of the company Checking and recording the fuelling of vehicles and tractors	A	A3

	Decisions Decides on frequency of patrolling on the premises Planning N/A Minimum Education General Knowledge Certificate in security guard training an added advantage Minimum Experience 6 months on the job Essential Skills Communication skills Organizational savvy Estate Security skills		
Forklift Operator	Key Result Area Loading and Offloading of Timber Activities Basic forklift maintenance (fuelling, oiling, and changing filters)	B	B1

	Remove all rejects sheets from timber processing Carrying of timber logs to the pillar Carry sheets to the shed for packing Load sheets into trucks Load and offload fuel drums Decisions Decides on quantities of loads that can be carried by the Forklift Planning N/A Minimum Education General knowledge Minimum Experience 3 Months on the Job Experience Essential Skills Communication skills Knowledge of Timber Forklift operating skills		
Frame Saw Operator	Key Result Area To operate the frame for the production of timber	B	B1

	Activities Assessing the condition of the framesaw machine first thing in the morning on a daily basis Changing saw blades where necessary Setting the patterns and sizes for the day Greasing the machine Assess reassess machine at the end of the day Cleaning the machine Reporting breakdowns to Maintenance Department Decisions Decides on quality of logs Decides to stop machine in case of breakdowns Planning N/A Minimum Education General knowledge Minimum Experience 3-6 months experience Essential Skills		

	Communication skills Saw framing skills Knowledge of timber		
Crop Guard	Key Result Area Safeguarding plants of the Estate Activities Drive away cattle from the timber plantation Take stray cattle to the local council for safekeeping until the owner is found Patrols in the timber plantation Decisions N/A Planning N/A Minimum Education General knowledge Minimum Experience	A	A2

	1-3 months on the job experience Essential Skills Communication skills Plant guarding skills		
Guest House Attendance	Key Result Area Housekeeping at the Estate Guest House Activities Cleaning all offices and rooms at the Guest House Preparing tea for staff at the Guest House Preparing lunch for Guest Washing soccer uniforms Preparing meals at the Guest House Washing clothes for guest at the Guest House Cleaning the area around the Guest House including planting flowers Washing linen and ironing Requesting cleaning materials Decisions Decides on cleaning the Guest House and planting of flowers Planning	B	B1

	N/A Minimum Education Certificate in Cookery/ Certificate in hospitality Minimum Experience 1-3 months on the job Essential Skills Communication skills General hand skills		
General Hand Administration	Key Result Area Provide General Work to the Administration section of the Estate Activities Cleaning of office facilities and village facilities Picking of litter at the offices Collect litter from the village and dump in places that are environmentally friendly from the village Cutting of grass at the Office and in the farm compound Attend to any other duty as assigned from time to time by the Administration Clerk	A	A2

	Decisions Decides on cleaning priorities Planning Plan on yard maintenance Minimum Education General Knowledge Minimum Experience 3 Months on the Job Experience Essential Skills Communication skills Gardening skills		
General Hand Mill	Key Result Area Provide general Hand services at the Estate Activities Pulling and sorting of timber	A	A2

	Plain timber according to sizes Stamp all quality timber Pack timber according to sizes Attend to any other general work as may be assigned from time to time Decisions Decides on quality of timber when packing Planning N/A Minimum Education General Knowledge Minimum Experience 3 Months on the Job Experience Essential Skills Communication skills Organizational savvy Knowledge of Timber		
General Hand Plantation	Key Result Area General Hand Services in the timber plantation Activities	A	A2

Cutting of grass in the timber plantation
 Pruning on branches in the timber plantation
 Preparation of fireguards in the fields
 Planting of timber trees
 Land preparation
 Attend to gum spraying duties
 Attend to seeding of gum trees

Decisions

Decides on general work as assigned from time to time

Planning

N/A

Minimum Education

General Knowledge

Minimum Experience

3 Months on the Job Experience

Essential Skills

Communication skills
 Organizational savvy
 Knowledge of Timber

General Hand Veneer	Key Result Area General Hand services Veneer Activities Housekeeping works (cleaning the workplace) De-barking trees Pilling of sheets Packing sheets Attend to any general work as may be assigned from time to time Decisions Decides on general work to priorities Planning N/A Minimum Education N/A Minimum Experience 3 Months on the Job Experience Essential Skills	A	A2

	Communication skills Organizational savvy Knowledge of Timber		
Assistant Log Edger	1. Key Result Area Provide assistance work to the Log Edge Operator 2. Activities Lining of Timber every morning on the roles Cutting timber edges Cutting of timber branches before lining on roles Attend to housekeeping of machines including changing saws 3. Decisions N/A 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 3 Months on the Job Experience 7. Essential Skills Communication skills Organizational savvy	A	A2

	Knowledge of Timber		
Assistant Mechanic	1. Key Result Area Motor Mechanic 2. Activities 1. Inspect machines of the Estate every morning such as Sino trucks, Telelogers and other equipment's for the Estate 2. Attend to all breakdowns in the Estate and repair 3. Attend to servicing of machines for the Estate as may be assigned from time to time 4. Request for spares during the repairs and maintenance 5. Attend to projects at the Estate as may be assigned from time to time. 6. Attend to any other workshop assignments as may be assigned from time to time. 3. Decisions Decides on spare parts required during repairs and maintenance 4. Planning Attend to jobs as of when they arise 5. Minimum Education Class 3 journeymen 6. Minimum Experience At least one year experience 7. Essential Skills Communication skills Organizational savvy Mechanical skills	B	B2

	Engine diagnosis skills		
Boiler Operator	1. Key Result Area Attending to the boiler 2. Activities 1. Attend team talk on a daily basis. 2. Conduct handover and takeover at the end or beginning of a shift. 3. Check the condition of the boiler including water and fuel and valves 4. Check the pressure from the Boiler to Kiln 5. Feeding of saw dust into the furnace 6. Adjust pressure to meet the required temperatures in the treatment of Timber 7. Recharging of Timber (Changing of Timber in the Kiln) 8. Apply chemicals in water for the treatment of Timber 9. Check the dryness of Timber on an ongoing basis 10. Monitor the Boiler system on an ongoing basis 11. Attend to Housekeeping issues 3. Decisions 1. Decides on intervals to feed the furnace with saw dust 2. Decides on stopping the boiler when there is malfunction 4. Planning Personal work schedules 5. Minimum Education O level passes + Certificate in Boiler Operations 6. Minimum Experience 2 Years' experience	B	B4

	7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Diagnostic skills 4. Technical skills		
Chain Saw Mechanic	1. Key Result Area Repairs and Maintenance of Chain Saws for the Estate 2. Activities 1. Oversee the repairs and maintenance of Chain Saws for the Estate 2. Distribute Chain Saws to Chain Saw Operators 3. Issue chains to Chain Saw Operators when they are worn out 4. Assess the use of chain saws by the Chain Saw Operators 5. Attend to monthly cleaning of chain saws 6. Issue round and flat files for sharpening saws to Operators 7. Train Chain Saw Operators 8. Order chain Saws per year 9. Oversee the use of chain saws in the harvesting, plantation and saw mill Operations of the Estate 3. Decisions Decides when to change chain saws for Operators 4. Planning Routine Work	B	B1

	5. Minimum Education O Levels 6. Minimum Experience 1 year working experience 7. Essential Skills Communication skills Organizational savvy Saw Mechanic Skills Knowledge of Timber		
Chain Saw Operator	1. Key Result Area Operate the Chain Saw 2. Activities 1. Operate the Chain Saw 2. Trim Timber into sizes according to orders 3. Tree cutting in the field all Day (Timber falling) 4. Assist in cutting logs into specified sizes 3. Decisions Operational Decision when cutting tree (Tree falling direction) 4. Planning N/A 5. Minimum Education General Knowledge	B	B2

	6. Minimum Experience 2 Months on the Job Experience 7. Essential Skills Communication skills Organizational savvy Knowledge of Timber		
ECD Teacher	1. Key Result Area Childcare Teaching 2. Activities 1. Receiving children early in the morning from their parents 2. Cleaning classrooms and the surrounding areas. 3. Attend assembly with the children and conduct health check and smartness. 4. Marking the attendance register. 5. Conduct free play with the children outside or inside the classroom 6. Conduct sporting activities. 7. Assist the children during toilet routine 8. Handover the children to their parents at the end of the day. 9. Taking sick children to the clinic for treatment Activities	B	B3

1. Planning and scheming school work on weekly basis (new Curriculum). 2. Conducting the lessons according to the planned work. 3. Give children work to read and write. 4. Assisting children when they are doing their class work. 5. Marking the children's work. 6. Evaluating the performance of the children 3. Decisions Decides on how to plan and scheme the work . Decides on teaching materials and teaching and evaluation methods Decides on free play and sporting activities 4. Planning Plans lessons and activities on a weekly basis Plans teaching material on weekly basis Plans free play for children on a daily basis 5. Minimum Education 5 O level passes including English. ECD Para Professional Course 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Well organized		

	Good record keeping Listening skills Empathy		
Fire Truck Driver	1. Key Result Area Drive the Fire Truck for the Estate 2. Activities Attend to fire fighting in the field on reported cases Operate the pump during firefighting to let the fire down Supply water to the Boiler Supply water to the nursery as of when requested 3. Decisions Decides on how to attack veld fire in the Estate 4. Planning N/A 5. Minimum Education Class 2 Driver's License + Russian Training 6. Minimum Experience At least 1 year experience 7. Essential Skills Communication skills Organizational savvy Driving and firefighting skills	B	B4

	Knowledge of Timber		
General Hand Saw Mill	1. Key Result Area Provide General Work Services to the Sawmill 2. Activities Attend to cutting of timber edge Attend to housekeeping such as cleaning in the sawmill Attend to any other duty as may be assigned from time to time 3. Decisions N/A 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 3 Months on the Job Experience 7. Essential Skills Communication skills Organizational savvy Knowledge of Timber	A	A2
Labour Truck Driver	1. Key Result Area Transport Estate Workers to sites of work on daily basis	B	B4

	2. Activities 1. Attend to transport Estate Workers from compound to various sites in the Estate 2. Transport workers to events such as sports 3. Clean the vehicle on daily basis 4. Assess the truck condition and report any defects requiring repairs and maintenance 5. Send the vehicle for servicing when it is due for service 6. Fueling of the vehicle on daily basis 3. Decisions Driving decision in terms of routes to take 4. Planning Plan on transport trips as per the schedule of working sites received 5. Minimum Education O Levels Class 2 Driver's License + Russian Training 6. Minimum Experience At least 1 year experience 7. Essential Skills Communication skills Organizational savvy Driving skills Knowledge of Timber		
Patrol Guard	1. Key Result Area Provide Security Services to the Estate	A	A3

	2. Activities 1. Conduct patrols in the field 2. Safeguard timber for the Estate 3. Conduct field surveillance to check for poachers and hunters in the field 4. Check out for fire in the field 5. Firearms handling and paper sprays in the field 3. Decisions Decides on frequency of patrol in the field 4. Planning N/A 5. Minimum Education Certificate in Security 6. Minimum Experience 3 Months on the Job Experience 7. Essential Skills Communication skills Organizational savvy Security skills Knowledge of Timber		
Timber Stalker	1. Key Result Area Stalking of Timber	A	A2

	2. Activities Loading Hooper with Timber chips Continuous loading of timber chips into the furnace Attend to any other housekeeping issues 3. Decisions Decides on intervals to load timber chips to maintain the level of fire in the furnace 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 3 Months on the Job Experience 7. Essential Skills 6. Communication skills 7. Organizational savvy 8. Knowledge of Timber		
Assistant Welder	1. Key Result Area Metal fabrication 2. Activities Fabricating electric motors Welding or repairing machines Doing gas welding	B	B2

	Repairing broken components on trucks, vehicles and tractors 3. Decisions Decides on materials to be used 4. Planning No planning 5. Minimum Education Certificate in metal fabrication 6. Minimum Experience 2 years 7. Essential Skills Communication skills Technical skills Welding skills		
Front End Loader Operator	1. Key Result Area Operating the FEL 2. Activities 1. Conduct pre-checks, water, oil tyres, etc. 2. Record meter reading 3. Receive instructions from Foreman on the day's work 4. Checking possible hazards 5. Operating the machine doing the following; repairing roads, feeding timber, removing saw dust	B	B3

	6. Housekeeping in the saw mill 3. Decisions Routine operational decisions 4. Planning No planning 5. Minimum Education Ability to read and write Certificate for operating earthmoving equipment 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy		
Gang leader	1. Key Result Area Leading General Hands 2. Activities Conduct safety briefs Marking the time book/ register Deploying General Hands Ensuring that daily targets are met Monitor performance Ensure that good quality timber is produced	B	B2

	Reporting to the Supervisor 3. Decisions Routine operational decisions 4. Planning Plans according to log yard 5. Minimum Education Five O level passes 6. Minimum Experience Two years 7. Essential Skills Supervisory skills Communication skills Timber handling skills Numerical skills		
Head Rig Operator	1. Key Result Area Operating the head rig 2. Activities Checking the condition of the machine, that is, belts, saws, turning rollers, sorting conveyer belts etc. Conducting the test run Operating the machine cutting the logs into timber Adjusting sizes on the machine according to orders	B	B1

	Changing saws at the end of the day 3. Decisions Decides on the condition of the logs which may not be of appropriate quality 4. Planning Prioritization of work 5. Minimum Education Ordinary level passes Certificate in operating earthmoving equipment 6. Minimum Experience 6months 7. Essential Skills Communication skills Technical skills Timber handling skills		
Inventory Clerk	1. Key Result Area Inventory 2. Activities 1. Reporting on figures for the previous day 2. Capturing production figures on SAGE system 3. Writing certificates of entry before harvesting each and every field. 4. Computation of figures for harvested logs each day according to tractors and trucks which come with the logs to the sawmills	B	B3

	5. Comparing of fuels used with the volume of logs harvested. 6. Compiling daily, weekly and monthly reports. 3. Decisions Routine operational decisions 4. Planning Plans own work schedule and prioritization 5. Minimum Education Five O level passes including English and Mathematics Diploma in Accounting 6. Minimum Experience Three months 7. Essential Skills Enumeration skills Communication skills ICT skills		
Kiln Operator	1. Key Result Area Operating the kiln 2. Activities 1. Checking the condition of the kilns machine 2. Feeding the timber into the kiln machine 3. Controlling the temperatures 4. Checking if the timber is dry	B	B1

	5. Communicating with the boiler operator for the increase or reduction in steam 6. Removing the timber using the winch machine when timber has adequately dried 7. Recording production figures and submitting to Sales Department 3. Decisions Decides on the dryness of the timber in the kiln machine 4. Planning No planning 5. Minimum Education O Levels 6. Minimum Experience 3 months 7. Essential Skills Numerical skills Communication skills		
Nursery Charge Hand	1. Key Result Area Nursery work 2. Activities 1. Conducting the safety talk on a daily basis. 2. Marking the attendance register. 3. Watering the nursery which is one and a half hectares 4. Checking the safety of seed 5. Hand and hoe weeding	B	B2

	6. Ensuring that General Hands are performing their duties according to instructions 7. Computing figures of production output. 8. Reporting on daily output to Head Supervisor. 9. Updating out figures on the board 10. Compiling dates of germination and germination rate 3. Decisions Decides on availability of resources like water Decides on daily targets Decides on housekeeping issues 4. Planning Plans duties for General Hands on a daily basis 5. Minimum Education 5 O level passes 6. Minimum Experience 3 months 7. Essential Skills Supervisory skills Report writing skills Communication skills		
Sales Clerk	1. Key Result Area Processing timber sales orders 2. Activities	B	B3

1. Computing figures of timber from kilns and sales for previous day
2. Preparation of orders
3. Checking the received orders
4. Preparing packing lists
5. Submitting paperwork to Inventory Clerk
6. Writing tags for the orders.
7. Loading the timber
8. Receiving the invoice for the timber from Sales
9. Counting timber according to the invoice
10. Writing the delivery notes
11. Writing the check lists

3. Decisions

Decides on stock levels and timber to be dispatched to customer

4. Planning

No planning

5. Minimum Education

5 O levels including English and Mathematics

6. Minimum Experience

1 Year experience

7. Essential Skills

ICT skills

Communication skills

Numerical skills

Security Guard (dog handling)	1. Key Result Area Dog handling 2. Activities 1. Feeding the dogs 2. Requesting food 3. Checking the health of the dog 4. Cleaning the kennels 5. Treating the dogs 6. Dipping the dogs 7. Patrolling the estate continuously 3. Decisions Decides on the treatment of sick dogs Decides on the feeding times 4. Planning None 5. Minimum Education 5 O level passes 6. Minimum Experience 3 months 7. Essential Skills Dog handling skills	A	A3

	Communication skills Security skills		
Supervisor Boilers and Kilns	1. Key Result Area Drying timber 2. Activities 1. Checking the surrounding/Housekeeping 2. Checking the condition of the boiler,Oil, water level, pressure, furnace temperature, line temperature 3. Checking the temperatures in the kilns for appropriateness 4. Checking fans, dampers, heat 5. Conduct preheating – First Stage which should take 6 hours 6. Adjusting heat temperatures according to specification , size of timber from low to high 7. Continuous monitoring of temperatures and moisture of humidity. 8. Gradually introduce low temperatures for 20 to 30 minutes 9. Conduct manual test using delmorst moisture content meter 10. Discharging the timber for cooling 3. Decisions Decides on moving from one stage of the drying process to another depending on the dryness of the timber 4. Planning Daily tasks for employees 5. Minimum Education	B	B5

	Five O levels 6. Minimum Experience One year 7. Essential Skills Supervisory skills Communication skills Technical skills		

Summary of Timber Subsector Jobs

Job Title	Broad Band	Band/ Sub-grade
Electrician – Skilled	C	C3
SHEQ Officer	C	C2
Mechanic	C	C2
Plumber	C	C2
Carpenter Skilled	C	C2
Fitter and Turner Skilled	C	C2
Saw Mill Supervisor	B	B5
Silvi Culture Supervisor	B	B5

Supervisor Plantation	B	B5
Nursery Supervisor	B	B5
Maintenance Supervisor	B	B5
Harvesting Supervisor	B	B5
Green Chain Supervisor	B	B5
Supervisor Boilers and Kilns	B	B5
Artisan/ Shift Man	B	B4
Assistant Electrician	B	B4
Assistant Saw Doctor	B	B4
Plumber – Skilled	B	B4
Boiler Operator	B	B4
Fire Truck Driver	B	B4
Labour Truck Driver	B	B4
Security Corporal	B	B3
Enumerator	B	B3
Estate Clerk	B	B3
Plantation Clerk	B	B3
Dispatch Clerk	B	B3
Production Clerk	B	B3

Tools Clerk	B	B3
Tally Clerk Deck Input	B	B3
Tally Clerk	B	B3
Harvesting Clerk	B	B3
Nurse Aide	B	B3
Storeman	B	B3
Crane Operator	B	B3
DBS Operator	B	B3
De-Barker	B	B3
Timber Quality Controller	B	B3
ECD Teacher	B	B3
Front End Loader Operator	B	B3
Inventory Clerk	B	B3
Sales Clerk	B	B3
Moulder Operator	B	B2
Arbour- Edge Operator	B	B2
Board Edge Operator	B	B2
Welder Semi- Skilled	B	B2
Bend Saw Operator	B	B2
Builder Semi- Skilled	B	B2

Painter	B	B2
Driver	B	B2
Tractor Driver implements	B	B2
Chain Saw Operator – Timber	B	B2
Chipper Operator	B	B2
DLE Machine Operator	B	B2
Press Operator	B	B2
Finger Joint Operator	B	B2
Press Operator Finger Joint	B	B2
Profile Operator	B	B2
Resaw Operator	B	B2
Plumber Semi-Skilled	B	B2
Telle Logger Operator	B	B2
Timber Grader	B	B2
Tools Clerk	B	B2
Assistant Mechanic	B	B2
Chain Saw Operator	B	B2
Assistant Welder	B	B2
Gang leader	B	B2

Nursery Charge Hand	B	B2
Carpenter – Semi skilled	B	B2
Assistant Arbour- Edge Operator	B	B1
Assistant Board Edge Operator	B	B1
Assistant Crane Operator	B	B1
Cross Cutter Operator	B	B1
Trim Saw Operator	B	B1
Trimming Table Operator	B	B1
Pool Table Operator	B	B1
Forklift Operator	B	B1
Frame Saw Operator	B	B1
Guest House Attendance	B	B1
Chain Saw Mechanic	B	B1
Head Rig Operator	B	B1
Kiln Operator	B	B1

Chipps Feeder	A	A3
Conveyor Attendant	A	A3
Timber Bundler	A	A3
Timber Chocker	A	A3
Timber Sorter	A	A3
Glue Mixer	A	A3
Handman Fitter	A	A3
Fire Tower Attendant	A	A3
Security Guard	A	A3
Patrol Guard	A	A3
Security Guard (dog handling)	A	A3
Assistant Boiler Attendant	A	A2
Log Feeder	A	A2
Crop Guard	A	A2
General Hand Administration	A	A2
General Hand Mill	A	A2
General Hand Plantation	A	A2
General Hand Veneer	A	A2
Assistant Log Edger	A	A2

General Hand Saw Mill	A	A2
Timber Stalker	A	A2



Horticulture Subsector jobs and Grades

Job Title	Standard Job Description	Broad Band	Band/ Sub-grade
Assistant Mechanic	1. Key Result Area Attend to all repairs and maintenance at the farm 2. Activities Receive all reported mechanical breakdowns at the farm Repair and maintain the planter at the farm Repair and maintain tractors at the farm Attend to servicing of generators and pump maintenance Repair and maintain farm motor bikes and vehicles Assist in all welding works at the Estate 3. Decisions Decides on all mechanical repairs and maintenance at the farm 4. Planning N/A 5. Minimum Education Journeyman class 1 6. Minimum Experience 3 months on the job experience Essential Skills 1. Communication skills 2. Organizational savvy	B	B2

	3. Mechanical skills		
Assistant Mechanic(semi-skilled)	1. Key Result Area Repairing and servicing equipment 2. Activities Repairing and servicing farm implements Housekeeping Trouble shooting Assisting the Mechanic at the workshop in repairing and servicing tractors ,vehicles and machinery. 3. Decisions Makes routine operational decisions 4. Planning N/A 5. Minimum Education Five O level passes 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Technical skills	B	B2
Assistant Stores Clerk	1. Key Result Area Stores maintenance	B	B1

	Activities Issuing out chemicals to Drivers for spraying by recording in the record book Update bin cards Check the status of the offices Monitor and maintain reorder levels Placing orders with buying office Receiving goods by means of GRVs Verifying quantities against invoices Return goods if not matching order and invoice Housekeeping Communicate with end users 3. Decisions Decides on stock movement 4. Planning Issuing times on a daily basis 5. Minimum Education 5 O level passes Diploma in Stores Management Minimum Experience		

	1 year 7. Essential Skills Communication skills Organizational savvy		
Assistant Truck Driver	1. Key Result Area Driving tractors with implements 2. Activities Loading of bags of peas, fertilizers, seeding maize into the truck Offloading of peas, fertilizers, seeding maize into the truck Assist in the workshop on any mechanical works such as repairs and maintenance Update vehicle log book after every delivery 3. Decisions Decides on loading quantities into the truck 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills	A	A3

	Communication skills Organizational savvy		
Assistant Welder	1. Key Result Area Attend to welding works at the Farm 2. Activities Attend to all welding at the farm such as Disc harrows, tractor trailers, pipes Attend to repairs of the equipment. Attend to all fabrication work at the farm Attend to welding of roofing on new structures Assist in repairs of tractors at the farm Attend to any other duty as assigned from time to time 3. Decisions Decides on welding frames Planning N/A Minimum Education General knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills	B	B2

	Communication skills Organizational savvy Welding skills		
Banana Cutter	1. Key Result Area Banana Cutting Services 2. Activities Cutting of banana bunches into small quantities for easy handling Removing of bad/ defective bananas Select and sort bananas by quality (Export and Local) Remove petals from bananas Assist packers in the pack shed 3. Decisions Decides on Foreign and local quality of bananas 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 3 months on the Job experience 7. Essential Skills Communication skills Organizational savvy	A	A2

Banana Harvester	Key Result Area General work in the Banana field and Bunch caring Activities Harvesting of banana from the plantation Load bananas on tractors Follow the tags placed on banana and harvest the ready once Attend to other duties such as Stem cleaning on bananas, De-suckering on banana plants, Petal removals on banana plants, sleeving on bananas, removing of yellow leaves from banana plants, weighing of bananas, and Weeding in the fields Any other general work as assigned by the foremen Decisions Decides on banana to harvest when it is ready Decides on Banana bunch caring activities such as removing of petals, de-suckering , sleeving on bananas and removal of yellow leaves 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 3 months on the job training	A	A2

	7. Essential Skills Communication skills Banana bunch caring skills		
Banana Packer	1. Key Result Area Grading and packing bananas 2. Activities Setting the tables where bananas are placed on arrival Receiving all grades of bananas Grading the bananas and packing them in the bins according to the grades Removing bad or damaged bananas. Grading the bananas upon packing 3. Decisions Decides on the poor-quality bananas which should not be packed Decides on the grade of the bananas 4. Planning N/A 5. Minimum Education On the job training General knowledge 6. Minimum Experience 3 months	A	A2

	7. Essential Skills Communication skills Organizational savvy		
Banana Ripener	Key Result Area Ripening Bananas 2. Activities Monitor and control temperature in cold room of bananas Conditioning bananas in the cold room Counting of banana pallets received and dispatched from the storeroom Assist in loading and dispatching of bananas 3. Decisions Decides on temperatures within the banana cold room 4. Planning Plan on dispatching of bananas as per the schedule of dispatch 5. Minimum Education General knowledge 6. Minimum Experience 3 Months on the job training 7. Essential Skills	A	A3

	Communication skills Organizational savvy Banana handling		
Bee Keeper	1. Key Result Area Bee keeping 2. Activities Looking for bees and trapping them Transporting the bees to the bee hive Ensuring that bees are well kept Ensuring that there are no ants at the bee hive Checking for honey in the bee hive Weeding the area around the bee hive Harvesting the honey Making bee wax Applying bee wax 3. Decisions Makes routine operational decisions 4. Planning N/A 5. Minimum Education General knowledge plus ability to read and write 6. Minimum Experience 1 year	B	B1

	7. Essential Skills Communication skills Organizational savvy Bee catching skills		
Box Maker	1. Key Result Area Box making for orange packaging 2. Activities Making of boxes for packing oranges Attend to boxes that needs repairs Pack boxes on pallets Attend to pocketing and packing of oranges Housekeeping. 3. Decisions Decides on sizes of boxes and strength of box when assembling 4. Planning N/A 5. Minimum Education General knowledge plus ability to read and write 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy	A	A2

Brush Cutter	1. Key Result Area Brush cutting 2. Activities Checking the condition of the brush cutter Conduct test run for the machine Report any malfunction to the mechanic Pruning the plants according the required height Cutting grass, lawn and flowers as assigned. Checking for dangerous objects before cutting Cleaning the machine Adhering to safety requirements for self and others. Carry out any other general work 3. Decisions Decides on sending the brush cutter machine for repair or service Routine operational decisions 4. Planning N/A 5. Minimum Education Ability to read and write 6. Minimum Experience 3 months 7. Essential Skills Communication skills	A	A2

	Organizational savvy Technical skills		
Builder(semiskilled)	1. Key Result Area Building and Maintenance 2. Activities Receive requests for repairs, maintenance, services from user Departments and individuals. Assessing to be done and compile the bill of quantities for the materials needed for the works. Request for the materials and collect from store. Carry out the works as required ensuring safety of self and others around. Carry out general buildings maintenance and repairs. Use standard measurements to build septic tanks Pegging, setting and bricklaying. Plastering and scheming. Putting deck, brick moulding Building new pump houses Erection of barriers as a safety measure Housekeeping after each assignment 3. Decisions Decides on materials for use in building operations Decides on bill of quantities Routine operational decisions 4. Planning Plan for materials as and when required to do so. Prioritisation of tasks	B	B2

	5. Minimum Education Ability to read and write 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Technical skills Estimation skills Numerical skills		
Builder -Skilled	1. Key Result Area Building and Maintenance Activities Receive requests for repairs, maintenance, services from user Departments and individuals. Assessing to be done and compile the bill of quantities for the materials needed for the works. Request for the materials and collect from store. Carry out the works as required ensuring safety of self and others around. Carry out general buildings maintenance and repairs. Use standard measurements to build septic tanks Pegging, setting and bricklaying. Plastering and scheming.	C	C2

	Putting deck, brick moulding Building new pump houses Erection of barriers as a safety measure Housekeeping after each assignment		
3.	Decisions Decides on materials for use in building operations Decides on bill of quantities Routine operational decisions		
4.	Planning Plan for materials as and when required to do so. Prioritisation of tasks		
5.	Minimum Education Class 1 journeymen		
6.	Minimum Experience 1 year		
7.	Essential Skills Communication skills Organizational savvy Technical skills Estimation skills Numerical skills		

Cable Operator- Banana Plantation	1. Key Result Area Cable operation 2. Activities Checking the condition of the cable tractor; oil, diesel, loose parts, hydraulic oil. Check the condition of the rail on which the cable tractor movers to see if there are any blockages. Ensure PPE is on before operating the cable tractor. Conduct test run. Receive instructions on the assignments for the day from the Foreman. Operate the cable tractor transporting banana from the field to the shed with the help of Assistants. Check that the number of bunches loaded on the cable tractor don't exceed the stipulated number. When operating the loaded cable tractor, check if the bunches of bananas are not falling off the hook Taking corrective action if bananas fall of the hook or rails. Offloading the bananas from the hooks Manoeuvring the cable tractor when meeting other cable tractors coming from feeder cables. Request fuel and oils. 3. Decisions Decides on the acceptable load at a time on the cable tractor Decides on speed adjustments of the cable tractor.	B	B1

	4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy Cable operating skills Attention to detail		
Carpenter (semiskilled)	1. Key Result Area Roofing Repairs and maintenance 2. Activities Studying plans for buildings to be roofed Making necessary assessments and compiling bill of quantities Collecting materials from stores when ready Doing the roof work with the assistance of general workers Ensuring safety of self and others around by setting scaffolding. Housekeeping after the roofing	B	B2

	Receive requests for repairs and maintenance Compile bill of quantities. Request Stores to provide the material Do the repairs Carry out our general maintenance of the roofs, furniture and other items 3. Decisions Decides on Bill of quantities Decides on manpower requirements for jobs at hand Decides on Prioritisation of work 4. Planning Plans priorities for the day 5. Minimum Education General knowledge On the job training 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Technical skills		
Caretaker	1. Key Result Area	A	A3

	Safeguarding the premises of the Estate and maintenance 2. Activities Periodic inspection of the premises for repairs and maintenance Attend to any repairs and maintenance at the Estate Cleaning of the company premises Monitor staff movement on the premises Grass cutting around the premises and garden maintenance Direct visitors to appropriate offices Attend to any other duty as assigned from time to time 3. Decisions Decides on repairs and maintenance of the Estate buildings 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1 months on the job experience 7. Essential Skills Communication skills Organizational savvy Gardening skills		
Chainsaw Operator	1. Key Result Area	A	A3

	Chain Saw operating in cutting of trees and firewood 2. Activities Cutting of firewood as requested from time to time Cutting of trees to clear the field and by the roads sides Attend to any tree cutting as may be assigned from time to time 3. Decisions Decides on work priority on daily basis 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the job Experience 7. Essential Skills Communication skills Organizational savvy Chain saw operating skills		
Checkman	1. Key Result Area	A	A3

	Checking of clips and grading of tobacco by its quality and pack accordingly		
2.	Activities Check on units of tobacco from clips Grading of tobacco for the shed and on the table Quality controlling of tobacco during grading and pack according to grades Packing of tobacco into boxes Attend to the finishing of all graded tobacco for quality assessment Reaping of blueberries, grading and packing Attend to any other duties as may be assigned from time to time such as topping of tobacco, fertilizer application		
3.	Decisions Decides on the quality of tobacco and pack accordingly		
4.	Planning N/A		
5.	Minimum Education General Knowledge		
6.	Minimum Experience 3 months on the job experience		
7.	Essential Skills Communication skills		

	Organizational savvy Knowledge of tobacco grades		
Check Roll Clerk	1. Key Result Area Check- Roll Clerical duties 2. Activities Assist in the recruitment and selection of general workers Vetting candidates and sending for medical assessments Conduct induction process for all new comers Do contracts for all members of staff Maintain staff records Create and maintain employment registers Issuing leave forms Complete NSSA forms for employee on Report any workplace accidents to NSSA within the prescribed time frames Assist the wages clerk with packing and payment of wages Insurer of employee protective clothing 3. Decisions Decides on the best candidates for the jobs at the farm 4. Planning N/A 5. Minimum Education 5 O levels including Mathematics and English	B	B3

	6. Minimum Experience 1 year experience on the job 7. Essential Skills Communication skills Organizational savvy Clerical skills		
Chemical Mixer	1. Key Result Area Mixing chemicals for spraying in the orange field 2. Activities Mixing chemicals for spraying in the field Collect chemicals from the storeroom Measure quantities of chemicals required such as 95Kgs potassium + 7.5 oil) Mix chemicals in drums depending on the number of fields to be sprayed in a day Attend to other duties such as fertilizer application and chemical spraying in the orange field 3. Decisions Decides on speed and pressure the pivot in water supplying 4. Planning N/A	A	A2

	5. Minimum Education Passes at O level 6. Minimum Experience 3 months on the Job Experience 7. Essential Skills Communication skills Organizational savvy Chemical mixing skills		
Chemical Sprayer	1. Key Result Area Pest and Weeds Controlling 2. Activities Mixing chemical such as paraquat and water in right quantities Mixing herbicides with water in right quantities Operate the Knapsack in spraying in the banana plantations Receive reports from Scouters on areas to be sprayed in the field Request chemicals and mix according to the identifies diseases or pest to be sprayed in the field Mix and spray weeds in the fields (herbicides) Spraying of crop diseases and pest in the field of blueberries, peas and tobacco Attend to any other duty as may be assigned from time to time. 3. Decisions Decides on chemical content when mixing for spraying	A	A2

	4. Planning N/A 5. Minimum Education General knowledge plus ability to read and write 6. Minimum Experience 3 months Experience 7. Essential Skills Communication skills Chemical mixing knowledge		
Citrus Packer	1. Key Result Area Pocketing harvested fruits 2. Activities Receiving oranges for pocketing Pocketing oranges according to count Checking the condition of the fruit to be packed Removing bad fruit, soft fruit, hard fruit and rotten fruits Count 38 and 450 to be treated separately Housekeeping, high standards of hygiene. 3. Decisions Decides⁸ on the quality of fruit to be pocketed Decides on the count in which fruit should be pocketed 4. Planning N/A	A	A2

	5. Minimum Education General knowledge plus ability to read and write 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy		
Citrus Pruner	1. Key Result Area Pruning citrus trees 2. Activities Receive instructions from Estates Manager on the work for the week Identifying branches on fruit trees which should be pruned Removing dead wood Removing branches which will have been destroyed by wind or rain Spraying Removing extra brunches using saws and sickles and cutters 3. Decisions Decides on the branches to be removed 4. Planning N/A 5. Minimum Education General knowledge	A	A2

	6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy		
Citrus Scout	1. Key Result Area Scouting for pests and diseases 2. Activities Using scouting sheets to record the presence of diseases and pests Selecting the trees to be scouted 10 trees out of 2400 trees Selecting the 10 points from each tree to be scouted Inspect each point of the 10 points and 10 trees of the orchard Looking for and identifying particular pests or diseases as instructed and record on the scout sheet Record other observed pests and insects on the scout sheet Scouting for observed pests Writing report and submitting to Manager 3. Decisions Decides on the scouting points and plants in the orchard Makes other routine operational decisions 4. Planning Plans own scouting schedule on a daily basis.	B	B1

	5. Minimum Education Ordinary level passes Citrus scouting certificate 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Observant Scouting skills		
Citrus Supervisor	1. Key Result Area Citrus growing 2. Activities Marking the attendance register Supervise the planting of citrus trees Supervise the checking pests and disease Allocate duties to subordinates Mixing chemicals for spraying Supervising the General Worker and monitoring the work processes Training employees Maintain high standard of hygiene Determine the ripeness of fruits Supervising the grading process Writing performance reports Participate in Recruitment and selection of General Hands	B	B5

	Packing and monitoring the packing process Marking the attendance and submitting to Farm Clerk for compilation of time sheets 3. Decisions Setting performance targets for the General Workers Decides on daily tasks 4. Planning Daily tasks for the General workers 5. Minimum Education Passes at O Level Certificate /Diploma in Agriculture or equivalent 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Supervisory skills Knowledge of citrus production		
Cleaner	1. Key Result Area Cleaning ablution facilities 2. Activities Cleaning the toilets in the assigned area. Cleaning the kitchen and passages	A	A1

	Cleaning offices and boardrooms Requesting for cleaning materials on time and according to the number of toilets Safekeeping of cleaning materials and chemicals Cleaning the surrounding area in the assigned places of operation. Continuously checking if the toilets are clean and take corrective action in case they have been spoiled. 3. Decisions Decides on routine intervals to check the state of the toilets. 4. Planning Requesting materials on a weekly basis 5. Minimum Education General knowledge 6. Minimum Experience 1 month 7. Essential Skills Communication skills Organizational savvy High standard of hygiene		
Clerk	1. Key Result Area Doing clerical duties 2. Activities	B	B3

	Issuing out chemicals/fertilisers and recording in the record book At the end of each day receive the remainder of the chemicals, fertilisers and all other materials. Record where all the chemicals and fertilisers were used Receiving chemicals and fertilisers from suppliers Maintain and keep stock books Prepare audit documents for stock items Maintain reorder levels by advising Management of balances in stock Make requests for depleted stocks Writing reports on weekly and monthly basis 3. Decisions Makes routine operational decisions 4. Planning Issuing times on a daily basis 5. Minimum Education 5 O level passes Diploma in Stores Management 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy ICT skills		
Clerk Citrus	1. Key Result Area Clerical work	B	B3

	2. Activities Participate in Global Gap inspections/initiatives Compiling spray records Issuing out chemicals and fertilisers Receiving chemicals and fertilisers Store the above Compiling the time book Compiling wages Mixing chemicals Receiving pay slips and issuing them to workers Attend to pay queries Administer leave for workers Write reports 3. Decisions Makes routine operational decisions 4. Planning Daily work schedule Plans reports on a monthly basis 5. Minimum Education 5 O level passes including English and Mathematics Diploma in Accounting or equivalent 6. Minimum Experience 1 year 7. Essential Skills Communication skills		

	Organizational savvy Numerical skills ICT skills		
Clerk Livestock	1. Key Result Area Clerical work 2. Activities Participate in Global Gap inspections/initiatives Compiling spray records Issuing out chemicals and fertilisers Receiving chemicals and fertilisers Store the above Compiling the time book Compiling wages Mixing chemicals Receiving pay slips and issuing them to workers Attend to pay queries Administer leave for workers Receiving, storing and issuing out fuel. Conducting month end stock take Safe custody of keys Write reports 3. Decisions Makes routine operational decisions 4. Planning Daily work schedule Plans reports on a monthly basis	B	B3

	5. Minimum Education 5 O level passes including English and Mathematics Diploma in Accounting or equivalent 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Numerical skills ICT skills		
Compound Caretaker	1. Key Result Area Cleaning the village 2. Activities Cleaning/washing toilets in the compound 5 toilets per person Picking papers around the village. Sweeping the grounds Emptying the bins Burning the rubbish in the incinerator. 3. Decisions Routine operational decisions 4. Planning N/A 5. Minimum Education	A	A3

	General knowledge 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy		
Crèche Attendant	1. Key Result Area Child care 2. Activities Take care of children with the age ranges of 4 months to 4 years Prepare sadza and relish for kinds Serve meals to the kinds Clean dishes and stoves Teaching kinds how to read and write Changing napkins/ pumpers of children Preparing of porridge for children and serve them Cleaning the play centre facilities and toilets 3. Decisions Decides on meals to prepare for the kinds Decides on intervals of cleaning the play center facilities 4. Planning N/A	B	B1

	5. Minimum Education Level + ECD training certificate 6. Minimum Experience 3 months experience 7. Essential Skills Communication skills Patient and child caring skills		
Crop Guard	1. Key Result Area Safeguarding crops from wild animals and thieves 2. Activities Chasing baboons from the field of tobacco, maize and peas Continuously patrol in the field to chase baboons Attend to other field work such as de suckering in the tobacco field and weeding in the field Report on field areas affected by baboons 3. Decisions Decides on the intervals for patrols in the field 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience	A	A1

	N/A 7. Essential Skills Communication skills Organizational savvy		
Crop Scout	1. Key Result Area Scouting for pests and diseases 2. Activities Using scouting sheets to record the presence of diseases and pests Selecting the trees to be scouted 10 trees out of 2400 trees Selecting the 10 points from each tree to be scouted Inspect each point of the 10 points and 10 trees of the orchard Looking for and identifying particular pests or diseases as instructed and record on the scout sheet Record other observed pests and insects on the scout sheet Scouting for observed pests Writing report and submitting to Manager 3. Decisions Decides on the scouting points and plants in the orchard Makes other routine operational decisions 4. Planning Plans own scouting schedule 5. Minimum Education Ordinary level passes Citrus scouting certificate	B	B1

	6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Observant Scouting skills		
Curer	1. Key Result Area Curing tobacco 2. Activities Receiving instructions from the Farm Manager. Carrying the coal from the coal yard to the boiler Removing ashes from the furnace Feeding coal into the blast furnace Taking random temperature checks- should maintain 65-70 degrees Celsius Picking tobacco in the barn Opening the door for the conditioning process to start Changing thermostat every 3 hours Disposing ashes Checking temperatures and ensuring that they are always at the appropriate levels Putting water in the barn for proper colouring to take place	B	B2

	3. Decisions Decides on the regularization of temperatures in the tobacco barn Decides when to reduce or cause to increase temperatures Decides on housekeeping issues 4. Planning N/A 5. Minimum Education General knowledge On the job training 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Good knowledge of tobacco curing		
Flower Cutter	1. Key Result Area Cutting flowers 2. Activities Receiving instructions from the Foreman Receiving targets for the day Using scissors to cut the flowers Checking the quality of flowers so that poor quality flowers are not cut Placing the fresh cut flowers in buckets with water mixed with nobler and silk (200-300 stems per bucket depending on size.	A	A1

	3. Decisions Decides on flowers to be cut Decides on the poor-quality flowers which should not be cut 4. Planning N/A 5. Minimum Education Ability to read and write 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy Knowledge of flowers		
Data Collection Clerk	1. Key Result Area Data capturing and maintenance of records for management decision making 2. Activities Supervise the process of issuing chemicals, fertilizers and other farm requirements and update records Collect daily labour units (mark attendance registers) Record all transaction into the system (chemicals, fertilizers issued on daily basis) Assist the farm manager in the action implementation of farm programs	B	B3

	Calculation of hours worked by each worker and processing of wages Record all harvest from each field Record and update records on pack shed activities 3. Decisions Decides on labour requirements in the field 4. Planning Plan on the payment of wages by the 26th of each month 5. Minimum Education levels + Microsoft Program training 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy Report writing skills		
Diesel Plant Fitter	1. Key Result Area Repairs and Maintenance 2. Activities Repairs and maintenance of tractors Repairs and maintenance of motor bikes Repairs and maintenance of generators at the farm Repairs and maintenance of trucks at the farm Repairs and maintenance of compressors	C	C2

	3. Decisions Decides on repairs and maintenance of farm equipment's 4. Planning Plan on work in progress as per job cards 5. Minimum Education Class 1 Journeyman 6. Minimum Experience 1 year on the job experience 7. Essential Skills Communication skills Organizational savvy Mechanical diagnosis skills		
Despatch Clerk	1. Key Result Area Dispatch of Bananas 2. Activities Dispatching of bananas as per orders received Stick reconciliations from previous dispatching Recording of banana balances and entering into the computer system Establishing the banana quantities in sections of the farm Updating records after every stock dispatching to depots Count and weigh bananas before dispatching Supervising Forklift Drivers	B	B3

	3. Decisions Decides on batched for dispatching (on a first in first out) 4. Planning N/A 5. Minimum Education 5 O Levels including Mathematics and English 6. Minimum Experience 6 months on the job Experience 7. Essential Skills Communication skills Report writing skills Organizational savvy		
Despatch Supervisor	1. Key Result Area Account for all dispatched farm products and issue dispatching reports 2. Activities Receive orders for products to be packed from the Logistics Manager Pack boxes of peas, strawberry and blueberries on pallets according to orders Check quality packages of products before dispatching Check the weight of package before dispatch Assess the temperatures of products before dispatching Attend to box strapping of orders before dispatching Check the cleanness of boxes before dispatching Condemn boxes that do not meet the export quality	B	B5

	Issue delivery notes for all products on dispatch Compile production reports on weekly and monthly basis 3. Decisions Decides on quality of products before deliveries 4. Planning Plan on dispatching of orders on a first in first out basis Plan on compiling and submission of dispatch reports 5. Minimum Education O Levels 6. Minimum Experience One year 7. Essential Skills Communication skills Organizational savvy Report writing skills		
Doek Tiers	1. Key Result Area Doek tying 2. Activities Receiving instructions from the Foreperson. Receive the treated tobacco from the stakes Tying the tobacco leaves in quantities of 18 – 25 per bunch depending on the size of the leaves Checking the condition of the tobacco	A	A1

	Packing the tobacco 3. Decisions Removing poor quality Tobacco from being packed or tied 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy		
Domestic Maid	1. Key Result Area Providing domestic work to management of the Estate 2. Activities Clean the kitchen every morning Cleaning of dishes in the kitchen Prepare breakfast and lunches Washing and ironing clothes after every three days Changing of bed-sheets every week Attend to any other domestic duties as may be assigned from time to time	A	A2

	3. Decisions Decides on cleaning of the house and dishes 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 3 Months on the Job Experience 7. Essential Skills Communication skills Organizational savvy		
ECD Teacher	1. Key Result Area Child minding 2. Activities Inspect premises and remove all hazardous materials from the site Checking the health of kids every morning and advice parents Take care of children Mark attendance register Changing napkins/ pumpers of children Baby seating all farm workers children Cleaning the play center facilities and toilets Conduct lessons from 8am to 12 mid day 3. Decisions	B	B3

	Decides on teaching content and materials for subjects such as Mathematics, English, Shona, Displays and Heritage Decides on how to plan and scheme the work . Decides on teaching materials and teaching and evaluation methods 4. Planning Plans lessons and activities on a weekly basis Plans teaching material on weekly basis Plans free play for children on a daily basis Plans menus for the medals on a daily basis 5. Minimum Education 5 O level passes including English. ECD Para Professional Course 6. Minimum Experience 1 year experience on the job 7. Essential Skills Communication skills Organizational savvy Child minding skills Teaching skills		
Teacher	1. Key Result Area Teaching Co-curriculum 2. Activities Planning lessons for the term, week and day for the grade	C	C2

	Marking daily work and tests Setting tests/exams for the students Invigilating during examination times Conducting guidance and counselling sessions for the students Conducting Guide and Master Guide lessons Act as Co-Sports Master Ensuring discipline among the students Conducting holiday lessons 3. Decisions Decides on friendly matches with other schools Decides on lesson plans 4. Planning Lessons on a termly, weekly and daily 5. Minimum Education Five O levels including English and Mathematics Diploma in Teaching 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy Highly organised		
Electrician	1. Key Result Area Electrical Installations	C	C2

	Electrical maintenance, servicing and repairs		
2.	Activities Compile bill of quantities for any new installations, light bulbs and and LT lines as the case maybe. Request for materials from stores Carry out electrical installations, LT lines Installation of lights in flower sheds about 980 per Section/block Tubing and wiring Wiring of starter boards. Carry out test runs Continuously checking if all lights in the flower shed are working and replacing blown bulbs as soon as practically possible. Conduct checks for all electrical appliances and lights , switches , withering fans and generators, cold-rooms etc. Receive breakdown reports and attend promptly to establish extent of breakdown Carry out the repairs or services as may be appropriate Carry out preventative maintenance Continuously attend to electrical motors in the factory Attending to all electrical faults Running of generators during power cuts.		
3.	Decisions Decides on cannibalization of equipment to improvise on spare parts Decides on materials for various repairs maintenance and installation Decides on bill of quantities		

	4. Planning Shifts on a daily basis Work schedule 5. Minimum Education O level passes Class 1 journeymen 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Technical skill Supervisory skills Numerical skills		
Electrician (semi-skilled)	1. Key Result Area Electrical Installations and maintenance 2. Activities Compile bill of quantities for any new installations and LT lines as the case maybe. Request for materials from stores Carry out electrical installations, LT lines Tubing and wiring Wiring of starter boards. Carry out test runs	B	B2

	Conduct checks for all electrical appliances and lights switches , withering fans and generators Receive breakdown reports and attend promptly to establish extent of breakdown Carry out the repairs or services as may be appropriate Attending to all electrical faults Running of generators during power cuts. 3. Decisions Decides on cannibalization of equipment to improvise on spare parts Decides on materials for various repairs maintenance and installation Decides on bill of quantities 4. Planning Work schedule 5. Minimum Education O level passes 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Technical skill Supervisory skills		
Export Clerk	1. Key Result Area	B	B3

	Clerical services		
2.	Activities Data capturing on flower activities Capture data on fertilizers and chemicals used in the field Update records on irrigation done in the greenhouses Capture data on total graded flowers per day Capture reasons for rejected stems Compile forecast harvest report for the next 6 weeks Analyze data from field to determine weekly forecasts Update all records in the computer systems		
3.	Decisions Decides on data to capture for accurate harvest forecasting		
4.	Planning N/A		
5.	Minimum Education A Level Computer operating certificate		
6.	Minimum Experience 6 months on the job Experience		
7.	Essential Skills Communication skills Organizational savvy Knowledge of flowers		

	Computer literacy		
Export Supervisor	1. Key Result Area Supervise the grading of quality flowers for export 2. Activities Mark staff attendance register Submit update records of previous day graded flowers and packed boxes Compile data of picked and graded flowers on daily basis Compile focus report on daily and weekly basis Compile focus report on flight export deliveries Write shipping delivery notes to the airport Supervise graders on packing of quality export flowers Assess diseases on flowers before they are packed for shipping 3. Decisions Decides on quality of flowers for export and reject low quality 4. Planning Plan on shipping of flowers every Monday, Wednesday and Friday 5. Minimum Education 5 O levels 6. Minimum Experience 6 months on the job Experience 7. Essential Skills 1. Communication skills	B	B5

	2. Organizational savvy 3. Knowledge of flowers		
Farm Clerk- Non qualified	1. Key Result Area Clerical Duties 2. Activities Issuing of tools to farm workers Compiling of timesheets using attendance registers Compiling pack shed reports, diesel issues report and flower count reports Calculation of employees' overtime hours Filling of leave forms Conducting of stock take of tools and other stocks Reconciling of payroll deductions Request of materials required from the central stores such as fertilizers, stationery and chemicals Production of weekly update reports 3. Decisions Decides on material to order from the central stores Decides on tools to issue to workers 4. Planning Plan on material to order from the central stores Plan on production of weekly and monthly reports 5. Minimum Education 5 O levels	B	B3

	6. Minimum Experience 1 year experience 7. Essential Skills Communication skills Report writing skills Organizational savvy		
Farm Cleaner	1. Key Result Area Cleaning premises and facilities at the Offices 2. Activities Sweeping the Office Premises Cleaning Offices Garden Maintenance (watering and flower maintenance) Cleaning of the pack shed Weeding around the offices Cleaning of office facilities 3. Decisions Decides on sweeping intervals Decides on gardening maintenance 4. Planning N/A 5. Minimum Education General knowledge plus ability to read and write	A	A2

	6. Minimum Experience 3 months on the job 7. Essential Skills Communication skills Gardening skills		
FMC Scout Monitor	1. Key Result Area Providing scouting services by identifying fcm and fruit fly affecting crops in the field 2. Activities Track the False Colding Mooth (FCM)and Fruit fly in the field Establish the growth rate of the FCM&FF after spraying Recommend spraying if FCM&FF records any growth Assist in detecting the effectiveness of chemicals sprayed on oranges Collect scouting sheet every morning and get into the field Patrolling the field and check on FCM and FF. Record any identified FCM and FF on the sheets Recommend for chemical spraying on identified FCM and FF. Attend to other duties such as sprays, harvesting in the field at the peak of the season and any other duties delegated by supervisor. 3. Decisions Decides on the threshold to call for immediate chemical spraying in the field 4. Planning Plan on intervals for patrolling in the field	B	B1

	5. Minimum Education O Levels 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy Report writing and scouting skills		
Fencer	1. Key Result Area Fencing the Estate to prevent domestic and wild animals from entering the Estate 2. Activities Fencing the Estate to prevent domestic and wild animals from entering the Estate Request for wires to fence the Estate Make paddocks for cattle at the estate Placement poles to support the fence Attend to any fence break ins Assist in other works such as dipping cattle, feeding cattle and clearing pastures 3. Decisions Decides on pole spacing during fencing process 4. Planning N/A	A	A2

	5. Minimum Education General knowledge 6. Minimum Experience 3 months on the job Experience 7. Essential Skills Communication skills Organizational savvy		
Field Supervisor	1. Key Result Area Supervision of general field work 2. Activities Receive instructions from the Farm Manager Delegate, allocate daily duties to General Workers doing the following duties; Weeding, planting, grading, reaping, harvesting. Assisting the Farm Manager in setting targets for workers Supervising and monitoring the of performance of GW doing the above duties. Recording workers' out put Recommending termination of contract due to deviant behaviour Maintaining discipline, safety, and good hygiene standards 3. Decisions Decides on the allocation of duties to the General Workers Decides on granting sick leave to employees	B	B5

	4. Planning General workers tasks on a daily basis 5. Minimum Education Passes at O level 6. Minimum Experience Passes at O level 7. Essential Skills Communication skills Organizational savvy Supervisory skills		
Field Scout	1. Key Result Area Scouting duties 2. Activities Prepare scout sheets before getting into the field Patrol in the fields to identify locust, worms, and crop diseases Recommend spraying of bananas on identified crop diseases Assess the level of diseases thresholds to determine the type of chemicals required to spray Scout at two fields per day and repeat the process over and over Prepare and submit scouting reports to management 3. Decisions Decides on chemicals to be sprayed in the field	B	B1

	4. Planning Plan on production of weekly and monthly reports Plan for scouting in the field 5. Minimum Education 5 O levels 6. Minimum Experience 1 year experience 7. Essential Skills Communication skills Report writing skills Organizational savvy Scouting skills		
Field Clerk	1. Key Result Area Capturing data in the field 2. Activities Using the clocking machine to mark the attendance register for the workers in the field Recording produce reaped by individual workers using the machine Weighing the crates with produce and record the weight Reconciling figures Doing other duties when not harvesting 3. Decisions Makes routine operational decisions	B	B3

	4. Planning Plans daily tasks and targets 5. Minimum Education Five O level Passes including English and Maths 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy ICT skills Report writing		
Finished Product Recorder	1. Key Result Area Recording production figures 2. Activities Checking if the waste bananas are of the quality which warrants them to be considered as waste Recording the quality of bananas which will have been packed in bins Recording the weight of the loaded bins Compiling the total tonnage and number of bins Writing the delivery notes for the customers and the file copy Writing reports 3. Decisions Decides on the quality of bananas which can be considered as waste Decides on the writing of invoices and delivery notes	B	B3

	4. Planning Plans dispatch of bananas to customers 5. Minimum Education Five O levels including English and Mathematics 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy		
First Aider	1. Key Result Area Provision of first aid treatment to members of staff at the Estate 2. Activities Check the health of workers before starting work Inspect hygiene compliance by members of staff at the farm Check the cleanness of crates before blueberries are packed Check the cleanness of the working environment Give first aid treatment to injured workers at the farm Accompany sick employees to Hospital 3. Decisions Decides on first aid treatment of injured workers at the Estate 4. Planning N/A	B	B1

	5. Minimum Education O-levels + Red Cross training 6. Minimum Experience 6 months on the job experience 7. Essential Skills Communication skills Organizational savvy Report writing skills Patience care skills		
Flower Budder	1. Key Result Area Budding of flowers for flower production 2. Activities Budding of seeds into flower plants Out seed buds into trays Lace trays into the hardening house Plant flowers in the Green House Attend to making flower beds in the green House Prepare manure compost which is applied in the flower 3. Decisions Decides on blowing of budding of flowers 4. Planning N/A	A	A2

	5. Minimum Education General knowledge plus ability to read and write 6. Minimum Experience 3 months on the job Experience 7. Essential Skills Communication skills Organizational savvy Flower caring skills		
Flower Buncher	1. Key Result Area Flower grading 2. Activities Receiving flowers from the field Grading the flowers checking for the following; Diseases, Damaged and Short stem Checking if flowers are of the same size using machines Grading the flowers according to type Bunching flowers according to their varieties. Each variety has different number of stems into which it will be bunched. All tasks are target based per group 3. Decisions Decides on the flowers to be removed due to poor quality 4. Planning N/A	A	A2

	5. Minimum Education General Education 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy Knowledge of flowers		
Flower Counter	1. Key Result Area Flower counting 2. Activities Counting banana flowers in the plantation Cutting of flower petals Banana bunch caring Cutting of yellow leaves from the plant Sleeving of bananas Tying of banana stems De-suckering on banana plants 3. Decisions Decides on Banana Bunch Caring activities (cutting of yellow leaves, sleeving and de-suckering) Decides on flowers to cut off from the banana plant 4. Planning	A	A2

	N/A 5. Minimum Education General knowledge plus ability to read and write 6. Minimum Experience 3 months experience on the job 7. Essential Skills Communication skills Organizational savvy Banana bunch caring skills		
Flower Packer	1. Key Result Area Packing flowers 2. Activities Attending the safety talk on a daily basis Checking the quality and size of sleeves Rinsing the flowers before packing Placing the flowers in sleeves Packing the flowers in boxes according to size and count Loading boxes onto vehicles Removing poor quality flowers 3. Decisions Decides to remove poor quality flowers from packing Routine operational decisions	A	A2

	4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy Flower grading skills		
Foreman (flowers)	1. Key Result Area Monitoring the performance of general labourers 2. Activities Mark attendance registers on daily basis Check on hygiene of workers before they start work Check the cleanness of the working environment Supervise the de suckering of flowers in the green house Scouting of flowers to identify and disease and pest Maintenance of flower in the green house and bush maintenance Supervise the cleaning of the green house and weeding Providing tools of work to the general workers Monitoring and controlling workers performance on any deviations from the standard set Maintaining of hygiene records	B	B4

	3. Decisions Decides on work to be done by workers Decides on occupational hygiene standards Decides on daily targets on workers 4. Planning Plans tasks and duties for the flower section 5. Minimum Education Passes at O level 6. Minimum Experience 1 year experience on the job 7. Essential Skills Communication skills Organizational savvy Flower handling skills		
Foreman (Cattle)	1. Key Result Area Supervision at Cattle Section 2. Activities Checking the health of the cattle and identifying the sick ones on a daily basis Vaccinating and dipping cattle Ensuring that the sick cattle are treated accordingly	B	B4

	Supervising the General Workers doing the following tasks such as dipping cattle, feeding cattle, mixing feed and housekeeping Marking the attendances register Monitoring the performance of workers on an ongoing basis ensuring that they are doing their tasks as per instructions Writing reports which may be called for. Communicating with Management on the operations at the Livestock Section 3. Decisions Decides on manpower requirements Decides on cattle dipping schedule Decides on the proper treatment of cattle 4. Planning Plans the cattle dipping schedule 5. Minimum Education Passes at O level 6. Minimum Experience 1 year on the job experience 7. Essential Skills Communication skills and Organizational savvy Supervisory skills and Report writing skills Knowledge of cattle rearing		
Foreman Cold Rooms	1. Key Result Area Monitoring the performance of general laborer	B	B4

	2. Activities Check the temperatures in cold rooms Supervise the packing of flower in the cold room before dispatching Supervise the boxing of flowers as per the orders required by clients Conduct stock take of boxes of flowers in stock and issue reports Check on hygiene of workers before they start work Check the cleanness of the working environment Monitoring and controlling workers performance on any deviations from the standard set 3. Decisions Decides on work to be done by workers Decides on occupational hygiene standards Decides on daily targets on workers 4. Planning N/A 5. Minimum Education Passes at O level 6. Minimum Experience 1 year experience on the job 7. Essential Skills Communication skills Organizational savvy Flower handling skills		

Foreman (Composter)	1. Key Result Area Supervision	B	B4
	2. Activities Conduct morning brief Delegate, assign and deploy workers. Monitoring the performance of workers ensuring that they are performing their work to expected standards. Marking attendance registers. Writing reports to the supervisor Monitor the health of the workers Recommending leave for the workers		
	3. Decisions Decides on days tasks in consultation with the Supervisor Decides on workers leave		
	4. Planning Plans work tasks on a daily basis.		
	5. Minimum Education Passes at O level		
	6. Minimum Experience 3 months		
	7. Essential Skills Communication skills Organizational savvy		

	Supervisory Knowledge of flower production		
Foreman (Fence Construction)	1. Key Result Area Installing fences 2. Activities Erecting fences Supervise the repair and maintenance of fences Checking the faults at the electrical fences going round Supervising Guards Monitoring the performance of Guards Maintaining high standards of discipline among Guards Supervising the labourer doing the installation of the fences 3. Decisions Decides on bill of quantities Decides on strands and type of wire to be used Decides on manpower requirement Decides on types of fence 4. Planning N/A 5. Minimum Education Passes at O level 6. Minimum Experience 6 months	B	B4

	7. Essential Skills Communication skills Organizational savvy Technical skills		
Foreman (Field)	1. Key Result Area Supervision of general field work 2. Activities Receive instructions from the Marm Manager Compile the time sheet Delegate, allocate daily duties to General Workers doing the following duties; Weeding, planting, grading, reaping, harvesting, de--sucker-ing, crops Setting targets for workers Supervising and monitoring the of performance of GW doing the above duties Recording workers' out put Maintaining discipline, safety and good hygiene standards 3. Decisions Decides on the allocation of duties to the General Workers Decides on granting sick leave to employees 4. Planning General workers tasks on a daily basis 5. Minimum Education Passes at O level	B	B4

	6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Supervisory skills		
Foreman (Grading Shed)	1. Key Result Area Supervision at tobacco grading shed 2. Activities Checking the quantity of tobacco which need to be graded on each particular day Allocating duties to the Graders Checking the condition of the tobacco before grading to see if it can be graded. Ensuring hygiene in the grading shed. Checking the quality of the tobacco to be graded. Checking the number of graders whether they are enough and report of any shortage to the Farm Manager Weighing of bales and recording Grouping bales for sale Supervising subordinates 3. Decisions Decides on the quality of tobacco Decides on manpower requirements	B	B4

	4. Planning Plans tasks on a daily basis 5. Minimum Education Ability to read and write Training in tobacco growing and grading 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Supervisory skills Knowledge of tobacco production		
Foreman (Packshed)	1. Key Result Area Quality Checking 2. Activities Attend safety talk meeting on a daily basis. Deploy delegate and assign duties to Packers Check the quality of peas in terms of size and quality Checking the quality of packaging. Check the quality of produce by; removing rejects, removing poor quality or damaged , wrong sizes, from the boxes or prepacks. Supervision of Packers Compile packaging and other reports Requesting stationery and other requirements.	B	B4

	3. Decisions Decides on the performance of Packers. Decides on the quality of peas Decides on performance of workers. 4. Planning Plans work tasks and schedule for Packers 5. Minimum Education O level 6. Minimum Experience 1 year on the job experience 7. Essential Skills Communication skills Organizational savvy Knowledge of peas quality		
Foreman (Pump House)	1. Key Result Area Monitoring the performance of general laborer 2. Activities Put fertilizers into tanks (+2500 liters and mix with acid) Switch on the pump to the green house to fertilize flowers Follow up on fertigation process in the green house Irrigation in the flowers through drip Monitor the pressure of the pump	B	B4

	Monitoring and controlling workers performance on any deviations from the standard set Maintaining of hygiene records 3. Decisions Decides on work to be done by workers Decides on quantities of fertilizers to apply in the flowers Decides on daily targets on workers 4. Planning N/A 5. Minimum Education Passes at O level 6. Minimum Experience 1 year experience on the job 7. Essential Skills Communication skills Organizational savvy Flower handling skills		
Foreman (Tobacco Field)	1. Key Result Area Allocate work to foremen and workers in the field and supervise them accordingly 2. Activities Mark attendance register every day Organize work for foremen in different sections of the farm	B	B4

	Set targets for foremen and their group of general workers Assess all fields to determine work to be done Issue of reports on what need to be done to the section manager Update section manager on field works done on daily basis Allocate work to general workers in the field Supervise the weeding in the tobacco field Supervise on fertilizer application in the field Supervise the bagging of tobacco and weigh the bales before dispatch Supervise the grading of tobacco in the factory Supervise the planting of tobacco and toping process 3. Decisions Decides on work allocation to general workers Decides on work targets for general workers Decides on the number of general workers required in the field 4. Planning Plan work to be done in the tobacco field 5. Minimum Education College certificate in tobacco growing 6. Minimum Experience 1 year on the job experience 7. Essential Skills Communication skills Organizational savvy and Tobacco growing skills		
Foreman (Crops)	1. Key Result Area	B	B4

	Supervision of general field work		
	2. Activities Receive instructions from the Farm Manager Compile the time sheet Delegate, allocate daily duties to General Workers doing the following duties; Weeding, planting, grading, reaping, harvesting, de-suckering, topping Treating seed for various crops Setting targets for workers Supervising and monitoring the of performance of GW doing the above duties Training new workers Demonstrating how tasks are supposed to be done Maintaining discipline, safety and good hygiene standards 3. Decisions Decides on the allocation of duties to the General Workers Decides on granting sick leave to employees 4. Planning General workers tasks on a daily basis 5. Minimum Education Passes at O level		

	6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Supervisory skills		
Foreman (Propping)	1. Key Result Area Field Foremen on Propping and De-suckering 2. Activities Inspection in the banana plantation and identifying plants in need of propping and De-suckering Allocate lines of work to general workers in the field Supervising farm workers on banana propping and de-suckering Assist workers on the propping process Approve days off for field farm workers 3. Decisions Decides on numbers of general workers required Decides on banana plants for propping Decides on de-suckering process 4. Planning Plans on tools to be used Does not plan on field inspections Plan on work to be done in the field	B	B4

	5. Minimum Education General Knowledge plus ability to read and write 6. Minimum Experience At least 1 year experience 7. Essential Skills Communication skills' Supervising skills Organizational savvy		
Foreperson	1. Key Result Area Allocation of work to general workers and supervise them accordingly 2. Activities Receive order from the supervisor on what needs to be done on daily basis. Compile the time sheet or marking the attendance register. Supervise general workers in farm activities such as weeding, irrigation, manure application and harvesting of Estate crops/herbs from the field. Compile and submit reports on daily basis of what has been done in the field. 3. Decisions Receive orders from the supervisor. Compile the time sheet or marking the attendance register Decides on the manpower required in the field Decides on targets for general workers on daily basis	B	B4

	4. Planning Plans tasks for workers on a daily basis 5. Minimum Education Passes at O level 6. Minimum Experience 6 months on the job experience 7. Essential Skills Communication skills Organizational savvy Supervisory skills		
Foreperson (Berries)	1. Key Result Area Supervising in the berries field 2. Activities Checking if all workers reporting for duty are in good health Receiving instructions from the Supervisor on the day's tasks Demonstrate to workers on the work to be done on the day Allocate and assign tasks and duties to the Workers Monitoring the performance of the workers ensuring that tasks are being done as per instructions 3. Decisions Decides on daily targets for the workers 4. Planning Plans tasks on a daily basis	B	B4

	5. Minimum Education Five O level Passes 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Supervisory skills Report writing skills		
Foreman Field	Key Result Area Allocate work and supervise general workers in the field Activities Mark attendance register for general workers Allocate work to general workers and set targets for each worker Supervise the loading of fertilizers and chemicals into the planter Supervise workers in weeding in field of maize, potatoes and soya beans Supervise tractor drivers on disking in the field Supervise the seeding process in the field Supervise general workers in weeding in the field Dismiss workers on completion of their daily targets in the field Supervise general work in all the field section such as maize section, soya beans section and potato section.	B	B4

	Decisions Decides on general workers required in the field Decides on work activities to be performed in the field Decides on work targets per individual worker in the field Planning Plan on general workers required in the field Plan on work activities to be performed in the field Plan on work targets per individual worker in the field Minimum Education 5- O levels Minimum Experience 1 year experience Essential Skills Communication skills Organizational savvy Supervisory skills		
Foreperson (Green House Maintenance)	1. Key Result Area Maintenance of greenhouse infrastructure. 2. Activities Repairing greenhouses Trellising berries and peas	B	B4

	Planting berries and peas Making beds Maintaining the fence Constructing greenhouses 3. Decisions Decides on materials to be used on the construction and repair of green-houses 4. Planning Daily tasks 5. Minimum Education Passes at O level Greenhouse training 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Technical skills		
Foreperson (Propagation)	1. Key Result Area Propagating flowers 2. Activities Receive the root stalks and flowers for propagation from the field Checking the quality of the root stalks and flowers	B	B4

	Cutting the root stalks into 7cm each Slicing the root stalks and the flower in equal lengths Join together the root stalk and the flower using silicon tubes to form a graft Target is 1100 plants per day Supervising the Budders 3. Decisions Decides on the quality of stalks and flowers to be used 4. Planning Daily work targets and schedules 5. Minimum Education Passes at O level 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Supervisory skills		
Forklift Operator	1. Key Result Area Operations of the Forklift 2. Activities Periodic inspection of the forklift and checking of oil, diesel and refuelling Load bananas/other produce into trucks with forklift	B	B1

	Load bins boxes and pallets with bananas /other produce Tying of banana/other produce/loads on trucks Packing bananas into cold rooms 3. Decisions N/A 4. Planning N/A 5. Minimum Education Class 5 Drivers License 6. Minimum Experience 6 months on the job training 7. Essential Skills Communication skills Organizational savvy		
Fruit Packer	1. Key Result Area Packing 2. Activities Packaging of oranges into 15 Kgs and 20 Kgs Pack on targets of 250 bags per day per person or 180 boxes Attend to general work such as weeding in the orange plantation Carry out any duties assigned by the supervisor or manager. 3. Decisions	A	A2

	Decides on quality and size of oranges during the packing 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy		
Game Scout	1. Key Result Area Game scouting 2. Activities Ensuring the security of game life Conduct handover/takeover Receiving instructions from the Seargent Conducting patrols on a daily basis Looking out for poachers Recording any incidences Communicating using the radio Handling weapons Accompanying arrested people to ZRP 3. Decisions	A	A3

	Making routine operational decisions 4. Planning N/A 5. Minimum Education Ability to read and write Security training 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy		
Gardener	1. Key Result Area Maintaining the garden at the Estate Offices for good appearance 2. Activities Sweeping the yard at the offices every morning Open pump for water supply when watering the flowers Watering flowers and lawn mowing at the Offices Maintain the garden at the Offices Weeding and landscaping at the Offices Apply compost and fertilizers in flower beds for growth Cleaning of cars in the car wash Checking the geyser Watering of flowers and maintaining lawn Slashing of grass around the farm house	A	A1

	Trimming and shaping garden flowers Picking litter around the premises Gardening of green vegetables for consumption at the farm 3. Decisions Decides on gardening activities in order to maintain the good outlook 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy Gardening skills		
General Hand – Field & Factory	1. Key Result Area General duties 2. Activities Cleaning the factory, laboratory and offices Cleaning the toilets Doing supervisory duties when there are casual workers Making tea for staff/workers Washing/cleaning the utensils	A	A2

	Communication skills Organizational savvy Knowledge of peas quality Harvesting of maize, and blueberries Planting of tobacco in the field Weeding in the field Grading of maize after harvest Applying of gypsum fertilizer during planting process Applying of fertilizers as assigned by the supervisor Weeding in the field of blueberries as assigned by the supervisor 3. Decisions Makes routine operational decisions 4. Planning N/A 5. Minimum Education General knowledge plus ability to read and write 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy		
General Hand (Banana Field)	1. Key Result Area General work in the Banana field and Bunch caring	A	A2

	2. Activities Stem cleaning on bananas De-suckering on banana plants Petal removals on banana plants Sleeving on bananas Removing of yellow leaves from banana plants Weighing of bananas Weeding in the fields Any other general work as assigned by the foremen 3. Decisions Decides on Banana bunch caring activities such as removing of petals, de-suckering, sleeving on bananas and removal of yellow leaves 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 3 months on the job training 7. Essential Skills Communication skills Banana bunch caring skills		
General Hand (Green House)	1. Key Result Area General duties	A	A2

	2. Activities Checking the variety of seeds to be planted in the greenhouse. Receive seeds from Suppliers (Ghana/Kenya) Verifying the quantities and quality of seedlings received Planting the seedlings in the greenhouse Counting the number of seedlings planted Watering the seedlings Checking for pests and disease and if the plants are growing well. Hardening the seedlings Issuing out the seedlings for planting in the fields 3. Decisions Decides on the quality of the seedlings received and to be planted 4. Planning N/A 5. Minimum Education 5 O level passes 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy Knowledge of flower production		

General Hand (Herb Drying)	1. Key Result Area Drying crops 2. Activities Lighting fires using firewood at the dryer Opening the bins to allow heat into the dryer Placing the produce in the dryer Continuously checking if the produce in the dryer is drying properly Turning the produce to allow heat to dry the produce on all sides. Maintaining a steady supply of heat into the dryer Checking temperature to ensure it maintains 39 degrees Celsius Recording temperatures after every 6 hours 3. Decisions Makes routine operational decisions 4. Planning N/A 5. Minimum Education General knowledge plus ability to read and write 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy	A	A2

General Hand (Maintenance)	1. Key Result Area General maintenance	A	A2
	2. Activities Repair and maintenance of fruit packing machine Checking if motors gearboxes and bearings are working properly Checking rollers and belts Welding where necessary Reporting faults Operating chainsaw Signwriting, designing and landscaping		
	3. Decisions Decides on minor repairs to be done		
	4. Planning N/A		
	5. Minimum Education General knowledge		
	6. Minimum Experience 3 months		
	7. Essential Skills Communication skills Organizational savvy		
General Hand (Oil Pressing)	1. Key Result Area General duties	A	A2

	2. Activities Cleaning the factory, laboratory and offices Cleaning the toilets Doing supervisory duties when there are casual workers Making tea for staff/workers Washing/cleaning the utensils 3. Decisions Makes routine operational decisions 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy		
General Hand (Palletisation)	1. Key Result Area Palleting packed fruits 2. Activities Receiving boxed fruits from packers. Checking the counts, grades and market	A	A2

	Arranging the boxes according to class, count and target market placing them on different pallets. Placing boxes on pallets Strapping the boxes on the pallets to secure them during transportation 3. Decisions Makes routine operational decisions 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy		
General Hand (Production)	1. Key Result Area Production general duties 2. Activities Receiving instructions from the Foreman on the days tasks after the safety talk. Do the following duties under the supervision of the Foremen; Weeding	A	A1

	Thinning Removing suckers Picking flowers Planting flowers Bed making and bed raising 3. Decisions Routine operational decisions 4. Planning N/A 5. Minimum Education Ability to read and write 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy		
General Hand(Pruning)	1. Key Result Area Pruning of fruit trees 2. Activities Attend safety talk meeting on a daily basis. Pruning apple and peach trees Thinning fruits, apples and peaches Picking fruits using ladders, bins and crates	A	A1

	Training trees 3. Decisions Decides on the number of branches to be pruned Decides on fruits due for picking on each tree 4. Planning Own work schedule while in the field 5. Minimum Education General knowledge plus ability to read and write 6. Minimum Experience 3 month 7. Essential Skills Communication skills Organizational savvy		
General Worker (Branch Care)	1. Key Result Area Branch care 2. Activities Removing the leaves which can damage the bunch of bananas Tying the suckers Removing the blankets Any other duties 3. Decisions	A	A1

	Routine operational decisions 4. Planning N/A 5. Minimum Education General knowledge plus ability to read and write 6. Minimum Experience Three months 7. Essential Skills Communication skills Organizational savvy		
General Worker (field)	1. Key Result Area Provide general work services at the farm in the field and pack shed 2. Activities Planting in the field Weeding in the field Harvesting of herbs from the field such as mint, paper mint and spear mint Application of manure in the field Grading and packing of herbs such as paw-paw leaves Drying of herbs before packing 3. Decisions N/A	A	A2

	4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the Job Experience 7. Essential Skills Communication skills Organizational savvy Knowledge of mixing herbs		
General Worker (Live-stock)	1. Key Result Area General work 2. Activities Removing weeds from the paddocks Planting lucerne grass Feeding cattle using silage Loading and offloading trucks Mixing livestock feed Taking the cattle for grazing Counting the number of cattle in the morning and in the afternoon 3. Decisions Makes routine operational decisions during the course of performing various tasks	A	A2

	4. Planning Plans the tasks with the Foreman on a daily basis 5. Minimum Education General knowledge Ability to read and write and follow instructions 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy Knowledge various crop production		
General Worker (Pack shed)	1. Key Result Area Provide general work services at the farm in the field and pack shed 2. Activities Harvesting of herbs from the field Grading and packing of herbs such as mints , paper paw-paw leaves Turning product in the drying bins/ racks Drying of herbs before packing Packing/ bailing of herbs as per orders received 3. Decisions Decides quality of herbs when packing 4. Planning	A	A2

	N/A 5. Minimum Education General knowledge plus ability to read and write 6. Minimum Experience 3 months on the Job Experience 7. Essential Skills Communication skills Organizational savvy Knowledge of mixing herbs		
General Worker (Pack shed) 2	1. Key Result Area Packing bananas 2. Activities Picking papers and sweeping the floors before tractors deliver bananas Hanging banana bunches on the rail Cutting the bananas into smaller bunches Placing the smaller bunches into containers with water and chemicals Cutting 20 to 30 tonnes a day Grading the bananas Cleaning the bananas with chemicals to prevent rotting 3. Decisions Makes routine operational decisions 4. Planning N/A	A	A2

	5. Minimum Education General knowledge 6. Minimum Experience Three months 7. Essential Skills Communication skills Organizational savvy		
General Worker	1. Key Result Area General plantations duties 2. Activities Sleeving, putting bananas in plastics and khaki papers. Removing dry petals from bananas Loading and offloading bananas Propping banana plants by putting logs to sustain banana plants Stem cleaning banana plants Removing suckers from banana plants Drain cleaning Weeding Selecting bad quality bananas 3. Decisions Routine operational decisions 4. Planning N/A	A	A2

	5. Minimum Education General knowledge plus ability to read and write		
	6. Minimum Experience 3 months		
	7. Essential Skills Communication skills Organizational savvy Knowledge of banana production		
General Worker (Petal removing)	1. Key Result Area Petal removing	A	A2
	2. Activities Using ladders to remove petals from the banana plants. Checking if the petals are dry enough to be removed Removing the petals using hands		
	3. Decisions Decides on the petals to be removed from each plant		
	4. Planning N/A		
	5. Minimum Education General knowledge and ability to read and write		
	6. Minimum Experience Three months		

	7. Essential Skills Communication skills Organizational savvy		
General Worker Propping)	1. Key Result Area Propping banana plants 2. Activities Gathering the poles to be used for the propping Identifying plants which have fruit which may be heavy for the stem Supporting the plants or fruit trees by tying two poles for each plant Tying the poles on the plant so that it is supported to avoid falling of the tree Reaping bananas when there is no propping to be done 3. Decisions Makes routine operational decisions 4. Planning N/A 5. Minimum Education General knowledge plus ability to read and write 6. Minimum Experience Three months 7. Essential Skills Communication skills	A	A2

	Organizational savvy		
General Worker (Stem Clearing)	1. Key Result Area Stem clearing 2. Activities Using knives to cut all leaves which will have turned yellow Cutting the dry leaves Removing the barks from the stem 3. Decisions Routine operational decisions 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy	A	A1
General Worker (String picking)	1. Key Result Area Picking string	A	A1

	2. Activities Identifying the string which needs to be removed from the field Disentangling string which will have been left in the reaping of bananas Rolling the string so that it can be reused Packing the string in bags Storing the string at the factory 3. Decisions Routine operational decisions 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy		
General Worker (Tobacco)	1. Key Result Area General work (Tobacco) Horticulture 2. Activities Planting tobacco and other crops as may be assigned from to time Weeding manually	A	A2

	Hand de-suckering Spraying Planting crops Checking if the planted crops have been covered properly Netting or trellising peas, and other plants Removing tasks Applying fertilizers Harvesting 3. Decisions Makes routine operational decisions 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy		
Grader (Export)	1. Key Result Area Flower grading 2. Activities Receiving flowers from the field	A	A2

	Grading the flowers checking for the following; Diseases Damaged Short stem Checking if flowers are of the same size using machines Grading the flowers according to type Bunching flowers according to their varieties. Each variety has different number of stems into which it will be bunched. All tasks are target based per group 3. Decisions Decides on the flowers to be removed due to poor quality 4. Planning N/A 5. Minimum Education Ability to read and write 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy		
Grading Clerk	1. Key Result Area Record maintenance for all tobacco in the pack shed	B	B3

	2. Activities Weigh and stamping of tobacco packages Record all weighed and processed tobacco Assist in the grading of tobacco Accounting for all graded tobacco Count and weigh bales of tobacco and update records Account for the bales of tobacco taken to the tobacco auction floors 3. Decisions Decides on quality of tobacco in the pack shed 4. Planning N/A 5. Minimum Education O Levels 6. Minimum Experience 1 year on the job experience 7. Essential Skills Communication skills Organizational savvy Tobacco growing skills		
Grafter	1. Key Result Area Grafting fruit trees 2. Activities Grafting of trees and budding	A	A2

	Grafting trees from lemon to oranges and from orange to lemon Remove tap after grafting in two weeks Supervise contract workers during the process of harvesting oranges from the field Supervise contract workers in weeding and pruning on tree 3. Decisions Decides on grating process whether to change from orange to lemon or lemon to orange 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 6 months on the job experience 7. Essential Skills Communication skills Organizational savvy Tree grafting skills		
Head Foreman	1. Key Result Area Allocation of work and supervising general workers 2. Activities Updating of flower picking records every day Mark attendance register	B	B4

	Allocation of work to general workers Give workers tool for use in their assigned works Supervise general workers in weeding, flower picking, thinning & removal of short stem Crop propping Supervise workers in bed making and planting of flowers 3. Decisions Decides on work to be done and allocation of work 4. Planning Planning on the routine cycle of activities 5. Minimum Education 5 O level 6. Minimum Experience 1 year on the job Experience 7. Essential Skills Communication skills Organizational savvy Supervisory skills Technical expertise		
Health and Safety Worker	1. Key Result Area Health and Safety 2. Activities Conducting complex checking	B	B2

	Compiling reports on cleanliness of the complex Compiling records Conducting departmental training on safety and health and emergency response, ETI Carry out safety audits Act as a First Aider Maintain good hygiene in the whole farm and the compound Supervising the Cleaners, Domestic Worker and Gardner Recommending repairs 3. Decisions Makes routine operational decisions 4. Planning Plans the prioritisation of tasks 5. Minimum Education Five O Levels Passes 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy		
Farm Health Worker	1. Key Result Area Farm health issues management 2. Activities	B	B3

	Attend to all sick farm workers Treat minor disease of sick workers Recommend transfers of serious sick employees to the local clinic Keep and maintaining of farm workers health records Provide health education to farm workers Offer counselling sessions to farm workers Keep records of medications at the farm clinic Conduct first aid treatment to farm workers Test and treatment of malaria to farm workers Conduct outreach programs such as training on outbreaks. Conduct pregnancies test of on farm women workers or wives of farm works Educate farm workers on HIV/AIDS and issue protector plus (condoms to farm workers)		
3.	Decisions Decides on medical prescription for farm workers Decides on patience referrals Decides on medication for stocking Decides on content of awareness programs for farm workers		
4.	Planning Re order levels of medical requirements at the farm Outreach awareness programs to farm works in the compound		
5.	Minimum Education 5 O Levels Nurse Aid certificate		

	6. Minimum Experience 6 Months Experience 7. Essential Skills Communication skills Confidentiality Health diagnosis skills Knowledge of medicines for prescriptions Organizational savvy		
Herbs Grader	1. Key Result Area Provide general work services at the farm in the field and pack shed 2. Activities Removing herbs from the drying bins / racks Grading of mint, paper mint, spear mint Grading and packing of herbs such as paw-paw leaves Drying of herbs before packing Packing of herbs as per orders received such as 8.1 KGs Clean pack shed tables , floor , toilets 3. Decisions Decides quality of herbs when packing 4. Planning N/A 5. Minimum Education General knowledge plus ability to read and write	A	A2

	6. Minimum Experience 3 months on the Job Experience 7. Essential Skills Communication skills Organizational savvy Knowledge of mixing herbs		
Irrigation Foreman	1. Key Result Area Supervision 2. Activities Planning the work schedule Conduct safety talk meetings on a daily basis Write job sheets for the Irrigators Ensure that pumps are working Checking the performance of the Irrigators All sprinklers should be working properly line by line There should be no leakages There should be no blockages Checking if there is enough domestic and water and rectify if there isn't enough water. Ensure that all lines have been irrigated Check the jets on a three hourly basis. Training the new Irrigators Writing ad hoc reports 3. Decisions	B	B4

	Decides on the increase of lines for the supply of water. Decides on manpower requirements Decides on standards of performance for the workers Decides on disciplinary measures for truant workers 4. Planning Plans targets for the workers on a daily basis Plans work schedules on a daily basis 5. Minimum Education 5 O level passes 6. Minimum Experience 1 years 7. Essential Skills Communication skills Organizational savvy Supervisory skills Technical skills		
Irrigation Supervisor	1. Key Result Area Supervision 2. Activities Planning the work schedule Marking the attendance register for the Irrigators Allocating duties to the Irrigators Supervising the Irrigators Ensure that pumps are working	B	B5

	Ensuring that the sugarcane field is irrigated according to instructions. Checking if there is enough water and rectify if there isn't enough water. Checking if water is reaching all the parts of the field Reporting to the Manager on the operations at the field 3. Decisions Decides on manpower requirements Decides on standards of performance for the workers Decides on disciplinary measures for truant workers 4. Planning Plans targets for the workers on a daily basis Plans work schedules on a daily basis 5. Minimum Education 5 O level passes Certificate/Diploma in Agriculture or equivalent 6. Minimum Experience 1 years 7. Essential Skills Communication skills Organizational savvy Supervisory skills Technical skills		
Irrigator 1	1. Key Result Area Irrigation	A	A3

	2. Activities Assess the irrigation pipe line Attend to any pipeline blockages Repairs of irrigation pipes Monitor the flowing of water in through drip irrigation Installation of new main irrigation pipelines in new field Changing of old pipes in the banana plantation 3. Decisions Decides on changing of old pipelines in the field 4. Planning N/A 5. Minimum Education General Secondary Education 6. Minimum Experience 6 Months Experience 7. Essential Skills Communication skills Irrigation skills Organizational savvy		
Irrigator 2	1. Key Result Area Irrigation of flowers 2. Activities Irrigate flowers through drip irrigation process	A	A2

	Attend to overhead irrigation in other fields of flowers Apply chemical and fertilizers through drip irrigation (fertigation) Attend to any other work irrigation work as may be assigned from time to time 3. Decisions Decides on moisture content before irrigations 4. Planning N/A 5. Minimum Education General knowledge plus ability to read and write 6. Minimum Experience 3 months on the job Experience 7. Essential Skills Communication skills Organizational savvy Knowledge of flowers		
Junior Foreman	1. Key Result Area Supervision 2. Activities Allocation of work to general workers in the fields of tobacco and blue-berries Mark attend register for general workers in the field Set standards for workers in the field and supervise their performance	B	B3

	Supervise the process of bagging manure in the field Supervise the harvesting of blueberries Supervise the butting of blueberries small shrubs after harvesting Supervise workers in the maize, peas and blueberries field in weeding Oversee the fertilizer application and harvesting of tobacco. 3. Decisions Decides on field work activities Decides on number of general workers required in the field 4. Planning Plans targets for the workers on a daily basis Plans work schedules on a daily basis 5. Minimum Education Passes at O level 6. Minimum Experience 1 year experience on the job 7. Essential Skills Communication skills Organizational savvy Supervisory skills Technical skills		
Junior Foreman (Spraying)	1. Key Result Area Supervision	B	B3

	2. Activities Receive instructions from the Senior Foreman on the work for the day Receiving chemicals from the Senior Foreman Filling the tanks with water. Mixing the chemicals with water in the tanks Blending the water with the chemicals Giving instructions to the Sprayers Supervising and monitoring the Sprayers during the spraying process ensuring that the whole plants are being sprayed Participate in the spraying process Recording the time the tank started to dispense the spray and time it finished the spray. Reporting to the Senior Foreman 3. Decisions Decides on the mixing ratios Makes other routine operational decisions 4. Planning Duties on a daily basis 5. Minimum Education Passes at O level 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy		

	Supervisory skills		
Junior Foremen (Tobacco)	1. Key Result Area Field work 2. Activities Compiling the timesheets Supervising workers doing the following tasks in the field - Land preparation - Bed making - Sowing - Irrigation - Spraying - Application of fertilisers - Topping Updating the Supervisor on the activities Going round the field checking the density of weeds 3. Decisions Decides on the quality of tobacco Decides on manpower requirements 4. Planning Plans tasks on a daily basis 5. Minimum Education Passes at O level 6. Minimum Experience 1 year	B	B3

	7. Essential Skills Communication skills Organizational savvy Supervisory skills		
Loader	1. Key Result Area Loading and offloading 2. Activities Housekeeping Receiving instructions from Foreman Loading and offloading citrus fruits, inputs etc Stacking the pocketed oranges 50 pockets per pallet Checking and recording tonnage being loaded and offloaded Securing the load after loading the pockets onto trucks 3. Decisions Routine operational decisions 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months 7. Essential Skills	A	A2

	Communication skills Organizational savvy		
Lorry Assistant	1. Key Result Area Accompanying orders to the customers 2. Activities Loading and offloading produce and supplies Checking delivery notes and invoices for bananas to be delivered Ensuring that the correct quantities of bananas are loaded according to the invoices and delivery notes Offloading the bananas according to the invoices and delivery note ensuring that the correct quantity are offloaded Collecting supplies which will be coming to the farm ensuring that the correct items and quantity are loaded onto trucks Assisting at the workshop 3. Decisions Decides on the accuracy of loads Makes other routine operational decisions 4. Planning N/A 5. Minimum Education Passes at O level 6. Minimum Experience 3 months	A	A3

	7. Essential Skills Communication skills Organizational savvy Numerical skills		
Maid	1. Key Result Area Cleaning of houses 2. Activities Washing plates used the previous day Cleaning the houses or guest house as the case may be Bathing the children and changing their clothes Assisting in washing of clothes, blankets, sheets etc. Cooking food for guests Bed spreading in the guest houses' Child minding 3. Decisions Decides on when to do particular chores 4. Planning Daily chores when there are guests 5. Minimum Education Ability to read and write 6. Minimum Experience 1 month 7. Essential Skills	A	A2

	Communication skills Organizational savvy High standard of hygiene		
Maintenance Assistant	1. Key Result Area Assistance services in repairs and maintenance at the Estate 2. Activities Assist in maintenance of the buildings at the Farm Assist in plumbing works Assist in maintenance of greenhouse tents and sheds Assist in fencing the farm Assist in maintenance of farm village Attend to any other duty as may be required and assigned from time to time 3. Decisions Decides on work prioritization 4. Planning N/A 5. Minimum Education General knowledge plus ability to read and write 6. Minimum Experience 3 months on the job Experience 7. Essential Skills Communication skills	A	A3

	Organizational savvy		
Mechanic (Skilled)	1. Key Result Area Repair and servicing of vehicles 2. Activities Checking brakes of the vehicles Servicing of farm machinery, Maintenance and repairing vehicles, tractors and machinery Ensuring that all farm machinery is up and running without breakdowns Repairing and servicing of tractors and vehicles Carrying out mechanical checks on all farm machinery Safekeeping of tools being used at the moment Attending to electrical faults Driving duties Welding duties 3. Decisions Decides on type of repair of service to be done on vehicles and machinery at the farm Decides on bill of quantities 4. Planning Servicing of vehicles when due Prioritisation of tasks at hand 5. Minimum Education Five O level passes Class 1 journeymen	C	C2

	6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Technical skills Estimation Numerical Report writing		
Mechanic (semiskilled)	1. Key Result Area Repair and servicing of machinery and vehicles 2. Activities Receiving breakdown reports Respond and assess the nature of breakdown Requesting for materials/spares to repair the vehicles or machinery Assist in carrying out the appropriate repairs for tractors, planters, pumps, generators, motor vehicles, etc. Record the parts used in the repair Assist the Mechanic in assessing vehicles and machinery and recommending future repairs or services. Carry out general service of machinery Maintain records of services. Assembling materials. Welding 3. Decisions	B	B2

	Decides on spares for use in repairing machinery and vehicles. Decides on type of service to be undertaken Decides on work schedules for Mechanics Decides to condemn obsolete machinery 4. Planning Work schedules Prioritisation of tasks to be done 5. Minimum Education O Level passes 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Technical skill Supervisory skills Trainable		
Hammer Mill Operator	1. Key Result Area Operate machine in mixing of herbs 2. Activities Checking the condition of the machine ie, presence of leaks, oil, cleanliness of the machine.	A	A3

	Carrying of seed to milling machine and resultant meal to production room Milling baobab seed Recording of milling production 3. Decisions N/A 4. Planning N/A 5. Minimum Education Five O level passes 6. Minimum Experience None On the job training 7. Essential Skills Communication skills Organizational savvy		
Nurse Aide	1. Key Result Area Provision of health and safety 2. Activities Conduct general cleaning of the clinic and the surrounding area Conduct health talk with the workers on a daily basis. Conduct observations on patience for the following Body temperature	B	B3

	Blood pressure and pulse Weight Height MUAC Carry out interviews with patients Do diagnosis Give treatment according to diagnosis Receive instructions from the Sister in Charge from time to time Conduct baby clinic as and when asked to do so by the sister in Charge Conduct health education campaigns in the community Do dressing, auto claving and dressings Escort patients to the hospital where necessary		
	3. Decisions Decides on treatment to be administered in the absence of the nurse Decides on the health campaigns Decides on baby clinic days		
	4. Planning Work schedule		
	5. Minimum Education O level passes Community Basic Health Course (CBHC) Nurse Aide Certificate First Aid Certificate		
	6. Minimum Experience		

	6 months		
	7. Essential Skills Communication skills Organizational savvy Diagnostic Knowledge of medical terminology		
Nursery Hand	1. Key Result Area Nursey Preparations 2. Activities Preparation of pots for nursery Banana seeding Watering seeds on an ongoing basis Monitoring seeds for 3-4 months Application of fertilizers in banana seed beds and nursery Banana stem cleaning 3. Decisions Decides on when to spray the nursery Decides on when to do the watering 4. Planning 1. Decides on when to spray the nursery 2. Decides on when to do the watering 5. Minimum Education General Knowledge	A	A2

	6. Minimum Experience 6 months experience 7. Essential Skills Communication skills Nursery care skills		
Oil Press Operator	1. Key Result Area Machine operation 2. Activities Checking the condition of the machine ie hydraulic oil, gear oil, cleanliness of the machine prior to pressing oil Checking the quality of the seed before pressing Pressing and filtering oil from various seed and nuts as per production plan Packaging the processed oil Recording the production on processing sheets Receiving of seed Conducting housekeeping 3. Decisions N/A 4. Planning N/A 5. Minimum Education Five O level passes	B	B1

	6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy		
Pack shed Clerk	1. Key Result Area Clerical duties 2. Activities Attend safety talk on a daily basis Receive verbal request for work to be done Issue out tools as per request Conduct stock take on a monthly basis. Do data capturing for the following Fruit received vouchers Fruit transfer voucher Fruit waste voucher Packed fruit voucher Compile daily report for stock movement and submit to the Supervisor Checking quality of data that will have been captured. Compile weekly and monthly reports. Request requirements for the Pack shed from main stores Relives the Stores Clerk. 3. Decisions Decides on what duties or tasks to do on a daily basis.	B	B3

	4. Planning Work schedule 5. Minimum Education 5 O level passes 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy Excel ICT skills		
Pack shed Stores Clerk	1. Key Result Area Maintenance of stores records 2. Activities Attend safety talk meeting on a daily basis. Compile stock reports and submit to Supervisor Receive orders from the Supervisor. Despatch the orders to Sales Attendant using first in first out Compile fruit transfer voucher and fruit waste voucher. 3. Decisions Decides on the prioritization of orders 4. Planning	B	B3

	Plans own work schedule on a daily basis. 5. Minimum Education O Level passes 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy Numerical skills Record keeping		
Spray Painter	1. Key Result Area Repair and paint spraying of machines and pumps 2. Activities Repairs of machines at the Estate and paint spraying Repairs irrigation pumps and spray paint them Repairs and paint spraying of Estate Offices Attend to other workshop breakdowns and assist 3. Decisions Decides on repairs and paint spraying 4. Planning N/A	A	A2

	5. Minimum Education General knowledge 6. Minimum Experience 3 months on the job Experience 7. Essential Skills Communication skills Organizational savvy Paint spraying skills		
Pre-Wax Attendant	1. Key Result Area Wax polishing of oranges before packaging 2. Activities Mix 2.4D calitix, Thiabendazole, imazacure and wax. Apply wax mixture to the fruits Dry the fruits before and after wax application Make to up wax mixture Clean the area. 3. Decisions Decides quantities of wax content during the mixing process 4. Planning N/A 5. Minimum Education O Levels	A	A2

	6. Minimum Experience 3 months on the job experience		
	7. Essential Skills Communication skills Organizational savvy		
Petal Remover	1. Key Result Area Removing unwanted petals from banana plants	A	A2
	2. Activities Counting banana flowers in the plantation Cutting of flower petals Banana bunch caring Cutting of yellow leaves from the plant Sleeving of bananas Tying of banana stems De-suckering on banana plants		
	3. Decisions Decides on Banana Bunch Caring activities (cutting of yellow leaves, sleeving and de-suckering) Decides on flowers to cut off from the banana plant		
	4. Planning N/A		
	5. Minimum Education		

	General Knowledge 6. Minimum Experience 3 months experience on the job 7. Essential Skills Communication skills Organizational savvy Banana bunch caring skills		
Pivot Operator	1. Key Result Area Pivot Operation 2. Activities Carry out handover/takeover Checking the movement of the pivot and tyre pressure Setting the pivot in terms of speed Checking if there is enough electricity i.e., 380 volts Checking if pressure is at 2 bars and above Checking if water is being received from the pump Checking the pivots for any blocked nozzles Unblocking all the blocked nozzles In case of blockages, dig the main line and cover it again after repairs Checking tyre pressure and rectifying if there are anomalies Checking faults and reporting to Workshop if there are any challenges which can't be solved Stopping the pivot in case of malfunction Changing lateral pipes. Assisting in other duties when called upon to do so.	A	A3

	3. Decisions Decides on stopping the pivot in case of malfunctioning Routine operational decisions 4. Planning N/A 5. Minimum Education General knowledge plus ability to read and write 6. Minimum Experience Three months 7. Essential Skills Communication skills Organizational savvy Technical skills		
Plumber (skilled)	1. Key Result Area Plumbing 2. Activities Carry out new installations of the whole plumbing system, like water closet pans, wash hand basins, pressure geysers, and water reservoirs. Installing and repair of submissible pumps, geysers and water reservoirs. Assessing plumbing work to be done and compile bill of quantities. Carry out the works after receiving materials from stores. Drain laying. Pipe fitting.	C	C2

	Carry out any plumbing repairs as may be assigned from time to time. Carry out general inspection of plumbing works at the farm. Attend to plumbing blockages. Recommending further works. Supervision of subordinates. Writing reports Housekeeping.		
	3. Decisions Decides on bill of quantities for work to be done Decides on substitution of materials to use as a way of improvising.		
	4. Planning Prioritisation of work to be done on daily basis.		
	5. Minimum Education O level passes Class 1 Journeyman		
	6. Minimum Experience 1 year		
	7. Essential Skills Communication skills Organizational savvy Technical skills. Numerical Estimation		

Plumber Foremen (semi-skilled)	1. Key Result Area Supervision of the general functions 2. Activities Planning tasks for the day Marking the times sheets Assign, delegate and deploy workers Demonstrating how tasks should be done(leading by example) Monitoring performance ensuring that tasks are done as per instructions Setting targets in consultation with the Workshop Manager. Solving operational challenges on a daily basis Referring serious challenges to the Workshop Manager Standing in place of absentee workers Requesting materials to be used. 3. Decisions Decides on performance targets Decides on materials Decides on daily tasks 4. Planning Work plan Prioritisation 5. Minimum Education Passes at O level General Knowledge	B	B2

	6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Supervisory Planning		
Plumber (semiskilled)	1. Key Result Area Irrigation plumbing 2. Activities Installation of geysers, toilets seats Repair and maintain plumbing works Assessing the extent of work to be done Determining materials Requesting materials from stores Carry out works Painting, tiling carpentry Carry out home plumbing 3. Decisions Decides on materials to use in repairing pipes 4. Planning Plans own work schedule on a daily basis 5. Minimum Education	B	B2

	Ability to read and write 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Technical skills		
Pocketer	1. Key Result Area Pocketing harvested fruits 2. Activities Receiving oranges for pocketing Pocketing oranges according to count Checking the condition of the fruit to be packed Removing bad fruit, soft fruit, hard fruit and rotten fruits Housekeeping, high standards of hygiene. 3. Decisions Decides on the quality of fruit to be pocketed Decides on the count in which fruit should be pocketed 4. Planning N/A 5. Minimum Education General knowledge plus ability to read and write 6. Minimum Experience	A	A2

	3 months		
	7. Essential Skills Communication skills Organizational savvy		
Packer 1	1. Key Result Area Packing 2. Activities Packaging of oranges into 15 Kgs and 20 Kgs Pack on targets of 250 bags per day per person or 180 boxes Attend to general work such as weeding in the orange plantation Carry out any duties assigned by the supervisor in the field . 3. Decisions Decides on quality and size of oranges during the packing 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy	A	A2

Packer 2	1. Key Result Area Packing flowers/blueberries 2. Activities Attending the safety talk on a daily basis Checking the quality and size of sleeves Rinsing the flowers before packing Placing the flowers in sleeves Packing the flowers in boxes according to size and count Loading boxes onto vehicles Removing poor quality flowers Grading of blueberries by size such as size 12, 14,16,18 and 20 Grade quality blueberries for export Packing of blueberries in 125grams per pack and box in 12 X 125 grams Attend to general work in blueberries during off season for packing Grading and packing of peas and maize 3. Decisions Decides to remove poor quality flowers from packing Routine operational decisions 4. Planning N/A 5. Minimum Education General knowledge plus ability to read and write 6. Minimum Experience 3 months	A	A2

	7. Essential Skills Communication skills Organizational savvy		
Pest Controller	1. Key Result Area Pest control 2. Activities Checking bait stations and see if there any activities Checking the stations which will be active and those not active Scraping where bait has been eaten so that next time would check to see if there will be further activity Rebaiting until there is no more activity Picking and disposing dead pests and insects Counting and recording dead pests Checking for areas where there is a possibility of finding snakes and place chemicals or pills Recording sample at intake Record keeping Writing reports to Management 3. Decisions Decides on new bait stations 4. Planning Plans daily tasks 5. Minimum Education Ordinary level passes	A	A2

	6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy		
Potato Grader	1. Key Result Area Grading potatoes 2. Activities Grading potatoes according to the following Size of the potato; large small, medium, chars, rejected Checking the quality of the potatoes Rotten, damaged, greenish in colour Packing the potatoes in 15kg bags and in accordance with the size Loading the potatoes for the market Disposing of the damaged potatoes 3. Decisions Decides on the quality and grades of potatoes 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months	A	A2

	7. Essential Skills Communication skills Organizational savvy Good knowledge of potatoes quality		
Pre Grader	1. Key Result Area Grading of oranges by size and quality 2. Activities Pre grading of oranges in the shed Remove oranges infected by FCM and CBS Remove all juice fruit (4 th grade, under size, oversize and deformed) Select first and second-class oranges for export and third class for local markets 3. Decisions Decides on sizes and quality of oranges to classify into 1st, 2nd and 3rd class oranges 4. Planning N/A 5. Minimum Education General knowledge plus ability to read and write 6. Minimum Experience 3 months on the job experience 7. Essential Skills	A	A2

	Communication skills Organizational savvy Orange grading skills		
Pre-Harvest Auditor	1. Key Result Area Preharvest Auditing 2. Activities Auditing the activities in the banana plantations Issue of quality audit reports on weekly basis Pack shed assessment on quality of banana during the packing process Inspect day to day field activities in line with Global Gap standards Check process compliance with Global Gap standards and issue reports 3. Decisions Decides on quality of bananas for exports Decides on process compliance with the Global standards 4. Planning Weekly field inspections and issuing of quality audit reports 5. Minimum Education 5 O Levels including Mathematics and English 6. Minimum Experience 1 year experience 7. Essential Skills Communication skills Organizational savvy	B	B3

	Report writing skills		
Production Clerk	1. Key Result Area Capturing of records of production 2. Activities Issuing out tools by recording the tools that will have been collected by individual for use on a daily basis Receiving the tools from the workers after work on a daily basis. Capture records of workers according to their departments Compiling and capturing records of reaped bananas in the analysis book. Compile records of packed bananas per size Writing memos, letters and leave forms for workers. Safe keeping of tools Keep records of all tolls. 3. Decisions Routine operational decisions 4. Planning N/A 5. Minimum Education 5 O level passes 6. Minimum Experience 1 year 7. Essential Skills	B	B2

	Communication skills Organizational savvy Report writing		
Pump Attendant 1	1. Key Result Area Operate pump to supply water during irrigation 2. Activities Open pump valves and prime for pressure Check the pressure of water from the pump Monitor the flowing of water into the field Liaise with the pivot operator Operate 4 pumps for the Estate in supplying water into the field Attend to other general work such as weeding in the field. 3. Decisions Decides pressure of pump as it supply water 4. Planning N/A 5. Minimum Education General knowledge plus ability to read and write 6. Minimum Experience Three months 7. Essential Skills Communication skills	A	A3

	Organizational savvy Pump operating skills		
Pump Attendant 2	1. Key Result Area Operate the pivot for water supply 2. Activities In charge of the pumping station and yard Ensures that all pumps are in good operating condition before starting work every day. Ensures that there is adequate water supply from the source (river) Ensures that there is enough pumping pressure (bars) Ensures that all filters are operating correctly and efficiently. Supply adequate water to the orchard as per irrigation schedule Report any faults to the supervisor or manager Regularly checks salt levels at the tank Assist in fertilizer application in the field 3. Decisions Decides on speed and pressure in water supplying 4. Planning N/A 5. Minimum Education General Knowledge plus ability to read and write 6. Minimum Experience 3 months on the Job Experience	A	A3

	7. Essential Skills Communication skills Organizational savvy Pump operating skills		
Pump Mechanic	1. Key Result Area Pump repairs, service, maintenance and installation 2. Activities Receiving breakdown reports Assessing extent of breakdowns. Establishing requirements. Requesting for materials from stores Repairing or fixing pumps. Mounting or installing pumps. Conducting test runs for new installations or repaired pumps. Servicing pumps periodically i.e. every 6 months Assist motor mechanic when called upon to do so. 3. Decisions Decides on bill of quantities for repairs, maintenance and new installations. 4. Planning Prioritisation of work to be done. 5. Minimum Education 5 O level passes Certificate in Pump mechanics	B	B1

	6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Technical skills Diagnostic skills		
Pump Operator	1. Key Result Area Pump Operation 2. Activities Operating pump every day to ensure water supply for irrigation Assess the working condition of the pump everyday and report any faults Assess the pressure of water and adjust valves accordingly Recording of pump meter reading Safeguarding of 6 pumps Attend to general work such as weeding in the banana plantation 3. Decisions Decides on the pressure of water and adjust accordingly 4. Planning N/A 5. Minimum Education General Knowledge / Basic Secondary education	A	A2

	6. Minimum Experience 6 months Experience 7. Essential Skills Communication skills Pump operating skills		
Quality Checker	1. Key Result Area Banana Quality Checking 2. Activities Attend safety talk meeting on a daily basis. Deploy delegate and assign duties to Packers Check the quality of bananas in terms of size, quality, chemicals used, dipping, blemishes, readiness to be ripened. Checking the quality of packaging. Check the quality of produce by removing rejects, removing poor quality or damaged , wrong sizes, from the boxes or prepacks, replacing the damaged bananas with good quality bananas, closing the boxes using lids. Supervision of Packers Compile packaging and other reports Requesting stationery and other requirements. 3. Decisions Decides on the performance of packers. Decides on the quality of apples Decides on condemning bad quality apples.	B	B3

	4. Planning Plans work tasks and schedule for Packers 5. Minimum Education General knowledge 6. Minimum Experience year experience 7. Essential Skills Communication skills Organizational savvy		
Quality Checker 2	1. Key Result Area Quality Checking 2. Activities Attend safety talk meeting on a daily basis. Deploy delegate and assign duties to Packers Check the quality of bananas/Flowers in terms of size, quality, chemicals used, dipping, blemishes, readiness to be ripened. Checking the quality of packaging. Check the quality of produce by; removing rejects, removing poor quality or damaged , wrong sizes, from the boxes or prepacks, replacing the damaged flowers/bananas with good quality flowers/bananas, closing the boxes using lids.	B	B3

	Supervision of Packers Compile packaging and other reports Requesting stationery and other requirements 3. Decisions Decides on the performance of Packers. Decides on the quality of bananas Decides on performance of workers. 4. Planning Plans work tasks and schedule for Packers 5. Minimum Education General knowledge Ability to read and write 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy		
Quality Checker (Pack shed)	1. Key Result Area Quality Checking 2. Activities Attend safety talk meeting on a daily basis.	B	B3

	Deploy delegate and assign duties to Packers Check the quality of bananas which will be coming from the field in terms of size, quality, chemicals used, dipping, blemishes, readiness to be ripened. Checking the cleanliness of the tractor trailers Ensuring the workers offloading the bananas are not damaging the bananas. Ensuring that the Graders are applying the chemicals on the bananas Continuously checking that the Packers are not mixing grades and sizes of bananas Ensuring that the Recorder is recording the correct grade and quality of bananas Checking the quality of packaging. Ensuring that the Forklift Operator is not mixing the grades and quality of bananas Verifying total tonnage		
3.	Decisions Decides on the quality of bananas		
4.	Planning Plans own work tasks and schedule		
5.	Minimum Education Five O level passes		
6.	Minimum Experience 1 year		
7.	Essential Skills		

	Communication skills Organizational savvy Observant Good knowledge of banana farming and handling		
Quality Controller 1	1. Key Result Area Quality control 2. Activities Check on staff hygiene including washing hands, trimming of nails, dressing and general smart appearance Supervise general laborer on grading of peas and separate local products from what can be exported Check the cleanness of delivery vehicles Check the temperatures in trucks to preserve peas Take of quality samples of peas from each packed crate Check for any defects and diseases on peas before packaging Issue reports on findings on peas before packages Inspect the pallets for packing peas Scan the quality of all peas being exported Check the temperature of peas at the point of dispatching 3. Decisions Decides on the quality of peas before packaging for export Decides on the presentation and smartness of general workers before they work on peas grading 4. Planning	B	B3

	N/A 5. Minimum Education Ordinary level + Inhouse training 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy		
Quality Controller 2	1. Key Result Area Quality Control Top Table Quality Control 2. Activities Ensure that all employees have observed hygiene requirements Ensure that all workers take their positions\ Instructing Waiter to bring out produce from the cold-room into the packhouse Apportion produce to the Packers and Graders Teaching and training the graders on how to grade and pack the produce Monitoring the grading and packing process to ensure that processes are being done according to set standards Monitoring the process before handing over to the next Quality Controller Teaching and training Packers how to weigh the prepacks and loose produce for both peas and blue berries	B	B3

	Checking if the scales are in good working condition by using a sample weight Monitoring the scaling process after packing Monitoring the order assembling process labelling boxed produce according to customer Submit packed produce for dispatch Writing reports on a daily basis		
	3. Decisions Decides on the quality of the produce to be packed 4. Planning Plans tasks on a daily basis according to customers' orders and availability of produce 5. Minimum Education Five O level passes Internal training programmes 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Supervisory skills Good understanding of horticulture		
Quality Controller (Field)	1. Key Result Area	B	B1

	Quality control in the field 2. Activities Sweeping the reaping station(housekeeping) Doing the following tasks during the reaping process Checking the quality of produce being reaped Supervising the Reapers Ensuring that Reapers select and separate good produce from bad produce Doing other duties if there is nothing to harvest 3. Decisions Decides on the quality of produce 4. Planning N/A 5. Minimum Education Five O levels passes 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Supervisory skills		
Quality Controller (Finished Products)	1. Key Result Area Quality control	B	B3

	Pest Control 2. Activities Conduct prestart up checks right round the premise Conduct shelf-life assessment Conduct finished product assessment of quality, weights, packaging used etc. Conduct induction and training of staff joining the packhouse and security Conduct monthly training for all packhouse staff and security Carry out hygiene checks at the toilets twice a day for both gents and ladies Review policies and make necessary recommendations to management Recording of waste products issued out to employees or to dump. Inspect bait stations on daily basis Rebait stations where bait has been eaten but there being signs of activity Record dead rodents Dispose dead rodents Do visitor questionnaire write reports 3. Decisions Decides on recommendations to be made to Management on issues of quality Decides on bait stations Decides on training calendar 4. Planning		

	Training programs on a monthly basis Daily tasks 5. Minimum Education Five o level passes Internal training programmes 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy		
Reaping Clerk	1. Key Result Area Clerical Duties 2. Activities Weigh bananas from the field Update harvesting reports Calculate yields per block per day Calculation of weekly harvest Submission of harvest reports on weekly basis Compiling of timesheets using attendance registers 3. Decisions Decides on submission of harvest reports 4. Planning Plan on production of weekly and monthly reports	B	B3

	5. Minimum Education 5 O levels 6. Minimum Experience 1 year experience 7. Essential Skills Communication skills Report writing skills Organizational savvy		
Receiving Clerk	1. Key Result Area Receiving and dispatching of goods and Bananas 2. Activities Receiving of bananas from the field Weighing of bananas received and update stores records Writing of good received vouchers after weighing bananas received and enter into the computer system Calculate tonnage of banana harvest per field Keep bananas in storeroom Monitoring and controlling of temperatures in the storeroom Dispatching of bananas as per order received Assist in loading of bananas being dispatched 3. Decisions Decides on temperatures in the storeroom 4. Planning	B	B3

	Plan on days of stock takes in the Storeroom 5. Minimum Education 5 O levels 6. Minimum Experience 6 months on the job 7. Essential Skills Communication skills Organizational savvy		
Receiving Supervisor	1. Key Result Area Account for all incoming farm products and issue production reports 2. Activities Check temperatures in the cold room every morning Taking morning stock takes of products in the cold room Issue out product (peas, strawberries and blueberry) Weigh all outgoing products and update the stock sheet Receive all products from the field, weigh them and put in cold room Update stock sheet on receipt of incoming farm harvest Clean crates for packaging of products Account for the movement of products and crates from the cold room. Pack boxes of peas, strawberry and blueberries on pallets according to orders Assess the temperatures of products before dispatching Check the cleanness of boxes before dispatching Compile production reports on weekly and monthly basis	B	B5

	3. Decisions Decides on quality of products before deliveries 4. Planning Plan on dispatching of orders on a first in first out basis Plan on compiling and submission of dispatch reports 5. Minimum Education Levels A professional course in Stores Management 6. Minimum Experience One year on the job experience 7. Essential Skills Communication skills Organizational savvy Report writing skills		
Receptionist	1. Key Result Area Operate switchboard and receive incoming visitors 2. Activities Receive visitors and direct them to specific offices at the Farm Assist walk in visitors with general information Take down messages from incoming calls when the required persons are not in office Make calls for staff and record all outgoing calls	B	B2

	Manage the company email (incoming inquiries) Take minutes in management meetings and circulate within three days Take notes during crop – walk and produce a report for management decision making Make teas for meetings Assist the Human Resource Manager and General Manager with any secretariate duties as may be requested from time to time		
	3. Decisions Decides on snakes and lunches for management meetings Decides on general information to share with walk in customers and on telephone		
	4. Planning Plan for management meetings and minute taking thereof Plan for the production of field reports after crop – walk in the field		
	5. Minimum Education Levels Diploma in Secretariate		
	6. Minimum Experience 6 months on the job experience		
	7. Essential Skills Communication skills Organizational savvy Minute taking skills Switchboard operating skills		

Safari Camp Maid	1. Key Result Area Cleaning ablution facilities	A	A2
	2. Activities Cleaning the toilets at the camp Cleaning the restaurant/ kitchen Requesting for cleaning materials on time and according to the number of toilets Replenish fridge stock Report any faults to Manager Serving the camp visitors Safekeeping of cleaning materials and chemicals Cleaning the surrounding area in the assigned places of operation. Washing , ironing clothes		
	3. Decisions Decides on routine intervals to check the state of the toilets.		
	4. Planning Requesting materials on a weekly basis		
	5. Minimum Education General knowledge		
	6. Minimum Experience 1 month		
	7. Essential Skills Communication skills Organizational savvy		

	High standard of hygiene		
Scale Boy/Operator	1. Key Result Area Weighing of bananas 2. Activities Weighing of bananas from the fields Recoding of banana weights Keep and maintain records Checking of qualities of bananas and separate them by quality before stacking them Strapping of banana crates and pallets Recording of banana pallets packed 3. Decisions Quality of bananas before packaging 4. Planning N/A 5. Minimum Education O level 6. Minimum Experience 3 months on the job 7. Essential Skills Communication skills Report writing skills	A	A3

Crop Scout	1. Key Result Area Providing scouting services by identifying crop diseases and pest affecting crops in the field 2. Activities Collect scouting sheet every morning and get into the field Patrolling the field and check on crop diseases and pest Assess crop diseases on flowers and leaves of oranges Record any identified diseases and pest on the sheets Recommend for chemical spraying on identified crop diseases and pest Take soil and leaf samples for laboratory testing. Check for sprays efficacy . Attend to other duties such as spray, harvesting in the field at the peak of the season and any other duties delegated by the supervisor. 3. Decisions Decides on the threshold to call for immediate chemical spraying in the field 4. Planning Plan on intervals for patrolling in the field 5. Minimum Education O Levels 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills	B	B1

	Organizational savvy Report writing and scouting skills		
Scout Researcher	1. Key Result Area Scouting in the field to identify and recommend chemical spraying for pests and crop diseases 2. Activities Conduct researches on crops and soils in the fields Assess diseases on variety of crops before planting Assess the growth patterns of crops and diseases affecting blueberries in the field Assess the flower buds at juvenile stage and count flowers including full bloom Assess the fruit colors and determine the quality Calculate the days vegetation period up to reaping and production duration eg (68-89 days early maturity, 90-99 days medium maturity, 100 and above late maturity) Calculate yield per hectare Recommend for variety of crops depending on results from the research. 3. Decisions Decides on research measurements and criteria to determine growth 4. Planning N/A 5. Minimum Education O Levels 6. Minimum Experience	B	B1

	3 months on the job experience 7. Essential Skills Communication skills Organizational savvy Crop research skills		
Section Head (Citrus)	1. Key Result Area Supervision 2. Activities Marking attendance registers for the workers under supervision Allocate, assign and delegate duties on a daily basis Monitor the performance of Irrigators to ensure that all plants are receiving water. Checking pressure at the pump and field Writing irrigation reports Supervise the application of fertilisers Account for all materials being used 3. Decisions Decides on manpower requirements Decides on duties and tasks for the day 4. Planning Plans writing reports on a weekly basis Plans tasks and duties on a daily basis 5. Minimum Education Passes at O level	B	B4

	6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Supervisory skills Report writing skills		
Security Corporal	1. Key Result Area Security 2. Activities Conducting parade checking if there are any absentees, checking fitness of Security Guards, drunkenness and smartness Mark attendance register for security guards Deploying Security Guards to their different guard points and positions Checking if there are any with personal problems Replacing absentee security guards Compile duty rosters making provisions for off days, positions and number of days. Writing reports as and when necessary Checking the OB. Checking the conduct of SG Verifying quantities on invoices and delivery notes against the physical count during Dispatch. Verifying and counting inputs being sent to the field on a daily basis. Recording inputs being sent to the field reducing balances in the record books	B	B2

	Conducting farm patrols on bicycle 3. Decisions Decides on the compilation of duty roster. Decides on Guards deployment Decides on disciplinary issues Decides on manpower requirements for Security Guards 4. Planning Duty roaster Deployments Patrols 5. Minimum Education Passes at O level Security Training 6. Minimum Experience 1 year Experience 7. Essential Skills Communication skills Organizational savvy Observant Well organized Report writing skills		
Security Guard	1. Key Result Area	A	A3

	Security of assets		
	2. Activities Attend deployment parade and other parades Receiving instructions from the Security Officer Conduct handover/takeover Conducting patrols in assigned areas or guard points. Safeguarding produce against thieves and animals Arresting intruders Checking any intruders Report any incidents to the Security Officer Record in and out all items. Login visitors and directing them to their destinations. Searching vehicles coming in and going out Searching working when they finish their work at the end of the day Writing reports for any incidents Refuelling tractors and other vehicles 3. Decisions Decides on deployment positions 4. Planning Deployment positions and times to change guard points 5. Minimum Education Ability to read and write Security training 6. Minimum Experience 1 month		

	7. Essential Skills Communication skills Organizational savvy Security conscious Observant		
Security Corporal	1. Key Result Area Security 2. Activities Conducting parade checking if there are any absentees, checking fitness of Security Guards, drunkenness and smartness Deploying Security Guards to their different guard points and positions Checking if there are any with personal problems Replacing absentee SG. Making follow ups at various positions to see if SG are doing their duties as required. Reporting and incidents to the Corporal. Compile duty rosters making provisions for off days, positions and number of days. Writing reports as and when necessary Checking the OB. Checking the conduct of SG 3. Decisions Decides on arrests of intruders Makes routine operational decisions 4. Planning	B	B3

	N/A 5. Minimum Education Passes at O level Security training 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Observant Well organized Report writing skills		
Security Officer	1. Key Result Area Security operations 2. Activities Monitoring the welfare of all staff in the Security Department Maintaining safe custody of all assets at Tsanga Flora and ensure that the assets are in good condition. Maintain harmony, law order and peace at the farm. Compiling weekly reports to the General Manager Monitor performance of all workers in the Security Department Maintaining discipline and good conduct among all staff. Recommend staff in the Department for promotion. Recruitment and selection of Security Guards Recommend disciplinary measures	B	B5

	Counselling Attend strategic planning meetings 3. Decisions Decides on Manpower requirements for the Department Decides Security measures for recommendation to the General Manager Decides on promotions for junior staff in the Security Department Decides on material resources for the Security Department 4. Planning Compiling of reports on a monthly basis Human and material resources on a daily basis 5. Minimum Education 5 O level passes Security training 6. Minimum Experience 2 years 7. Essential Skills Communication skills Organizational savvy Supervisory skills Security conscious Observant Report writing		
Security Seargent 1	1. Key Result Area	B	B4

	Security services		
2.	Activities Signing of occurrence book on assumption of duty Book incoming vehicles and visitors Search vehicles in and out of the estate Verify goods in vehicles and invoices/ delivery notes Record all vehicles of the Estate as they leave the premises and name of driver Attend to all incidents that require security services Conduct day and night patrols in the estate premises Supervising security guards on duty Maintain duty roster for security personnel Production of weekly and monthly security report		
3.	Decisions Decides on the frequency of patrols in the estate Decides on the security duty roster		
4.	Planning Plan on security duty roster Plan on submission of security reports		
5.	Minimum Education 5 O levels Security training certificate		
6.	Minimum Experience 1 year on job Experience		

	7. Essential Skills Communication skills Organizational savvy Security investigation skills		
Security Seargent 2	1. Key Result Area Security supervisions 2. Activities Conduct parade where necessary Assign, delegate and deploy security details Monitoring the performance of the Security details assigned to various work stations Taking arrested people to Zimbabwe Republic Police where necessary Making police reports Compile monthly reports Taking disciplinary action as and when necessary Setting of performance targets Taking health and safety precautions 3. Decisions Decides on deployment of Security Guards Decides on performance targets. 4. Planning Plans shifts on a weekly basis	B	B4

	5. Minimum Education 5 O level passes Security training 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Security conscious Supervisory skills		
Senior Foreman/Foreperson	1. Key Result Area Supervision 2. Activities Receive produce from the cold-room to the vegetable area Allocative produce to the General Workers Apportioning targets to General Workers Supervising General Workers doing the following duties; Trimming Packing produce Housekeeping Monitoring performance of General Workers Checking the quality of p[produce being packed Ensuring that GW meet their targets Ensuring the safety of the GW 3. Decisions	B	B5

	Decides on Targets 4. Planning Daily targets for the General Workers 5. Minimum Education Passes at O level 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Supervisory skills Report writing skills		
Senior Foreman (field)	1. Key Result Area Supervision of general field work 2. Activities Receive instructions from the field Compile the time sheet Delegate, allocate daily duties to General Workers doing the following duties; Weeding, planting, grading, reaping, harvesting, de--sucker- ing, topping Supervising and monitoring the of performance of general workers going the above duties	B5	B5

	Acting as Master Blender or Quality Checker as a final quality check point before sending tobacco to the floors Maintaining discipline, safety and good hygiene standards Supervising the Junior Foreman 3. Decisions Decides on the allocation of duties to the General Workers Decides on granting sick leave to employees 4. Planning General workers tasks on a daily basis 5. Minimum Education Passes at O level 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Supervisory skills		
Senior Foreman (Spraying)	1. Key Result Area Supervision of spraying process 2. Activities Allocate and assign duties to the Junior Foremen and Sprayers	B	B5

	Monitoring and supervising the Junior Foremen and Sprayers ensuring that they spray flowers according to instructions Measuring chemicals to be used in the spraying according to hectareage to be sprayed Ensure adherence to safety and health standards 3. Decisions Decides on daily tasks for the Junior Foreman and Sprayers Decides on the chemicals to be used Decides on manpower requirements on a daily basis 4. Planning Tasks for juniors on a daily Report to Management on a weekly and monthly basis 5. Minimum Education Passes at O level 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Supervisory skills		
Senior Mechanic	I Repairs and maintenance of mechanical equipment of the Estate	C	C2

	2. Activities Periodic assessment of farm equipment (tractors, trucks and farm implements) Report any faults to the workshop for repairs and maintenance Repair and maintenance of tractors, trucks and farm implements Repairs and maintenance of motor bikes Servicing of all farm machines and maintain records Supervise the Welder and Electrician on works assigned to them Request for spare parts for repairs of farm equipment's 3. Decisions Decides on repairs and maintenance of all farm equipment 4. Planning N/A 5. Minimum Education 5 O levels Class 1 journeymen 6. Minimum Experience 1 year on the job Experience 7. Essential Skills Communication skills Organizational savvy Mechanical skills		
Shed Maker	1. Key Result Area Green house maintenance	A	A3

	2. Activities Repairs and maintenance of tents for the green house Pitching of new tents in new areas of plantation Requesting of tents after measuring the new fields Attend to any other duties as may be assigned 3. Decisions Decides on height of tents (Green House) 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 6 months on the job Experience 7. Essential Skills Communication skills Organizational savvy Knowledge of flowers		
Shredder Operator	1. Key Result Area Shredding bad flowers for manure within the Estate 2. Activities Prepare manure from bad flowers	A	A3

	Prepare compost with bad flowers and other waste from production Receive all bad flowers, weeds and waste and shred Shred all bad flowers for the compost Watering of compost for decomposing manure 3. Decisions Decides on material wastes for compost 4. Planning N/A 5. Minimum Education General knowledge plus ability to read and write 6. Minimum Experience 3 months on the job Experience 7. Essential Skills Communication skills Organizational savvy Knowledge of flowers		
Skinner	Key Result Area Slaughtering and skinning animals for meat at the Estate 2. Activities Slaughter wild animals that would have been killed from the wild life park Skinning of animal and cut into small quantities and pack Place meat into fridge	A	A2

	Issue meat to the canteen as requested Attend to other duties such as watering at the safari lodge butcher 3. Decisions Decides on quantities of meat for stocking in the safari butchery Decides on the animal to hunt down from the park 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy Animal hunting and skinning experience		
Scout	1. Key Result Area Providing scouting services by identifying crop diseases and pest affecting crops in the field 2. Activities Collect scouting sheet every morning and get into the field Patrolling the field and check on crop diseases and pest Assess crop diseases on flowers and leaves of oranges	B	B1

	Record any identified diseases and pest on the sheets Recommend for chemical spraying on identified crop diseases and pest Take soil samples for laboratory testing Attend to other duties such as harvesting in the field at the peak of the season 3. Decisions Decides on the threshold to call for immediate chemical spraying in the field 4. Planning Plan on intervals for patrolling in the field 5. Minimum Education O Levels 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy Report writing and scouting skills		
Sprayer	1. Key Result Area Control of weeds and insects 2. Activities Attend safety talk meeting on a daily basis.	A	A2

	Receiving instructions from the Foreman Collect materials to be used on the particular day i.e., knapsack sprayer, chemicals, safety equipment Filling the knapsack sprayer with mixed chemicals Spraying the plants ensuring that the whole plant is covered with the chemical Checking the direction of the wind during spraying. Doing any other duties assigned like applying fertilizer, weeding etc.		
	3. Decisions Routine operational decisions 4. Planning Working arrangements 5. Minimum Education Ability to read and write 6. Minimum Experience 3 month 7. Essential Skills Communication skills Organizational savvy Trainable		
Stores Clerk 1	1. Key Result Area Stores Management	B	B3

	2. Activities Issuing out of tools to workers Issuing out of fertilizers to workers Issuing out petrol and diesel. Raise orders for materials for different Sections Receiving and safekeeping of all stores items Receiving and issuing of chemicals to workers as requested. Conducting stock take periodically Compiling weekly and monthly reports Housekeeping in the stores area Monitoring reorder levels for stores Paying wages for task workers 3. Decisions Decides on reorder levels for stores items. Decides on making orders for stores items. 4. Planning Compiling of reports on a weekly and monthly basis. 5. Minimum Education 5 O level passes 6. Minimum Experience 3 months 7. Essential Skills Communication skills		

	Organizational savvy Numerical skills		
Stores Clerk 2	1. Key Result Area Stores maintenance 2. Activities Issuing out chemicals to Drivers for spraying by recording in the record book At the end of each day record the remainder of the chemicals, fertilisers and all other materials. Calculate the quantities of materials that will have been used on the particular day Calculate the quantities of materials or inputs that will have been used on that particular day Record the quantities used in the record book for that particular day Record the remainder of materials in the record book Maintain reorder levels by advising Management of balances in stock Make requestions for depleted stocks Writing labour returns on weekly basis Writing reports on weekly and monthly basis 3. Decisions Makes routine operational decisions 4. Planning Issuing times on a daily basis 5. Minimum Education 5 O level passes	B	B3

	Diploma in Stores Management 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy ICT skills		
Supervisor	1. Key Result Area Oversee the activities at the Factory site of the Estate 2. Activities Assign work to general workers and contract workers at the Factory Record all production of oil processed per day Oversee the processing of oil in the factory Pack oils as per orders received Supervise the cleaning of processing machines Oversee any other activities at the factory such as cleaning and maintenance of the premises Manages performance of subordinates Obtains production targets from Production Manager and manages the recruitment, contracting, training, supervision and payment of casual staff for any processes needing additional labour. Monitors quality of processing and ensures compliance of Standards for GMP and quality management	B	B5

	Records all production output figures daily to check efficiency of processing and track loss control and takes corrective action where needed Monitors receipt, warehousing, processing and dispatch of product to ensure strict adherence to traceability requirements throughout Monitors machinery performance, carries out machine servicing and oversees machine maintenance to ensure maximum productivity		
	3. Decisions Decides on work to be done in the factory Decides on number of contract workers required		
	4. Planning Planning on work to be done in the factory Planning on manpower required per field		
	5. Minimum Education 5 O levels		
	6. Minimum Experience 1 year Experience at Supervisor level		
	7. Essential Skills Communication skills Organizational savvy Supervisor skills Report writing skills		

Supervisor (Berries)	1. Key Result Area Managing the berries Section 2. Activities Receiving instructions from the Farm Manager on the tasks for the day Allocate/ apportion duties to the Foreman depending on the amount of work to be done Establish the number of workers present on a daily basis Continuously monitoring work processes addressing challenges that may be faced Solving task related challenges Redeploying workers in line with level of work Determine manpower levels 3. Decisions Decides on tasks to be done on a daily basis Decides on Manpower requirements Decides on disciplinary issues Decides on recruitment and selection 4. Planning Plans reports to Management on a daily, weekly and monthly basis Plans manpower requirements Plans duties and tasks on a daily basis 5. Minimum Education Passes at O level Diploma/Certificate in Agriculture	B	B5

	6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Supervisory skills Report writing skills		
Supervisor (Field)	1. Key Result Area Supervision 2. Activities Ensuring that the register is compiled Marking the main attendance register and establishing how many workers will have reported for duty Allocate duties accordingly Assign tasks to Foreman and ensure that Foreman assign tasks to General Workers Attend meetings with Management Establish manpower requirements Training news workers Counselling workers Recommending disciplinary action Ensure that all workers have PPE 3. Decisions Decides on daily tasks for the field work Decides on targets Decides on manpower requirements	B	B5

	Decides on disciplinary action 4. Planning Plans tasks on a daily weekly and monthly basis Plans manpower requirements on a daily basis 5. Minimum Education Fives O level Passes Diploma in Agriculture 6. Minimum Experience 2 years 7. Essential Skills Communication skills Organizational savvy Supervisory Report writing		
Supervisor (Pack Shed) 1	1. Key Result Area Oversee the activities at the Factory site of the Estate 2. Activities Assign work to general workers and contract workers at the Factory. Record all production of product processed per day Oversee the processing of all products in the factory Supervise packing /bailing Supervise the cleaning of processing machines	B	B5

	Oversee any other activities at the factory such as cleaning and maintenance of the premises 3. Decisions Decides on work to be done in the factory Decides on number of contract workers required 4. Planning Planning on work to be done in the factory Planning on manpower required per field 5. Minimum Education 5 O levels Diploma in Agriculture 6. Minimum Experience 1 year Experience at Supervisor level 7. Essential Skills Communication skills Organizational savvy Supervisor skills Report writing skills		
Supervisor (Pack Shed) 2	1. Key Result Area Monitoring the performance of general laborer 2. Activities	B	B5

	Compile production figures of previous days Mark attendance registers on daily basis Assign work to packers and supervise them accordingly Monitor daily production and record the harvest and submit report to the General Manager Check on hygiene of workers before they start work Check the cleanness of the working environment Supervise the de suckering of flowers in the green house Scouting of flowers to identify and disease and pest Maintenance of flower in the green house and bush maintenance Supervise the cleaning of the green house and weeding		
	3. Decisions Decides on work to be done by workers Decides on occupational hygiene standards Decides on daily targets on workers		
	4. Planning N/A		
	5. Minimum Education Passes at O level Diploma in Agriculture		
	6. Minimum Experience 1 year experience on the job		
	7. Essential Skills Communication skills		

	Organizational savvy Flower handling skills		
Supervisor (Production)	1. Key Result Area Monitoring performance on the farm 2. Activities Forecast flower production for the week Mark attendance registers on daily basis Assign work to the foremen on what needs to be done in the green house Monitor daily production and record the harvest and submit report to the General Manager Monitor the process of opening and closing curtains in the green house Monitor re entry time in the green house Check on hygiene of workers before they start work Check the cleanness of the working environment Supervise the de suckering of flowers in the green house Scouting of flowers to identify and disease and pest Maintenance of flower in the green house and bush maintenance Supervise the cleaning of the green house and weeding 3. Decisions Decides on work to be done by workers Decides on occupational hygiene standards Decides on daily targets on workers 4. Planning N/A	B	B5

	5. Minimum Education Passes at O level 6. Minimum Experience 1 year experience on the job 7. Essential Skills Communication skills Organizational savvy Flower handling skills		
Supervisor (Propagation)	1. Key Result Area Propagation 2. Activities Allocate and assign duties to the Foremen Determining work to be done on the Estate Determine the personnel requirements (number of general workers) Measuring head sizes Supervising and monitoring all the propagation processes by the Foreman Checking the quality of stalks and flowers Ensure that targets are met Writing reports to the Director 3. Decisions Decides on manpower requirements Decides on monthly targets	B	B5

	4. Planning Plans duties and tasks for Foreman on a daily basis Plans manning levels on a daily basis 5. Minimum Education Five O level passes 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Supervisory skills		
Supervisor (Quality Control)	1. Key Result Area Quality control supervision 2. Activities Checking if the surrounding area and inside area at the Packhouse are clean Checking the cleanliness of all equipment Checking if the chlorine in the water is of the correct level using the test meter. Checking if the temperature readings are correct and have been recorded correctly by the Quality Controllers Checking the customer names and the specifications Checking if the packaging being used is correct Ensure that the workers are properly dressed uniform, nails closed shoes, and hair nets	B	B5

	Checking if the room temperatures are the appropriate ones Checking the quality of the produce and remove the bad ones Checking if the packaging has been sealed correctly Checking the weight of the packaged produce to see if they are correct Checking the cleanliness of the pullets Checking if the Despatch vehicle is clean Writing quality control reports to the Quality Control Manager		
3.	Decisions Decides on the quality of produce to be sent to the customers Decides on the disciplinary measures		
4.	Planning Reports on a monthly basis Tasks on a daily basis Staff rationalization as and when necessary		
5.	Minimum Education 5 O levels including English and Maths Certificate/Diploma in Agriculture		
6.	Minimum Experience 1 year		
7.	Essential Skills Communication skills Organizational savvy Supervisory skills		

Supervisor (Tagging and Flower Count)	1. Key Result Area Tagging and flower count Plantation Auditing 2. Activities Conduct safety talk on a daily basis in the morning Deploy, delegate and assign duties to the Foremen Planning duties and tasks to be carried out by Foreman, Taggers and Flower Count Determine the number of workers for each task on hand. Monitor the performance of workers in the field Checking the accuracy of records compiled by Production Clerks Checking accuracy of records compiled at Pack shed. Ensuring that reaped production is recorded accurately and that records reconcile with reaped and dispatched bananas. Checking sleaving branch care, propping, irrigation, Checking if chemicals and fertilizers were applied on time and correctly Checking if the mixing of chemicals is done correctly Reporting to the Quality Control Manager. Writing weekly reports 3. Decisions Decides on performance targets Decides on Disciplinary measures Decides on Material resources required Decides on manpower requirements 4. Planning Performance targets on a daily basis Manpower requirements on a daily basis	B	B5

	Material requirements on a daily basis 5. Minimum Education 5 O level passes 6. Minimum Experience 1 years 7. Essential Skills Communication skills Organizational savvy Supervisory Technical Quality conscious Multi skilled		
Tagging and Bells Hand	1. Key Result Area Tagging and flower count 2. Activities Tagging banana in the field, blue, white and black Test/ check the ripe, readiness of bananas Assist in the tonnage estimation⁸ and dates of harvest from the field Removing of stem bell on the banana Ensuring that reaped production is recorded accurately and that records reconcile⁸ with reaped and dispatched bananas. 3. Decisions Decides on ripe and readiness of banana	A	A3

	4. Planning Plan on weekly tagging 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy Banana caring skills		
Team Leader	1. Key Result Area Determining work to be done in the field, Assign work and supervising foremen 2. Activities Assign work to general workers Follow-up on the work assigned Supervising the irrigation process in the fields Assign sprayers on areas requiring chemical spraying Assessing the quality of work in the field such as propping weeding and de-suckering Put sleeves on bananas Periodic inspection of the fields and determine work to be done. 3. Decisions	B	B3

	Decides on work to be done in the field Decides on work targets per day Decides on manpower required per field 4. Planning Planning on work to be done in the field Planning on work targets per day Planning on manpower required per field 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Knowledge of Banana plantation Organizational savvy Supervisor skills		
Time Keeper	1. Key Result Area Processing of hours of work for the payment wages for members of staff as per the times sheets processed 2. Activities Receive and update daily attendance registers Mark attendance registers and reconcile with reports from supervisors Update time books on daily basis	B	B1

	Submit time book to the wages clerk for processing of wages Record all overtime worked by general works Oversee the time sheets for +320 general workers at the estate 3. Decisions Decides on overtime hours for general workers 4. Planning Plan on submission of time book for processing of wages 5. Minimum Education 5 O levels including English and Mathematics 6. Minimum Experience 1 year on the Job Experience 7. Essential Skills Communication skills Organizational savvy Report writing skills		
TLB Operator	1. Key Result Area Operate Earthmoving machines & Forklift 2. Activities Digging of gravel for building sheds at the farm Clear roads into the fields Make trenches where pipes are laid Take pipes into the field they are laid Removing of branches for citrus to dumping sites Attend to any other duties that require the use of the machinery	B	B3

	3. Decisions Decides on task priorities when given conflicting assignments 4. Planning N/A 5. Minimum Education Earth moving certificate 6. Minimum Experience 3 months on the Job Experience 7. Essential Skills Communication skills Organizational savvy TLB operating skills		
Tobacco Blender	1. Key Result Area Quality checking 2. Activities Receiving tobacco from the Checkers Check if the tobacco is of standard appearance in terms of the following; size, colour, breakages, texture, rotten Boxing the checked tobacco Submit to Doek Tiers Checking if all packed boxes are of standard quality after doek tying Act as Supervisor during the planting process	B	B1

	3. Decisions Decides on the quality of tobacco 4. Planning N/A 5. Minimum Education Ordinary level passes Training in tobacco blending 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy		
Tobacco Grader	1. Key Result Area Quality controlling of tobacco during the grading process 2. Activities Grading of tobacco for the shed and on the table Quality controlling of tobacco during grading and pack according to grades Packing of tobacco into boxes Attend to the finishing of all graded tobacco for quality assessment Attend to any other duties as may be assigned from time to time such as topping of tobacco, fertilizer application	A	A2

	3. Decisions Decides on the quality of tobacco and pack accordingly 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience General Knowledge 7. Essential Skills Communication skills Organizational savvy Knowledge of tobacco grades		
Tobacco Reaper	1. Key Result Area Reaping tobacco 2. Activities Ensuring that PPE is there and fastening the hooker to the clippers Checking the colour of the tobacco to be reaped and pluck the leaves of the same colour and also depending on the instructions from the Foremen on the number of leaves to be plucked from each plant Plucking and clipping the tobacco leaves on the clippers, 160 clippers per day Taking the full clipper to the tractor for loading 3. Decisions	A	A2

	Decides on the ripeness of the tobacco leaves to be plucked 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy Knowledge of tobacco production		
Traceability Supervisor	1. Key Result Area Accounting for crops received from different growers and serial numbering for traceability of batches 2. Activities Weighing of peas from the field after harvest Reconciliation of peas weight received as per GRV and weight after processing Recording of weight of processed peas per grower and the wastage incurred Calculation KGs from each GRV against an order required making sure that peace from different growers do not mix Determine the net pay mass for the grower to raise their invoice	B	B5

	Monitor the boxing process and wrapping process so that no mix up of varieties Check the total boxes of peas produced and packed per day Put codes on all boxes of peas going out for export for traceability and record figures into the system Repeat the same process for strawberries and peaches Calculate total production per season and wastages incurred 3. Decisions Decides on the processing of peas, strawberries and peaches 4. Planning Plan on submission of production reports the net basis at which growers can raise their invoices 5. Minimum Education Level Qualifications 6. Minimum Experience 1 full year experience (full season) 7. Essential Skills Communication skills Organizational savvy Report writing skills		
Farm Supervisor	1. Key Result Area Allocate work to Foremen and Drivers and general workers and supervise them accordingly	B	B5

	2. Activities Allocate work to foremen and drivers Supervise all department foremen on agreed section and department works Check temperatures in the curing of tobacco Patrols in all sections and field and plan work for the following days and weeks Plan for the number of laborers required in each field and section and advise the Farm Manager Check attendance book against the laborer in each section of the field Supervise tractor drivers in transporting farm equipment's and laborer into the areas of work on daily basis Supervise tractor drivers on tractor works at the Estate Supervise the capturing of farm activities including harvest from each section of the field into the computer Reconciliation of all chemicals and fertilizers used in each field on daily basis and update records 3. Decisions Decides on staff required in the field on activities as advised by the Farm Manager 4. Planning Plans tasks and activities for the workers on a daily basis 5. Minimum Education Passes at O level 6. Minimum Experience		

	1 year on the job experience 7. Essential Skills Communication skills Organizational savvy Supervising skills		
Tractor Assistant/ Trailer Assistant	1. Key Result Area Taking care of farm implements 2. Activities Checking the conditions of farm machinery; Tractor- checking oil, water, tyre pressure, damages, loose nuts, lights Implements- checking grease, cracks, breakages, Planters- checking dispensing seed or fertilisers Boom sprayer- checking nozzles, and if they are dispensing chemicals at the same rate Disc harrow- checking loose nuts, dishes, greasing Bed maker- checking the parts greasing 3. Decisions Decides on whether machinery can be used or be sent for repairs or services 4. Planning Plans schedules on a daily basis 5. Minimum Education Ability to read and write	A	A2

	6. Minimum Experience 1 year		
	7. Essential Skills Communication skills Organizational savvy Technical skills		
Tractor Driver (Trailer Work)	1. Key Result Area Tractor Driving	B	B2
	2. Activities General maintenance of the tractor (checking oil, diesel and water) Transport bananas from the field Deliver banana loads into bays for packaging Cleaning of the tractor and trailer every day before going into the field		
	3. Decisions Decides on the quantities of loads into the tractor depending on the condition of the tractor		
	4. Planning N/A		
	5. Minimum Education Class 5 Drivers License		
	6. Minimum Experience Three months		
	7. Essential Skills		

	Communication skills Tractor driving skills		
Tractor Driver (Implements)	1. Key Result Area Driving tractors with implements and Trailers 2. Activities Attend to land preparation (disking in the field) Operating the planter in the field Make of ridges in the field Deliver fertilizer and chemicals into the field Drive general workers to the section field of work on daily basis Transport fertilizers and other field requirements Clearing roads with the tractor Transport herbs from the field to the pack shed Request and refuelling of the tractor Report any defects on the tractor for repairs and maintenance 3. Decisions Decides on the appropriate speed during the field disking process Decides on when to send the tractor for repairs and maintenance 4. Planning N/A 5. Minimum Education Class 5 Driver's License + Tractor Driving permit 6. Minimum Experience 6 months on the job experience	B	B2

	7. Essential Skills Communication skills Organizational savvy Tractor driving skills		
Truck Driver	1. Key Result Area Truck driving 2. Activities Receiving instructions from the transport Manger on the days tasks. Check the condition of the vehicle Oils Water Lubricants Pressure Lights Brakes etc. Loading produce or other materials to be ferried to different places Verifying quantities to be transported Securing produce or materials to be transported Clearing the vehicle with authorities Collecting orders from suppliers Transporting produce Safekeeping of tools Monitoring service schedule of vehicle Sending the vehicle for service Checking if vehicle has been well serviced Writing reports when called upon to do so.	B	B4

	3. Decisions Decides on minor repairs which can be done Routine operational decisions 4. Planning Routes on a daily basis 5. Minimum Education Class 2 Drivers license 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Technical Good driving Defensive driving		
Tyre Fitter	1. Key Result Area Tyre Fitting 2. Activities Attend safety talk meeting on a daily basis. Checking all tractor tyres for pressure on a daily basis. Remove all punctured tyres and do the necessary mending as required and promptly. Test to check if the punctures have been mended effectively. Fit back the tyres	A	A3

	Assist Mechanic in his duties when there are no tyres to mend. Keep the storeroom keys safely. 3. Decisions Decides on type of mending to be done Decides on tyres to be condemned 4. Planning Plans own work schedule Prioritisation of tasks. 5. Minimum Education On the job training needed 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy Technical skills		
Village Health Worker 1	1. Key Result Area Maintain health standards for residents 2. Activities Receive sick reports Check around the compound for sick workers and residents Monitoring the growth of children under the age of 5 years. (Baby clinic)	B	B3

	Conduct health education campaigns Administer malaria tablets Screening for TB Refer critical cases to the clinic Accompany critical cases to the clinic Assist pregnant mothers to register at the clinic Distributing condoms Follow up of sick workers and residents		
3.	Decisions Decides on critical cases to be referred to the clinic for further management Prioritisation of tasks. Decides on the TB status of those screened for TB		
4.	Planning Work schedule on visiting houses		
5.	Minimum Education 5 O level passes First aid training certificate Village Health Worker Training		
6.	Minimum Experience 1year		
7.	Essential Skills Communication skills		

		Organizational savvy Report writing Good knowledge of health/ medical issues Empathy		
Village Health Worker 2	1.	Key Result Area Maintain health standards for residents	B	B3
	2.	Activities Reporting at the gate every morning and checking the health of the workers getting in for work. Receive sick reports Check around the compound for sick workers and residents Monitoring the growth of children under the age of 5 years. (Baby clinic) Conduct health education campaigns Screening for TB Writing weekly reports to the HR Writing monthly reports to the Clinic Do data collection for residents Refer critical cases to the clinic Accompany critical cases to the clinic Assist pregnant mothers to register at the clinic Distributing condoms Follow up of sick workers and residents		
	3.	Decisions Decides on critical cases to be referred to the clinic for further management Prioritisation of tasks.		

	Decides on the TB status of those screened for TB 4. Planning Weekly reports to HR Manager Monthly reports to Clinic 5. Minimum Education 5 O level passes First aid training certificate 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Report writing Good knowledge of health/ medical issues Empathy		
Wages Clerk	1. Key Result Area To coordinate the administration and wages function of the estate 2. Activities Compilation of time books Capturing of wages data/ payroll input Preparing contract forms Capturing leave days, allowances and deductions Generation payroll reports	B	B4

	ZIMRA NSSA GAPWUZ etc Compiling Human resources report Generating and distributing pay slips Attend pay queries Calculating wages and paying task workers. Paying bonus scheme to employees Recruiting and selecting new employees Placing new employees on payroll Processing terminations		
3.	Decisions Decides on compilation of Human Resources Report		
4.	Planning Human Resources Report on a monthly basis Generating of payroll reports on a monthly basis		
5.	Minimum Education 5 O level passes Diploma in Human Resources or equivalent		
6.	Minimum Experience 1 year		
7.	Essential Skills Communication skills Organizational savvy		

	Supervisory Multi skilled Human resources management skills ICT skill Excel		
Welder	1. Key Result Area Attend to welding works at the Farm 2. Activities Attend to all welding at the farm such as machinery, tractor trailers, pipes Attend to repairs of the equipment Attend to all fabrication work at the farm Attend to welding of roofing on new structures Assist in repairs of tractors at the farm 3. Decisions Decides on welding frames 4. Planning N/A 5. Minimum Education Welding Certificate 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills	B	B2

	Organizational savvy Welding skills		
Welder Foreman	1. Key Result Area Welding supervision 2. Activities Identify areas that needs welding at the farm Assign work to welders and supervise them Attend to major welding work such as welding on pump, gates and tractor trailers Attend to another repairs and maintenance in the workshop 3. Decisions Decides on welding work to be done on daily basis Decides on who should do which work on daily basis 4. Planning N/A 5. Minimum Education National certificate in Welding 6. Minimum Experience 1 year experience on the job 7. Essential Skills Communication skills Organizational savvy Welding skills	B	B4

Workshop Assistant	1. Key Result Area Workshop Assistance	B	B2
	2. Activities Repairs of electric motors at the farm Electricity tubing at the farm and farm houses Repairs of solar cables Installation of L.T electricity lines at the farm		
	3. Decisions Decides on the how to repair electric motors & tubing at the farm		
	4. Planning N/A		
	5. Minimum Education Electricity installation certificate		
	6. Minimum Experience 6 months post qualification		
	7. Essential Skills Communication skills Electric installation skills		
Workshop Foreman (semi-skilled)	1. Key Result Area Repair and maintenance of vehicles and machinery	B	B3
	2. Activities		

	Checking that the machines are working properly electric spraying machines, generators, tractors Repair, maintain and service electric spraying machines, generators and tractors Welding all broken metal equipment e.g. trolleys, chairs, vehicle components Supervising subordinates ensuring that they work according to instructions Reporting to the Supervisor		
3.	Decisions Decides on materials to be used for repair and servicing of machinery and vehicles		
4.	Planning Plans tasks and duties on a daily basis		
5.	Minimum Education Passes at O level General knowledge		
6.	Minimum Experience 1 year		
7.	Essential Skills Communication skills Organizational savvy Technical skills		

Summary of Horticulture Jobs

Job Title	Broad Band	Band/ Sub-grade
Assistant Mechanic	B	B2
Assistant Mechanic(semiskilled)	B	B2
Assistant Stores Clerk	B	B1
Assistant Truck Driver	A	A3
Assistant Welder	B	B2
Banana Cutter	A	A2
Banana Harvester	A	A2
Banana Packer	A	A2
Banana Ripener	A	A3
Bee Keeper	B	B1
Box Maker	A	A2
Brush Cutter	A	A2
Builder(semiskilled)	B	B2
Builder -Skilled	C	C2
Cable Operator- Banana Plantation	B	B1
Carpenter (semiskilled)	B	B2
Caretaker	A	A3
Chainsaw Operator	A	A3
Checkman	A	A3
Check Roll Clerk	B	B3
Chemical Mixer	A	A2
Chemical Sprayer	A	A2
Citrus Packer	A	A2
Citrus Pruner	A	A2

Citrus Scout	B	B1
Citrus Supervisor	B	B5
Cleaner	A	A1
Clerk	B	B3
Clerk Citrus	B	B3
Clerk Livestock	B	B3
Compound Caretaker	A	A3
Crèche Attendant	B	B1
Crop Guard	A	A1
Crop Scout	B	B1
Curer	B	B2
Flower Cutter	A	A1
Data Collection Clerk	B	B3
Diesel Plant Fitter	C	C2
Despatch Clerk	B	B3
Despatch Supervisor	B	B5
Doek Tiers	A	A1
Domestic Maid	A	A2
ECD Teacher	B	B3
Teacher	C	C2
Electrician	C	C2
Electrician (semi-skilled)	B	B2
Export Clerk	B	B3
Export Supervisor	B	B5
Farm Clerk- Non qualified	B	B3
Farm Cleaner	A	A2
FMC Scout Monitor	B	B1
Fencer	A	A2
Field Supervisor	B	B5

Field Scout	B	B1
Field Clerk	B	B3
Finished Product Recorder	B	B3
First Aider	B	B1
Flower Budder	A	A2
Flower Buncher	A	A2
Flower Counter	A	A2
Flower Packer	A	A2
Foreman (flowers)	B	B4
Foreman (Cattle)	B	B4
Foreman Cold Rooms	B	B4
Foreman (Composter)	B	B4
Foreman (Fence Construction)	B	B4
Foreman (Field)	B	B4
Foreman (Grading Shed)	B	B4
Foreman (Packshed)	B	B4
Foreman (Pump House)	B	B4
Foreman (Tobacco Field)	B	B4
Foreman (Crops)	B	B4
Foreman (Propping)	B	B4
Foreperson	B	B4
Foreperson (Berries)	B	B4
Foreman Field	B	B4
Foreperson (Green House Maintenance)	B	B4
Foreperson (Propagation)	B	B4
Forklift Operator	B	B1
Fruit Packer	A	A2
Game Scout	A	A3
Gardener	A	A1

General Hand – Field & Factory	A	A2
General Hand (Banana Field)	A	A2
General Hand (Green House)	A	A2
General Hand (Herb Drying)	A	A2
General Hand (Maintenance)	A	A2
General Hand (Oil Pressing)	A	A2
General Hand (Palletisation)	A	A2
General Hand (Production)	A	A1
General Hand (Pruning)	A	A1
General Worker (Branch Care)	A	A1
General Worker (field)	A	A2
General Worker (Livestock)	A	A2
General Worker (Pack shed)	A	A2
General Worker (Pack shed) 2	A	A2
General Worker	A	A2
General Worker (Petal removing)	A	A2
General Worker Propping)	A	A2
General Worker (Stem Clearing)	A	A1
General Worker (String picking)	A	A1
General Worker (Tobacco)	A	A2
Grader (Export)	A	A2
Grading Clerk	B	B3
Grafter	A	A2
Head Foreman	B	B4
Health and Safety Worker	B	B2
Farm Health Worker	B	B3
Herbs Grader	A	A2
Irrigation Foreman	B	B4
Irrigation Supervisor	B	B5

Irrigator 1	A	A3
Irrigator 2	A	A2
Junior Foreman	B	B3
Junior Foreman (Spraying)	B	B3
Junior Foremen (Tobacco)	B	B3
Loader	A	A2
Lorry Assistant	A	A3
Maid	A	A2
Maintenance Assistant	A	A3
Mechanic (Skilled)	C	C2
Mechanic (semiskilled)	B	B2
Hammer Mill Operator	A	A3
Nurse Aide	B	B3
Nursery Hand	A	A2
Oil Press Operator	B	B1
Pack shed Clerk	B	B3
Pack shed Stores Clerk	B	B3
Spray Painter	A	A2
Pre-Wax Attendant	A	A2
Petal Remover	A	A2
Pivot Operator	A	A3
Plumber (skilled)	C	C2
Plumber (semiskilled)	B	B2
Pocketer	A	A2
Packer 1	A	A2
Packer 2	A	A2
Pest Controller	A	A2
Potato Grader	A	A2
Pre Grader	A	A2

Pre-Harvest Auditor	B	B3
Production Clerk	B	B2
Pump Attendant 1	A	A3
Pump Attendant 2	A	A3
Pump Mechanic	B	B1
Pump Operator	A	A2
Quality Checker	B	B3
Quality Checker 2	B	B3
Quality Checker (Pack shed)	B	B3
Quality Controller 1	B	B3
Quality Controller 2	B	B3
Quality Controller (Field)	B	B1
Quality Controller (Finished Products)	B	B3
Reaping Clerk	B	B3
Receiving Clerk	B	B3
Receiving Supervisor	B	B5
Receptionist	B	B2
Safari Camp Maid	A	A2
Scale Boy/Operator	A	A3
Crop Scout	B	B1
Scout Researcher	B	B1
Section Head (Citrus)	B	B4
Security Corporal	B	B2
Security Guard	A	A3
Security Corporal	B	B3
Security Officer	B	B5
Security Seargent 1	B	B4
Security Seargent 2	B	B4
Senior Foreman/Foreperson	B	B5

Senior Foreman (field)	B5	B5
Senior Foreman (Spraying)	B	B5
Senior Mechanic	C	C2
Shed Maker	A	A3
Shredder Operator	A	A3
Skinner	A	A2
Scout	B	B1
Sprayer	A	A2
Stores Clerk 1	B	B3
Stores Clerk 2	B	B3
Supervisor	B	B5
Supervisor (Berries)	B	B5
Supervisor (Field)	B	B5
Supervisor (Pack Shed) 1	B	B5
Supervisor (Pack Shed) 2	B	B5
Supervisor (Production)	B	B5
Supervisor (Propagation)	B	B5
Supervisor (Quality Control)	B	B5
Supervisor (Tagging and Flower Count)	B	B5
Tagging and Bells Hand	A	A3
Team Leader	B	B3
Time Keeper	B	B1
TLB Operator	B	B3
Tobacco Blender	B	B1
Tobacco Grader	A	A2
Tobacco Reaper	A	A2
Traceability Supervisor	B	B5
Farm Supervisor	B	B5
Tractor Assistant/ Tailer Assistant	A	A2

Tractor Driver (Trailer Work)	B	B2
Tractor Driver (Implements)	B	B2
Truck Driver	B	B4
Tyre Fitter	A	A3
Village Health Worker 1	B	B3
Village Health Worker 2	B	B3
Wages Clerk	B	B4
Welder	B	B2
Welder Foreman	B	B4
Workshop Assistant	B	B2
Workshop Foreman (semiskilled)	B	B3

Agro Sub sector jobs and Grades

Job Title	Standard Job Description	Broad Band	Band/ Sub-grade
Tractor Driver	Key Result Area Attend to land preparation (disking, ploughing in the field) Activities 1. Make of ridges in the field 2. Drive general workers to the section field of work on daily basis	B	B2

3. Transport fertilizers and other field requirements
4. Transport cabbages and other farm crops from the field to the pack shed.
5. Request and refueling of the tractor
6. Report any defects on the tractor for repairs and maintenance
7. Apply chemicals in the farm land using a tractor drawn boom spray
8. Checking the condition of the tractor
9. Checking the implements to be used, e.g., trailers etc.
10. Receiving instructions/plans from the Supervisor
11. Driving the tractor doing the following;
12. Carrying feedline fine
13. Carrying feedline coarse, maize brain, wheat brain
14. Cleaning the tractor, trailers etc.
15. Maintaining the tractor service schedule

Decisions

1. Decides on the appropriate speed during the field disking process
2. Decides on when to send the tractor for repairs and maintenance

Minimum Qualifications

Class 5 Driver's License + Tractor Driving permit

Minimum Experience

1. 6 months on the job experience

Essential Skills

	1. Communication skills 2. Organizational savvy 3. Tractor driving skills		
Accounts Clerk	Key Result Area Processing of accounting reports for goods from the central stores Activities 1. Updating receiving slips in Sage system. 2. Matching supplier invoices to purchase orders and reconcile if there are any differences. 3. Prepare manual payment requisitions and forward them to Stores Accountant for checking. 4. Provide internal shipments, external invoices and capturing manual requisitions in sage. 5. Follow up all outstanding invoices and credit notes from suppliers. 6. Chasing up statements from CST suppliers and doing creditors reconciliations. 7. Relieve Invoicing Clerk and Receiving Clerk during their absence. 8. Filing documents. 9. Supervises stock counts, and reports any variances to the Stores Accountant. 10. Updating receiving slips in Sage. 11. Matching supplier invoices to purchase orders and reconcile if there are any differences. 12. Prepare manual payment requisitions and forward them to Stores Accountant for checking. 13. Do internal shipments, external invoices and capturing manual requisitions in sage. 14. Follow up all outstanding invoices and credit notes from suppliers. 15. Chasing up statements from CST suppliers and doing creditors reconciliations.	B	B3

	Decisions Decides when to post Invoices and Receipts, and when to reconcile supplier accounts Planning Ensures all supplier accounts are reconciled once a month. Minimum Education 5-O Levels + Diploma in Accounts or Financial Management Minimum Experience 6 months experience 7. Essential Skills 1. Good and effective communication skills 2. Attention to detail 3. Accounting and reporting writing skills 4. Computer Literacy		
Accounts Clerk – Transport and Logistics	1. Key Result Area Generating accounts related data at the Transport and Logistics Department 2. Activities	B	B3

	1. Collecting weigh bridge tickets for both feed and chickens 2. Checking if machine is working properly 3. Generate the transport and logistics charge 4. Capture the required transport and logistics data 5. Raising GRVs 6. Raising orders 7. Obtain prices and fill on documents 8. Verifying prices and costs 9. Raise payment requisitions 10. Writing reports 3. Decisions Makes routine operational decisions 4. Planning N/A 5. Minimum Education 5 O levels including English and Maths Diploma in Accounting 6. Minimum Experience 1 year 7. Essential Skills		

	1.Communication skills 2.Organizational savvy		
Security Supervisor	1. Key Result Area Security and safety 2. Activities 1. Conducting handover/takeover 2. Checking all the surrounding area 3. Issuing out fuel to boats working overnight 4. Monitoring company items at the premises 5. Checking if Security Guards are doing their duties 6. Monitoring the safety of workers at the harbour 7. Checking the boats at the harbour 8. Checking if workers will be putting their life jackets 9. Preventing workers without life jackets from boarding boats 10. Checking if all materials are safe at the lake 11. Driving the boats when carrying out security duties 12. Carrying out patrols at the company premises in the lake 13. Issuing and controlling of goods arriving / leaving the harbour 14. Maintains monthly roster of all security staff 15. Monitors CCTV in control room 16. Manages staff day to day operations 17. Maintains security equipment and ensures correct issue 18. Monitors and maintains OB book 19. Electronically captures and records all issued gate passes 20. Issues gate passes for goods leaving the premises 21. Monitors staff attendance and ensures no gaps in coverage	B	B4

	3. Decisions Decides on safety precautions for workers Decides to prevent workers without life jackets from boarding boats Decides on movement issues including fuel Decide on security surveillance at the farm ponds Decides on boat security patrols on sites within the lake 4. Planning Patrol routes on a daily basis 5. Minimum Education 5 Passes at O Level Security training 6. Minimum Experience 6 months 7. Essential Skills Communication skills Organizational savvy Security conscious Swimming Observant		
Fish Transferer	1. Key Result Area Fish movement	B	B1

	Activities Transfer of fish from the Farm to the Lake as per standard operating procedures Transferring of fish from juvenile to production cages as per standard operating procedures Deploying of nets for stocking Ensuring relevant equipment is available before cage-to-cage transfers begin Grading⁸ of fish during stocking Vaccination⁸ of fish as per standard operating procedures Maintaining a mortality rate⁸ of 1% on vaccinated cages Monitoring of fish condition during fish handling and taking responsible action where necessary Managing of stocking densities in cages as per SOPs Recording⁸ of stocking data Changing of clogged nets and those with fish in-between Cleaning of clogged nets Positioning and mooring of cages Removal of nets on harvested cages Maintaining the integrity of all equipment used in the section Correct use of standard operating procedures in all operations of fish movement Proper and consistent use of PPE Observing all biosecurity measures within the section And any other duties assigned by Transfer Supervisor Decisions Decides on whether it is safe to handle and transfer fish Planning		

	Plans on changing of nets and deployments of nets 5. Minimum Education 5-O Levels 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy Swimming		
Fish Harvester	1. Key Result Area Harvesting Fish from the cages 2. Activities Harvesting the correct biomass of fish as required by the factory, at the right time Ensuring enough ice and boxes are available for harvest Harvest fish from the cages and place them in boxes with ice Record harvest date, cage site, cage ID, harvest time, box number and number of harvest boxes/tonnage for each harvested cage Maintaining the integrity of all equipment used in the section Correct use of standard operating procedures in all operations of fish harvesting Observing all biosecurity measures within the section And any other duties assigned by Harvest Supervisor 3. Decisions	A	A3

	Decides on whether it is safe to handle and harvest fish Planning N/A 5. Minimum Education 5-O levels + On the job training 6. Minimum Experience 1 Year on the Job Experience 7. Essential Skills Communication skills Organizational savvy Knowledge of fish handling		
Fish Grader	1. Key Result Area Fish grading 2. Activities Check the temperature in the pond every day Grade fish in pond into 4 grades (0.3g, 0.6g, 1g and 2g) Assess the conditions of fish (active or not active) Receive fry (small fish) from the hatchery and breeding ponds, stocking in ponds and sign records Sampling fish for growth (weekly) Sorting and restocking of fish in hapas according to sizes after grading	B	B1

	Transferring fish to the lake and other third-party sales and record weight Packing fingerlings for third-party sales Assist in feeding fish in the pond Scraping pond after full harvesting of fish from the pond Installing bird nets on hapas to prevent predators such as birds and predator control (birds scaring) Apply chemicals such as chlorine to disinfect the pond and flush out Apply liming in the pond to strengthen pond soils Check on the water quality records for a pond before grading Maintaining grading records and fish transfer numbers Any other duty as assigned by a superior 3. Decisions Decides on the pond to grade based on the fish average weight from growth samples Decide on the grading frequency based on the water temperature ranges Decide on when to handle or transfer the fish after grading Decide if flushing out a pond is required before grading based on water quality records and visual assessment. 4. Planning Plan on submission of daily report on number of fish graded and fish transferred to the lake 5. Minimum Education 5 O levels + On the job training		

	6. Minimum Experience 1 Year on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Knowledge of fish handling		
Fish Feeder	1. Key Result Area Feeding fish in ponds 2. Activities Pond preparation (clean and dry pond for at least 3 days during the production season and 6 weeks during the off period) Apply chemicals such as chlorine to disinfect the pond and flush out Apply liming in the pond to strengthen pond soils Hapa maintenance and disinfection Maintenance and installation of ponds inlet and outlet screens Pitching of hapa in the pond Receive fry (small fish) from the hatchery and breeding ponds, stocking in ponds and sign records Installing bird nets on hapas to prevent predators such as birds and predator control (birds scaring) Prepare sex-reversal feed to be fed for the first 21 days Calculate⁸ and determine feeds per each pond Feeding fish according to the growth chart 6-10 times a day as per standard operating procedure	A	A3

Sampling fish for growth (weekly)
 Grading of fish
 Harvesting and transferring fish to the lake and other third-party sales after grading.
 Packing fingerlings for third-party sales
 Installation of aerators in ponds (as per pond requirement)
 Maintaining the integrity of all equipment and utensils used in the section
 Monitor fish behavior in the pond and report any abnormalities.
 Reporting any breakdown of equipment and infrastructure to the Leading Hand
 Remove all mortality and take records of such
 Maintaining feed and feeding records⁸ for a pond
 Scraping of ponds after full harvesting of fish in a pond.
 Housekeeping in the fingerling section
 Any other duty as assigned by a superior

3. Decisions

Decides on intervals to feed the fish in the pond depending on weather conditions and water quality.
 Decided on amount of feed to feed according to fish response
 Decides on position to feed the fish from (*windward direction*)

4. Planning

N/A

5. Minimum Education

5 O levels + On the job training

6. Minimum Experience

	1 Year on the Job Experience 7. Essential Skills Knowledge of fish handling Communication skills Organizational savvy		
Feeders (cattle)	1. Key Result Area Cattle feeding 2. Activities Mixing of stock feeds (ice feeds, wheat brand, bells and mashes etc) Feed cattle every day Bagging of stock feeds Removing any remains in the feed paddocks Check the cleanness of feeding paddocks Check the water containers in the feeding paddocks Takes feed to the mixing point Weighs out all bags for the required amount per group Loads and pack them in to the trailer Expects to offload any stock feeds when they arrive Checks all animals on a timely basis (three to four times per feeding session) to be certain they are receiving adequate feed. Maintains all equipment and tools in an orderly manner and clean so they are readily available to use by any employee if needed. Any other responsibilities as assigned as and when need arises. 3. Decisions Decides on the cleanness of the feed paddocks.	A	A2

	Decides on the orderly stacking of feed bags. 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the Job Experience 7. Essential Skills Communication skills Physical fitness sobriety Organizational savvy		
Fish Breeder Foremen (not leading Hand)	1. Key Result Area Oversee the fish breeding operation 2. Activities Day to day leading of the breeding crew (fish breeders and broodstock feeders) Regular and accurate reporting of production statistics⁸ to the Breeding Supervisor. Hands on leading in fish handling including sampling, stocking, harvesting, sexing, selection, transferring, and resting of broodstock. Ensuring broodstock fish are fed as per requirement. Ensuring all broodstock fish are starved before any handling.	B	B3

Keeping a proper record of breeding stock⁸ both active and inactive
 Ensuring mortality removal from either breeding or holding ponds is done.
 Ensuring that all tools and equipment are kept at appropriate places e.g., nets and buckets at the net shade.
 Ensuring correct use of standard operating procedures in all operations of egg and fry production, from stocking, sampling, harvesting, egg collection, transferring to resting broodstock and restocking.
 Ensure that pond preparation is done before stocking, this includes standpipe and screens installation, chlorinating and liming.
 Ensuring delivery of good quality eggs and fry from the ponds to the hatchery
 Ensure timely generation of good quality future broodstock
 Ensure proper winter broodstock conditioning and monitoring paying attention to proper feeding, stocking densities and water quality.
 Grass control and rubbish picking over the breeding and holding area.
 Any other duties as may be assigned by a superior

3. Decisions

Decides on broodstock families to stock for breeding and their change over
 Decides on the fish to stock based on spawning readiness during stocking selection
 Decides on the suitability of a pond for stocking for either breeding and resting.
 Decides on the level of pond draining during any fish work activity

4. Planning

N/A

5. Minimum Education

5 O levels + On the job training and Fish Health Certificate

	6. Minimum Experience 1 Year on the Job Experience 7. Essential Skills Communication skills Organizational savvy observant		
Fish Breeder	1. Key Result Area Fish breeding 2. Activities Separating males from females for resting and conditioning (Including future broodstock separation) Re-sexing of males and females for resting and conditioning before the stocking process Selecting fish that are ready for breeding by colour during stocking (pink to red most preferred) Mortality removal from either holding ponds, egg collection or breeding ponds Keeping all tools at appropriate places such as nets and buckets at the net shade Preparing breeding ponds before stocking, this includes standpipe and screens installation, chlorinating and liming. Good housekeeping and grass control Correct use of standard operating procedures in all operations of egg and fry production, from stocking, sampling, harvesting, egg collection, transferring to resting broodstock and restocking. Identify and separate male from female fish Collection of eggs from egg collection ponds to the hatchery Generating future brood stock annually	B	B1

	Winter broodstock conditioning and monitoring paying attention to proper feeding, stocking densities and water quality Maintain records of fish breeding including⁸ re-sexing, selection, movements and breeding performance Any other duty as assigned by a superior 3. Decisions Decides on the number of fish to stock⁸ in a pond or hapa based on the sampled average weight. Decides on the fish to stock based on spawning readiness during stocking selection Decides on the level of pond draining during any fish work activity 4. Planning N/A 5. Minimum Education O levels + On the job training 6. Minimum Experience 1 years on the Job Experience 7. Essential Skills Communication skills Organizational savvy Knowledge of fish handling		

Fence Installer	1. Key Result Area Installing fences 2. Activities Inspecting the area to be covered by the fence Measuring the perimeter of the area to be covered Compiling the bill of quantities of the work to be done Training the Labourers⁸. Request for the manpower Supervising the labourers doing the installation of the fences Connecting insulators Lining wires Tensioning from electricity lines Connecting power and energizing Connecting from energizer to fences Put electrical fence warning signs Testing current Connecting alarms Maintaining fence operation 3. Decisions Decides on bill of quantities Decides on strands and type of wire to be used Decides on manpower requirement Decides on types of fence 4. Planning N/A 5. Minimum Education	B	B1

	5-O level 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy Technical skills		
Feed Change Hand	1. Key Result Area Oversee the feeding of fish in the ponds 2. Activities Leading the fingerling crew⁸ in feeding fish according to the growth chart 6-10 times a day Monitoring day to day feeding of fish until they reach transfer size. Receive weekly work schedule from the Supervisor and implement on daily basis Allocate work to feeders⁸ and graders Ensuring that hapas are cleaned and pitched in the correct manner Receiving and stocking fry from breeding ponds and hatchery and check the condition of fish at the point of receiving. Restocking fry into growout ponds and grading before transfer Check the quantities of feeds being supplied in each pond Maintaining optimum stocking densities as per standard operating procedures Monitor the grading of fish with fish graders so as to reduce size variation Liaise with the fish transferring section on grades of fish to be transferred to the Lake Weighing of fish before transfer to the lake	B	B3

	Harvesting and transferring of fish that have attained the required transfer weight to the lake either in Zimbabwe or Zambia and other third party sales. Stock solution and sex reversal feed preparation Maintain records⁸ for fry survivals and production, pond harvest reports, transfer records, feed records and disinfection records) Monitor day to day maintenance of ponds and housekeeping at the fingerling section including grass control. Ensuring that standard operating procedures are followed at all times across the section Ensuring the integrity of all the equipment used in the section. Ensuring that any breakdown in equipment is immediately reported to the Supervisor. Any other duties assigned by Superior. 3. Decisions Decides on the quantities of feeds per each pond Decides on the grade of fish ready for transfer to the Lake Decides on the ponds to grade Decides on the ponds to transfer of fish ⁸ 4. Planning N/A 5. Minimum Education 5 O levels + On the job training and Fish Health Certificate		

	6. Minimum Experience 1 Year on the Job Experience 7. Essential Skills 1. Knowledge of fish handling 2. Communication skills 3. Organizational savvy		
Administration Clerk - Security	1. Key Result Area Administration duties 2. Activities Data capturing of time book taking into consideration the following; absents, sick leave, terminations, dismissals etc. Processing terminations and submitting to Human Resources Department for further processing Doing secretarial duties to the Loss Control Manager Doing logistics for the Security Guards Process injury on duty Carrying out welfare tasks in the Department Process medical forms to the clinic Process advances of salary as requested by staff members Compile payroll for seasonal and permanent staff for the Department and submit to Human Resources Order stationery from Stores Monitor leave liability Carter for Security budget, monitor and implement the budget 3. Decisions Decides on materials to be used in the Department Decides on the contract of employment	B	B3

	Decides on the Manpower requirement 4. Planning 1. Security Administration Reports on a monthly basis 5. Minimum Education Five O level passes Diploma in Administration or equivalent 6. Minimum Experience Three months 7. Essential Skills Communication skills Organizational savvy Administrative skills ICT skills Supervisory skill Human Resources Management skills		
Boat Captain	1. Key Result Area Operating the boat 2. Activities Ensuring that there are enough life jackets for people to board the boat. Checking if engines are working properly Assess the Oil, water, belts, life beds, fuel level for the two engines on the boat. Conduct safety talk for all who would have boarded the boat. Operating the boat as well as the crane⁸ Ensure safety of people in the boat⁸	B	B4

	Docking the boat Anchoring the boat properly ensuring that it does not drift away Loading and off-loading fish and other items Doing all the other duties with workers who would have gone for their duties Reporting faults Writing log sheets Maintaining service schedule 3. Decisions Decides on safety of those in the boat Decides on the condition of the weather and if it can be maneuvered Decides on the anchoring positions 4. Planning Plans on time frame vs speed vs distance in the lake 5. Minimum Education Class 2 Drivers License Captains Certificate Launch Master's Certificate/ Skippers License 6. Minimum Experience 2-3 year Experience 7. Essential Skills Communication skills Organizational savvy Lake navigation skills		

	First aid GPS reading Crane operating skills		
Builder Semi skilled	1. Key Result Area Building and Maintenance 2. Activities 1. Receive requests for repairs, maintenance, services from user Departments and individuals. 2. Building piggery house putting floors in the pig sheds 3. Building piggery sheds and roofing 4. Maintenance of piggery shed 5. Repairing and maintenance of houses in the village 6. Assist in the building of new houses at the farm 7. Assessing work to be done and compile the bill of quantities for the materials needed for the works. 8. Request for the materials and collect from store. 9. Carry out general buildings' maintenance and repairs. 10. Assist in other mechanical works in the workshop of the farm 3. Decisions Decides on materials for use in building operations Decides on bill of quantities 4. Planning Plan for materials as and when required to do so. Prioritisation of tasks 5. Minimum Education	B	B2

	O level + Building certificate 6. Minimum Experience 6 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Building skills and Estimation skills		
Assistant Builder	1. Key Result Area Building and Maintenance 2. Activities 1. Assist the Builder by preparing building material 2. Assist in repairing and maintenance of houses in the village 3. Mix mortar as required by the builder 4. Carry bricks and other requirements for the builder 5. Assist in building new houses at the Farm 6. Assist in assessing work to be done and compile the bill of quantities for the materials needed for the works. 7. Assist in request for the materials and collect from store. 8. Assist in general buildings' maintenance and repairs. 3. Decisions Decides on materials for use in building operations Decides on bill of quantities 4. Planning Plan for materials as and when required to do so. Prioritisation of tasks	A	A2

	5. Minimum Education General knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Building skills and Estimation skills		
Truck Driver Assistant	1. Key Result Area Assisting Truck 2. Activities Loading of bags of peas, fertilizers, seeding maize into the truck Offloading of peas, fertilizers, seeding maize into the truck Assist in the workshop on any mechanical works such as repairs and maintenance Update vehicle log book after every delivery 3. Decisions Decides on loading quantities into the truck 4. Planning N/A 5. Minimum Education General knowledge plus ability to read and write	A	A3

	6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy		
Electrician(skilled)	1. Key Result Area Electrical installations on the farm premises and managers houses 2. Activities Clean up the workshop Attend to all electrical installations at the premises Attend to all electrical faults in the village Attend to electrical installations on new projects Repairs and maintenance of field stern-machine 3. Decisions Decides on electrical diagrams on new electricity installations 4. Planning N/A 5. Minimum Education Class 1 Journeymen 6. Minimum Experience 6 months on the Job Experience 7. Essential Skills	C	C2

	Communication skills Organizational savvy Electrical installation skills		
Assistant Electrician- (semiskilled)	1. Key Result Area Electrical repairs and maintenance 2. Activities Writing job cards Cleaning electrical motors and gear boxes Checking and cleaning compressors and generators Cleaning sensors Checking leakages of oil in gear boxes Checking if motors are well mounted Attend to breakdowns Report major breakdowns to Electrician. Carry out pre-start checks on all machines before shift starts. Fix any identified anomalies as soon as they are noticed Assess extent of breakdowns. Receive breakdown reports from users. Compile bill of quantities for works to be done. Carry out electrical installations. Writing reports on progress being made. Attend to electrical faults at staff quarters and offices. Repair and service water pumps. Install LT lines. 3. Decisions Decides on type of maintenance to carry out Decides on materials to use during repairs	B	B2

	4. Planning Prioritization of tasks Incumbent must ensure that compressor oil levels and generators fuel levels are adequate for smooth and continuous running daily 5. Minimum Education Five O level passes 6. Minimum Experience 1 year experience as an electrical assistant or any plant maintenance setup 7. Essential Skills Communication skills Numerical skills Organizational savvy Attentive to details		
Assistant Fitter	1. Key Result Area Attend to repairs and maintenance of machines in the factory 2. Activities Conduct machine checklist (inspection of factory machines) Sign off book after checking the state of the machine Repair and maintain machines that process oranges Attend to regular servicing of machines in the factory Attend to any breakdowns in the factory 3. Decisions Decides on repairs and maintenance of factory machines	B	B2

	4. Planning N/A 5. Minimum Education 5-O Levels + Fitter and Tuner certificate 6. Minimum Experience 6 months on the job experience 7. Essential Skills Communication skills Organizational savvy Plant maintenance skills		
Assistant fitter (semi-skilled)	1. Key Result Area Maintenance of plant and equipment 2. Activities Cleaning magnets, compressors Draining water Cleaning motors, and gear boxes Checking if machinery in the plant is working properly, Checking grease, oil, sounds check gears Doing maintenance work at the workshop Maintaining the boiler and hammer mill Welding, grinding, drilling Attending to all breakdowns	A	A2

	3. Decisions Decides on types of repairs and maintenance Decides on type of tools and equipment to use during repairs and maintenance 4. Planning N/A 5. Minimum Education 5 O levels including science 6. Minimum Experience 1 year in maintenance of any manufacturing setup 7. Essential Skills Communication skills Numerical skills Organizational savvy Technical skills		
Artisan's Assistant	1. Key Result Area Assists the Artisan in attending to all electrical requirements in the hatchery 2. Activities Assist Artisan to attend to all electrical breakdowns in the hatchery Assists Artisan in carrying out repairs and maintenance of the hatchery machines. Maintains trollies in the hatchery 3. Decisions 1.N/A	A	A2

	Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 Months on the job Experience 7. Essential Skills Communication skills Organizational savvy Basic electrical skills		
Assistant FMC Operator	1. Key Result Area Operating the FMC 2. Activities Carrying out risk assessment Check the condition of the machine Reporting any faults to the Supervisor Ensure smooth running of the machine Raise queries with the Switch Board Operator if fruit is not disbursed into machine correctly (according to sizes) Liaising with the Receiver to increase or decrease the quantity of fruits Operating the machine Complete CIP cleaning in place	B	B1

	Supervise subordinates 3. Decisions Routine operational decisions 4. Planning N/A 5. Minimum Education O-Level Passes Minimum Experience 1 year experience 7. Essential Skills Communication skills Organizational savvy		
Assistant Foreman	1. Key Result Area Supervising Egg Graders 2. Activities Marking the attendance register Checking the quality of eggs to be packed on a daily basis and reconcile with previous day Grading eggs for the kiosk	B	B3

	Ensuring that the egg room is clean Placing the eggs in the machine Classifying the eggs according to size, ie large, medium, small, extra-large and standard Packing the eggs in boxes Dispatching the eggs according to orders for local customers Compile sales sheets and reconcile the figures Supervise the Egg Graders 3. Decisions Decides on the quality of eggs Decides on performance of staff 4. Planning Plans orders on a daily basis 5. Minimum Education General knowledge Ability to read and write 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Supervisory skills Good knowledge of chicken rearing		

Cage Assembler	1. Key Result Area Cage assembling 2. Activities Maintaining the pump station Making cages Repairing cages both on ground and inland Disassembling and assembling the cages Doing plastic welding Inspecting the cages on a continuous basis Requesting for materials to use for assembling cages Inspecting accommodation (room for feed) 3. Decisions Decides on cages to be repaired Decides on materials to be used during assembling 4. Planning 1.N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy	A	A3

Cage Attendant	1. Key Result Area Safeguarding and feeding fish in the Cage 2. Activities Picking of mortalities in the cage which attracts Crocodiles Feeding fish at the Cage sites as per standard operating procedures Checking water temperature and dissolved oxygen as per standard operating procedures Routine assessment of cages and nets; reporting of any clogged or faulty nets Operate Access raft and blower used for feeding fish Attend to any damages on the cages and nets that may cause leakages and fish losses Maintaining the integrity of all equipment used in the section Ensure good general site outlook by making sure nets, buoys, moorings and cages are correctly positioned Correct use of standard operating procedures in all operations of fish movement Observing all biosecurity measures within the section Report any abnormal fish behaviour or signs of disease And any other duties assigned by Site Supervisor 3. Decisions Decides on fish feeding depending on how they respond to the feed Decides on when net changes should be carried 4. Planning N/A 5. Minimum Education General knowledge + On the job training	A	A3

	6. Minimum Experience 1 Year on the Job Experience 7. Essential Skills Communication skills Organizational savvy Knowledge of fish handling		
Scuba Diver	1. Key Result Area Carry out driving duties as assigned from time to time 2. Activities Underwater inspection of new net deployments for fish stocking Inspection of cages containing fish on the lake to determine if nets are in good condition so as to safeguard biomass⁸ Routine Inspection⁸ of cages, grids, site demarcations, and mooring systems on cage sites Inspect big vessels for damage, nuts, pins, and air frames, etc. Test, train and certify⁸ lake employees on swimming Attend to rescuing of Lake staff Maintaining the integrity of all equipment used in the section Correct use of standard operating procedures in all operations of scuba diving Observing all biosecurity measures within the section 3. Decisions	B	B2

	Decides whether diving is safe to perform Decides on abandoning diving if there are crocodiles or other predators around the place 4. Planning Diving schedule 5. Minimum Education Passes at O level Diving certificate 6. Minimum Experience 1 year experience 7. Essential Skills Communication skills Organizational savvy Diving		
Motor Mechanic (Skilled)	1. Key Result Area Attend to repairs and maintenance of tractors and lorries 2. Activities Assess engines of trucks to determine dates for services Repairs and maintenance of tractors as per schedule of services Order all required spares for repairs and maintenance of tractors and trucks Attend to all breakdowns of vehicles and tractors	C	C2

	Services all tyres of lorries and tractors Attend to any other duty as may be assigned from time to time by the Workshop supervisor 3. Decisions Decides on spare part for tractors and trucks 4. Planning Plan on servicing of vehicles and tractors as per the schedule of maintenance 5. Minimum Education 5 O levels + On the job training Class 2 Motor Mechanic 6. Minimum Experience 1 Year on the Job Experience 7. Essential Skills Communication skills Organizational savvy Motor mechanic skills		
Assistant Painter	1. Key Result Area Painting and de-denting drums 2. Activities Cleaning drums Scrapping drums removing rust, mud and old stickers Checking drums for any damages	A	A2

	Washing the drums using water Recording cleaned drums Submit drums to the painter Operating the drum washing machine 3. Decisions 1.Decides on removing damaged drums 4. Planning N/A 5. Minimum Education 1.Ability to read and write 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy		
Audit Assistant	1. Key Result Area Carry out monthly audits in Hatcheries, Farms, Milling Shed and Feed Stores 2. Activities Assisting the farm staff to draft SOPs for the farms, hatcheries, Milling Shed and Feed Stores correctly	C	C1

	Ensuring that all SOPs have been issued to the relevant functions Planning and conducting regular audits and communicating these to the relevant functions Performing weekly chick quality assessments for the hatcheries, summarizing and reporting the results to the Audit Manager Suggesting and recommending areas of improvement to the SOPs and to Bio-security in general to the Audit Manager Any other functions as required by the Audit Manager 3. Decisions Decides on which SOPs should be audited and when 4. Planning Plans on number and type of audit to be done and which section to be audited each month. 5. Minimum Education 5 O Levels including Maths and English Computer literacy Diploma in Agricultural Science or 2 years working with poultry 6. Minimum Experience 6 months 7. Essential Skills Communication skills Organizational savvy Good hygiene Planning skills		

Executive Driver	1. Key Result Area Driver the Executives of the Estate 2. Activities Drive Executives such as Directors, and other delegates that visits the Estate for tours Cleaning executive vehicles Fueling of Executive vehicles and always be on standby to driver Executives Driver staff to and from their homes to the Offices Attend to messenger duties which includes banking, delivery of mails, delivery of small order of chickens to organizations for donations Cleaning of buses for the Estate Maintaining of vehicle log books 3. Decisions Decides routes to use when driving 4. Planning N/A 5. Minimum Education 5 O levels + Clean Class 4 Driver's License and Defensive test 6. Minimum Experience	B	B4

	1 year driving experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Driving skills		
Fabrication Supervisor	1. Key Result Area Allocation of welding and fabrication work to subordinates and supervise them accordingly 2. Activities Receive requisitions and reports from sections of the Estate Determine materials required in attending the requested welding and fabrication works Order materials required for the works from steel warehouse Do drawings, sketching of what needs to be done Assign work to subordinates and supervise them in welding and fabrication Attend to other welding and repairs and maintenance of farm equipment's such as tractor trailers 3. Decisions Decides on materials required in welding and fabrication Decides on work allocation and prioritization 4. Planning N/A	B	B5

	5. Minimum Education 5 O levels including English & Maths Certificate in Welding + Supervisory Training 6. Minimum Experience 1 year 7. Essential Skills Communication skills Ability to read and write Problem solving skills Innovation skills Mechanical skills		
Factory Cleaner	1. Key Result Area Provide cleaning services in the Factory 2. Activities Cleaning of the wagon where meat is kept everyday Frequent cleaning in the factory for hygiene purposes Collect all condemned meat and place in bins Pack all meat and clean with carcass wash Cleaning of the slaughter house Attend to other duties such as pest control through batting, rates trapping and flies trapping 3. Decisions Decides on cleaning intervals in the factory and other areas of responsibility	A	A1

	4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy		
Farm Clerk	1. Key Result Area Provide clerical services to the Lanark Section of the Estate and issue clerical reports for accountability 2. Activities Receive fuels and update records Issue fuels to tractors and vehicles and update records Charge sections for the fuel draw downs Record hours worked farm workers and submit reports for payroll processing Reconciliation of bin cards on all chemicals received and issued Write requisitions of all sections requirement Follow up with central stores Write GRVs (Receive and dispatch all goods to sections) Receive section calls and disseminate information to respective persons Reconcile hours for machines used in operations and submit to Accounts for payment of contractors	C	C2

	Submission of production report on weekly and monthly basis 3. Decisions Decides on placement of orders to the central stores Decides on hours worked by general workers for payroll process Decides on hours workers by contractors for payment processing 4. Planning N/A 5. Minimum Education 5 O levels including Maths & English Degree in Accounts/ Business Administration 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Numerical skills Organizational savvy Report writing skills		
Farm Clerk (croco-diles)	1. Key Result Area Provide clerical services and reports for management's decision making 2. Activities Receive and dispatch farm products such as chemicals and fertilizers Manage the farm stores and stocks	B	B3

	Issue of GRVs, invoices for goods received and order any products before they runout Dispatch of farm implements and update job cards Update system on stock movements Receive cattle from other farms and produce necessary documentation for system and records update Receive updates on crocodile and maintain files Conduct stock takes every 2 weeks and issue reports 3. Decisions Decides on average weight in the process of determining growth of chickens 4. Planning N/A 5. Minimum Education 5 O Levels 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy Report writing skills		
Farm Supervisor (cattle)	1. Key Result Area Supervising the cattle feeding process at the Estate 2. Activities	B	B5

	Prepare stock feeds for cattle every day Request for feeds from the storeroom (sheds) Determine the stock feeds requirements per section depending on number of cattle Maintain a balance of stock feeds (grass, silage, cotton cake and maize germ) Preparation of adequate tonnage of stocks per paddock Recording of total tonnage of stock feed used per day and submit reports to section manager. Account for all stocks feeds used per day and update bin cards Assign work to tractor drivers and general workers Receive pecan nuts from the field and put into driers Grade pecan nuts into sizes and quality for exports and local markets Issue progress reports to Farm Manager 3. Decisions 1. Decides on work allocation to cattle feeders on daily basis 2. Decides on quantities of stock feeds per paddock per day 4. Planning Plan on stock reorder levels Plan on grading pecan nuts 5. Minimum Education Five O Levels 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills		

	Organizational savvy Cattle caring skills Supervisory skills Report writing skills		
Feather Mill Bagger	1. Key Result Area Packing of processed render 2. Activities Pack render in into bags and seal Stitch all packed bags before dispatching Take Render to the warehouse Assist in the processing of Render Load and offload bags from tractors on deliveries 3. Decisions Decides on stitch sealing of bags and intactness 4. Planning N/A 5. Minimum Education O level 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Numerical skills	A	A2

	Organizational savvy		
Feed Mill Trainer	1. Key Result Area Training new members of staff in the central Feed Mill of the Estate 2. Activities Desing content⁸ for training new comers in line the changes in standard operating procedures of the organization Identify training needs⁸ to established employees Train general workers on matters of safety Train new comers⁸ on the operations of the business and activities in the Feed Mill Train new comers on product knowledge and accountability in the Feed Mill Train new comers and established on standard operating procedures of the organization Monitor staff compliance of staff on SOPs Conduct internal audit⁸ food safety management system 3. Decisions Decides on course content to train new comers and established workers Decides training needs for team members 4. Planning 1.Plans for time and material to be when training team members 5. Minimum Education 5 O levels + internal train the trainer program	B	B4

	6. Minimum Experience 1 year on the job experience 7. Essential Skills Communication skills Numerical skills Organizational savvy Training skills		
Feed Mixer	1. Key Result Area Milling of chicken feeds every day 2. Activities Mixing of stock feeds Milling of maize and mix concentrate Pack stock feeds into 25 KGs Load feeds into trucks 3. Decisions Decides on quantities on concentrate when mixing stock feeds 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience	A	A2

	3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy		
Feed Plant Assistant	1. Key Result Area Production of crocodile feed mix 2. Activities Calibrate scales every morning Assess the batch numbers of feeds required with feed requisitions Receive feed requisitions from administrators every day Produce dry mix (mixing of feed with oil, chemicals and water) Produce dry feed meat Measure quantities of mix required crocodile pen Release feeds to feeders Clean feed plant every day and all machines 3. Decisions Decides on quantities of mix per order received 4. Planning N/A 5. Minimum Education General knowledge	A	A3

	6. Minimum Experience 3 months on the Job Experience 7. Essential Skills Communication skills Organizational savvy Crocodile Handling skills		
Fence Attendant	1. Key Result Area Fencing the Estate to prevent domestic and wild animals from entering the Estate 2. Activities Fencing the Estate to prevent domestic and wild animals from entering the Estate Request for wires to fence the Estate Placement poles to support the fence Attend to any fence break ins Assist heading cattle for the Estate 3. Decisions Decides on pole spacing during fencing process 4. Planning N/A 5. Minimum Education	A	A2

	General knowledge 6. Minimum Experience 1 year experience 7. Essential Skills Communication skills Organizational savvy		
Neck Remover	1. Key Result Area Cut off chicken neck for packing 2. Activities Cut chicken necks from the Chicken Attend to any other duty as may be assigned from time to time 3. Decisions N/A 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience	A	A2

	3 months experience 7. Essential Skills Communication skills Organizational savvy Chicken handling skills		
Neck Slitter	1. Key Result Area Chicken neck slitting 2. Activities Neck slitting of chickens as per the target set Attend to any other duty as may be assigned from time to time 3. Decisions N/A 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3- months experience	A	A2

	7. Essential Skills Communication skills Organizational savvy Chicken handling skills		
Night Watchman	1. Key Result Area Guarding at night 2. Activities Ensuring that all farm assets and crops are safe during the night Patrolling the whole farm at night checking the safety of the assets and crops like pipes, pumps, engines, Guarding the crops against thieves Guarding electrical installations Arresting intruders at night 3. Decisions Decides on own patrol schedules and guard points Decides on arresting intruders 4. Planning Plans own night movements on a daily basis 5. Minimum Education Ability to read and write Security training	A	A3

	6. Minimum Experience 3 months experience 7. Essential Skills Communication skills Organizational savvy Security conscious Observant		
Nurse Aide	1. Key Result Area Providing health services to the farm workers 2. Activities Clean the office and the clinic Taking care of children of farm workers Attend to all injured employee and treat them accordingly Issue of medication to workers under treatment Record all patient attended in a day Order medication from Hospital Attend to any medical urgencies of farm workers Conduct health awareness programs such as cholera outbreaks Distribution of protector plus (condoms) to workers and villagers Educate farm workers on health programs 3. Decisions Decides on medical prescription for workers at the farm Decides on health programs to educate workers and villagers	B	B3

	4. Planning Plan on replenishment of medications for the farm clinic Plan on health programs to educate workers and villagers 5. Minimum Education Certificate in Nurse Aid + Health worker training 6. Minimum Experience 1 year on the job experience 7. Essential Skills Communication skills Organizational savvy Patience caring skills		
Offal Collector	1. Key Result Area Processing of petty foods 2. Activities Collect condemned chickens from the factory Collect blood from the slaughter room Remove all intestines from condemned chickens Process the chickens to produce petty foods 3. Decisions	A	A2

	N/A 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3-months experience 7. Essential Skills Communication skills Organizational savvy Petty food processing skills		
Offal Transporter	1. Key Result Area Transporting offals from process tables to cold-room 2. Activities Receive all bins with waste and empty every morning before production process starts Receive all intestines and select/ remove gizzards Assist in the harvesting process where there is need for additional manpower Attend to any other duty as may be assigned from time to time	A	A3

	3. Decisions N/A 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3-months experience 7. Essential Skills Communication skills Organizational savvy Chicken processing skills		
Office Cleaner/Tea Maker	1. Key Result Area Cleaning offices, kitchen and toilets 2. Activities 1. Sweeps and mops the office floors 2. Cleans the boardroom carpet 3. Cleans kitchen and dishes in the kitchen 4. Makes tea for visitors 5. Cleans windows 6. Cleans office toilets 7. Attends to any other duties as may be assigned from time to time	A	A2

	3. Decisions Decides on cleaning of the offices and dishes 4. Planning N/A 5. Minimum Education Level 6. Minimum Experience 3 Months on the job Experience 7. Essential Skill 1. Communication skills 2. Organizational savvy 3. House maid skills		
Office Orderly	1. Key Result Area Internal messenger duties 2. Activities Checking if there are documents to be moved from one office to another. Receive invoices from departments and file Filling of all invoices from creditors File records from cattle booking Preparing refreshments/teas for senior members of staff. Serving Managers during meetings	A	A2

	Conveying messages to senior staff members during meetings for any documents to be signed. 3. Decisions Decides which issues can be conveyed to Managers during. Routine operational decisions 4. Planning Prioritisation of tasks to be done 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy		
Oil Separator	1. Key Result Area Separating oils from water and juice during processing of concentrate 2. Activities Operate machine that separate oils and water from the production process Fill tanks with oils from the production process	A	A3

	Extract water from the production process and send to other sections Polish the oil and fill tanks for storages Fill in customs that are used for flavors Assist in other duties such as product blending 3. Decisions Decides on levels of oils and water extracts from the process 4. Planning N/A 5. Minimum Education 5-O Levels 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy		
Orange Packer	1. Key Result Area Packing of oranges as assigned 2. Activities Packaging of oranges into 15 Kgs and 20 Kgs Pack on targets of 250 bags per day per person or 180 boxes Attend to orange harvesting in the field then there are no oranges for packing	A	A2

	Attend to general work such as weeding in the orange plantation 3. Decisions 1. Decides on quality and size of oranges during the packing process 4. Planning 1. N/A 5. Minimum Education General knowledge plus ability to read and write 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy		
Order Assembler-Central Stores	1. Key Result Area Pulling of goods from the warehouse according to orders on the invoices 2. Activities Read and comprehend instructions and follow established procedures Collect all documentation and ensure the necessary PPE is available for use to carry out the order picking for the day Liaise with Invoicing Clerk everyday – picking slips, requisitions and shipment advice – to ensure stock is picked for despatch according to the Section Despatch Schedule	A	A3

	Receive instructions from Stock Controller daily on urgent requirements and picking deadlines Ensure daily review of back orders and incomplete orders with Stock Controller and Storemen Liaise with Storemen for the first item received to be the first item to be issued and the last item received to be the last item to be issued (FIFO) Ensure clear labelling and arranging of stock in a manner that facilitates easy identification for the Despatch Clerk to despatch Maintain loading and offloading equipment in good condition Assist Storemen with timeous clearing of the Receiving Bay of goods into Stock Assist with conducting stock take on monthly basis and spot checks every week Assisting with offloading of goods trucks Daily housekeeping of Despatch Area Assist with filing of documentation for despatched goods to sections in relevant section file Any further duties as delegated by supervisors and Procurement & Stores		
	3. Decisions Decides on what to issue to sections daily.		
	4. Planning Ensure daily requirement from sections are executed.		
	5. Minimum Education A' Levels		
	6. Minimum Experience		

	2 years' work experience in same position 7. Essential Skills Good communication Numerical ability Good Attitude Energetic Pays attention to details Able to work under pressure Able to work in a team		
Order Assembler – Despatch	1. Key Result Area Assembling of orders as per the customer order received 2. Activities 1. Collect invoices from the dispatching offices 2. Assess the quantities on invoices and assemble the orders accordingly 3. Submit the tag with the list of order and quantities to the Fridge men 4. Assist the Fridge men in pulling out chickens from the cold room as per the order received 5. Place assembled orders on pallets for verification and dispatching 6. Assist in any other duties as may be assigned from time to time 3. Decisions Decides on order assembling on a first come first serve 4. Planning N/A	A	A3

	5. Minimum Education 5 O levels 6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Numerical skills 3. Organizational savvy 4. Chicken handling skills		
Order Assembling Foreman	1. Key Result Area Oversee the order assembling process for accountability and quality dispatching of chickens 2. Activities 1. Receive all invoices from Sales Office. 2. Record all invoices into track books 3. Record all tonnage on invoices and assign order assemblers to pull out orders and assemble on pallets 4. Check the orders placed on pallets against the invoices of customers. 5. Check quality⁸ of assembled product before loading. 6. Supervise the fridge men in packaging of stocks in the order they were received from production 7. Conduct stock take on monthly basis and issue reports 3. Decisions Decides on accuracy of orders and quality of chickens on orders before dispatching	B	B4

	4. Planning Plan according to fixed order⁸ supplies such as for KFC and Nandos 5. Minimum Education 5 O levels + internal training programs 6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Numerical skills 3. Organizational savvy 4. Supervisory and report writing skills		
Assistant Refrigeration Technician	1. Key Result Area Maintain and repairing the cold chain 2. Activities Conducting checks on freezers and air conditioning Conducting monthly services on freezers and air conditioning Installation of air conditioning Checking all the freezers Trouble shooting for electrical or mechanical breakdowns Compile bill of quantities Requesting for materials	B	B4

	Cannibalizing parts where necessary Carrying out repairs Conducting test runs before handing over repaired equipment Do continuous monitoring Writing reports 3. Decisions Decides on type of repairing or service to be done Decides on bill of quantities Decides on cannibalization of parts Decides on prioritization of tasks 4. Planning Daily prioritization of tasks 5. Minimum Education 5 O level passes Apprenticeship trained, Journeyman Artisan or trade tested 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Technical supervisory		

Assistant Stores Clerk	1. Key Result Area Stores maintenance 2. Activities Issuing out chemicals to Drivers for spraying by recording in the record book Update bin cards Check the status of the offices Monitor and maintain reorder levels Placing orders with buying office Receiving goods by means of GRVs Verifying quantities against invoices Return goods if not matching order and invoice Housekeeping Communicate with end users 3. Decisions Decides on stock movement 4. Planning N/A 5. Minimum Education 5 O level passes Diploma in Stores Management 6. Minimum Experience 1 year	B	B3

	7. Essential Skills Communication skills Organizational savvy		
Tractor Assistant	1. Key Result Area 1. Taking care of farm implements 2. Activities Checking the conditions of farm machinery; Tractor- checking oil, water, tyre pressure, damages, loose nuts, lights Implements- checking grease, cracks, breakages, Planters- checking dispensing seed or fertilisers Boom sprayer- checking nozzles, and if they are dispensing chemicals at the same rate Disc harrow- checking loose nuts, dishes, greasing Bed maker- checking the parts greasing 3. Decisions Decides on whether machinery can be used or be sent for repairs or services 4. Planning N/A 5. Minimum Education General knowledge	A	A2

	6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Technical skills		
Assistant Welder	1. Key Result Area Provide welding and fabrication works 2. Activities Receive orders of welding from Supervisor Attend to welding works as allocated from time to time Welding of sheds, buildings, ceilings, gates etc Attend to welding works from three sections 3. Decisions Decides on welding diagrams on assignments given 4. Planning N/A 5. Minimum Education O levels plus Welding certificate	B	B2

	6. Minimum Experience 6 months on the Job Experience		
	7. Essential Skills Communication skills Organizational savvy Crocodile Handling skills		
Auto Electrician Class 1	1. Key Result Area Attend to auto-electrics on trucks and light motor vehicles at the farm 2. Activities Attend to auto-electric work on trucks, light motor vehicles – repairs to alternators, starter motors, etc. Assessment and repairs to wiring looms Checking of vehicle lights before deliveries Housekeeping once job has been completed 3. Decisions Decides on tools and materials to be used 4. Planning Plans on materials required for work to be done Checking all vehicle lights prior to road trips 5. Minimum Education Passes at O Level Skilled Worker Class 1 Auto Electrician Certificate	C	C2

	6. Minimum Experience 6 months on the job 7. Essential Skills Communication skills Organizational savvy Auto-Electric skills		
Bag Sealer	1. Key Result Area Bagging and sealing of processed Render 2. Activities Pack render in into bags and seal Stitch all packed bags before dispatching Assist in the processing of Render Load and offload bags from tractors on deliveries 3. Decisions Decides on stitch sealing of bags and intactness 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the job experience	A	A2

	7. Essential Skills Communication skills Numerical skills Organizational savvy		
Bag Sorter	1. Key Result Area Bag sorting 2. Activities Housekeeping, removing waste Arranging pallets used Selecting good bags for sorting Sorting bags Arrange the bags in 25s Packing the bags in one bag 3. Decisions Decides on bags which can still be reused 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months 7. Essential Skills Communication skills	A	A1

	Organizational savvy		
Balancing Tanks Operator	1. Key Result Area Balancing tanks of products to ensure smooth flowing of Juice 2. Activities Receive juice from processing machines Send juice to evaporators for further processing Circulate juice to and from processing Transfer juice into tanks (over 9000 tanks in the factory) Monitor tank levels to avoid spillage (clean tanks after every 24 hours) Open pump to send juice for blending Operate two tanks balancing the flow at the same time Providing sufficient water and ensuring that juice is flowing all the time 3. Decisions Decides on balancing of tanks to ensure smooth flowing of juice 4. Planning N/A 5. Minimum Education 5- O Levels + Certificate in food science 6. Minimum Experience	B	B2

	1 year experience 7. Essential Skills Communication skills Organizational savvy Juice processing skills		
Basket Carrier	1. Key Result Area Collecting and cleaning baskets 2. Activities Collecting baskets from passages (Packing and dispatch) Cleaning the baskets using crate washing machine (5000 baskets) and Camdenite Housekeeping, cleaning the crate room Stacking the crates Removing broken baskets and stack them in packaging section. 3. Decisions Makes routine operational decisions 4. Planning N/A 5. Minimum Education General knowledge	A	A1

	6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy		
Batching Operator	1. Key Result Area Operating the batching machine 2. Activities Checking the condition of the machine Filling the bins with limestone, coarse grit, MCP Tipping the premix into the dousing weigh Checking the type of feed being produced Controlling the gate Mixing the premix for layers, broilers, breeders Checking the codes of the buckets Re-work verifying the correct chemicals removing physical hazards from the production process 3. Decisions Decides on the quality of feed to be used Decides on removing wet bags from the production process 4. Planning N/A	B	B1

	5. Minimum Education 5-O level passes + internal training 6. Minimum Experience 1. 3 months in any manufacturing setup 7. Essential Skills Communication skills Organizational savvy		
Beef Skinner	1. Key Result Area Attend skinning of beef and safekeeping of animal hides 2. Activities Carry meat from abattoir to the dispatch rooms Skinning cattle and safekeeping of cattle hides Salting of cattle hides and spread to dry the hides Clean and packing of offals Assist in making of sausages in the factory Assist in the dispatching of meat as per orders received Assist in any other duties as may be assigned from time to time in the factory 3. Decisions Decides on quality of offals before packing 4. Planning N/A	A	A2

	5. Minimum Education General knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy		
Bin Puller	1. Key Result Area Bagging feed 2. Activities Housekeeping, cleaning the area around the bagging plant Reconciling used bags against the balance Placing bags opening on the funnel opening Open the funnel to pour the feed in the sack using a computerized system Checking if the conveyor belt is moving properly Sewing the packed bags using a pedalled sewing machine Carrying the sewn sack from the conveyor belt to the pallets manually, one meter distance, 170 tonnes per shift per day Stacking the feed 9 high or 7 high Reconciling feed received and feed bagged and checking any wastages Housekeeping at the end of the shift 3. Decisions Makes routine operational decisions	A	A2

	4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months 7. Essential Skills Communication skills Numerical skills Organizational savvy		
Boiler Assistant	1. Key Result Area Attending to the boiler 2. Activities Conduct handover and takeover at the end or beginning of a shift. Carrying coal from the yard to the boiler using wheel barrow Removing ashes from the furnace Feeding the furnace with coal. Checking and maintaining pressure using the pressure gauge. Housekeeping Act in the place of Operator during his absence Checking water levels regularly. 3. Decisions	A	A2

	Decides on intervals to feed the furnace with coal Decides on adequacy of handover procedures 4. Planning Personal work schedules 5. Minimum Education O Levels 6. Minimum Experience 6 months experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Diagnostic skills 4. Technical skills		
Boiler Attendant	1. Key Result Area Oversee the Operations of the Boiler to ensure continuous supply of steam and hot water Maintenance of the boiler 2. Activities Switching on the boiler Adjusting pressure levels of the boiler to the appropriate one. Clearing furnaces as per procedure.	A	A3

	Requesting for firewood timely to ensure that there is firewood at all the times. Checking water levels using gauge glasses. Check the stem pressure from the boiler and control stem line Oversee the continuous supplying of hot water into the plant Blow down per shift Putting PH booster in the boiler water. Assist in other duties as maybe assigned from time to time including gardening activities and cleaning of vehicles 3. Decisions Decides on materials and firewood requirements on a daily basis. 4. Planning Plans for materials and firewood on a daily basis 5. Minimum Education O level passes 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Technical skills		
Boiler Operator	1. Key Result Area	B	B1

	Boiler operation		
	2. Activities Carrying out preliminary checks ie, Water pump, water levels, salt level, and chemical level Checking and ensuring that there is adequate coal Checking water levels, through gauge glasses Checking blow down valve Maintain and continuously checking that the levels are appropriate and making necessary adjustments Feeding coal into the boiler hopper Removing coal rubbles and ashes Fill water in the dish bath 3. Decisions Decides on the appropriate levels of water, chemicals, salt etc. Decides on the replenishing the hooper with coal 4. Planning Work schedule daily 5. Minimum Education 5 O' levels 6. Minimum Experience 1 year in boiler operations and maintenance 7. Essential Skills Communication skills Numerical skills		

	Organizational savvy Technical skills		
Boilerman	1. Key Result Area Feeding coal into furnace and maintain temperatures 2. Activities Maintain boiler temperatures Maintaining and monitoring temperatures in the houses Checking the conditions of the chickens Adjusting pressure levels of the boiler to the appropriate one. Clearing furnaces once a week Requesting for firewood and coal timely to ensure that there is firewood at all the times. Assist in other duties as maybe assigned from time to time including gardening activities and cleaning of vehicles 3. Decisions Decides on materials and firewood requirements on a daily basis. Decides on shifts for the Stockers 4. Planning N/A 5. Minimum Education General knowledge	A	A3

	6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy Boiler operating skills		
Breeder Attendant	1. Key Result Area Crocodile attendant 2. Activities Inspection of pens every days and remove any mortalities Clean and drain water from crocodile pens Administer medication ⁸ to injured crocodiles Feed crocodiles once per week Collect crocodile eggs from hatchery to the incubators 3. Decisions Decides on medication ⁸ for treating injured crocodiles Decides on quantities of crocodile feeds on each pen on assigned areas 4. Planning N/A 5. Minimum Education Ability to read and write	A	A3

	6. Minimum Experience 6 months on the Job Experience 7. Essential Skills Communication skills Organizational savvy Crocodile Handling skills		
Brine Machine Operator	1. Key Result Area Operating the Brine Machine 2. Activities Fixing the needles on the Brine machine Sanitising the machine Rinsing the machine Operating the machine. Changing brine on an hourly basis Sampling the pieces and whole birds on hourly basis Blowing the needles Boiling the needles after use every day Boiling the needles every Wednesday for one hour Removing the needles at the end of the day 3. Decisions Decides on when its necessary to change brine 4. Planning N/A 5. Minimum Education	B	B2

	Five O Level passes 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy		
Brood Stock Feeder	1. Key Result Area Feeding the fish 2. Activities Feeding of broodstock fish according to the calculated feed on the brood-stock inventory Going around the ponds checking mortalities, overflows, and screens every morning. Repairing and replacement of inlet and outlet screens Cleaning of inlet and outlet screens Transportation of feed from the warehouse and deployment on ponds Regular and accurate recording⁸ and reporting of feed figures to the breeding Lead Hand Monitoring fish condition through feeding response and relaying that same information to the breeding Lead hand Recording of feed used per day Feeding the fish from the windward side to avoid feed losses. Feeding future brood stock fish according to the LHA feed chart Monthly sampling of broodstock fish for growth Controlling predators e.g. birds and monitor lizards	A	A3

	Maintenance of general housekeeping of the farm feed house Removal of mortalities from either breeding or holding ponds Updating the breeding Lead Hand and Supervisor on the stocks of feed, salt and quick lime for ordering purposes Any other duties as assigned by a superior 3. Decisions Routine operational decisions 4. Planning Plans on ponds to be worked on 5. Minimum Education General knowledge 6. Minimum Experience 1 year experience 7. Essential Skills Communication skills Organizational savvy Good knowledge of aqua farming		
Brooder	1. Key Result Area Brooding chicks 2. Activities Feed coal in the bins to generate heat	A	A3

	Generate steam to keep the chicken house warm Clean the bins and remove ashes Control temperatures and maintain at 34 degree 3. Decisions Decides on temperatures within the chicken houses 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy Egg handling skills		
Browner Finisher	1. Key Result Area 1. Machine operator 2. Activities 1. Switching of pumps that brings juice and peels 2. Operate machine that process oranges into juice, grape fruit and lemon	B	B2

	3. Remove pulp from mulson (peel) and send through the pump to pasteurizing 4. Frequent cleaning of machine 3. Decisions Decide on frequencies of cleaning machine 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy		
Builder – Semi Skilled	Key Result Area Repairs and maintenance of structures at the Estate Activities Assist the Builder by preparing building material Assist in repairing and maintenance of houses in the village	B	B2

	Assist in building new houses at the Estate Assist in request for the materials and collect from store. Carry out general buildings' maintenance and repairs. Attend Assist to repairs of game fence for the Estate Assist in other mechanical works in the workshop of the Estate Decisions N/A Planning N/A Minimum Education General knowledge Minimum Experience 3 months on the job experience Essential Skills Communication skills Organizational savvy Building skills and Estimation skills		
Builder skilled	1. Key Result Area Building work at the farm	C	C2

2. Activities

Builds chicken houses as per drawing
Repairs to buildings, houses, as per requirements
Fitting doors and windows
Housekeeping once job has been completed
Building of Crocodile pens
Building and maintaining crocodile incubators
Build and maintain boiler
Maintaining of offices and company houses
Maintenance of hatching ponds
Building of Crocodile pens and dams
Mix chemicals with paint and paint croco pens and dams
Maintain dams at the Estate
Building and maintaining crocodile incubators
Build and maintain boiler
Maintaining of offices and company houses and in the village
Maintenance of hatching ponds
Maintain the drainage system in the farm

3. Decisions

Decides on tools and materials to be used

4. Planning

Plans on materials required for work to be done

	5. Minimum Education Passes at O Level Skilled Worker Class 1 Bricklayer Certificate 6. Minimum Experience 6 months on the job 7. Essential Skills Communication skills Organizational savvy Building skills		
Builder Supervisor (crops)	1. Key Result Area Supervising the Building of Crocodile Pens 2. Activities Building of new Crocodile pens and resurfacing pens in all the farms Allocation of building works to Builders and Artisans Set targets for Builders and Artisans on new projects and maintenance of crocodile pens Supervising Builders and Artisans on the building work assigned Building and maintaining crocodile incubators Build and maintain boiler Maintaining of offices and company houses Maintenance of hatching ponds Maintenance of attendance register and compile overtime sheets for Builders and Artisans 3. Decisions	B	B5

	Decides on all building works on the Estate Decides on work allocation to Builders and Artisans 4. Planning Plan on projects to be done per month 5. Minimum Education O Level + Building certificate class 3 6. Minimum Experience 3 months on the Job Experience 7. Essential Skills Communication skills Organizational savvy Crocodile Handling skills		
Canteen Attendant	1. Key Result Area Cleaning of houses 2. Activities 1. Washing and cleaning utensils 2. Conducting cleaning as you go 3. Ordering food items to be used in the canteen 4. Cooking the food 5. Safekeeping of workers utensils 6. Cooking food for guests 3. Decisions	A	A3

	Decides on when to do particular chores 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1 month 7. Essential Skills Communication skills Organizational savvy Cleaning High standard of hygiene		
Canteen Cleaner	1. Key Result Area Cleaning the canteen 2. Activities Receiving instructions from the Foreman Cleaning the canteen Requesting chemicals from stores Scrubbing and cleaning the tables after every meal Sweeping the canteen including mopping and applying wax Removing dirty utensils after every meal	A	A1

	Advise the Chemical Handler on rodents, pests, insects in the canteen 3. Decisions Routine operational decisions 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy		
Fencer	1. Key Result Area Installing fences 2. Activities Inspecting the area to be covered by the fence Measuring the perimeter of the area to be covered Compiling the bill of quantities of the work to be done Training the Labour. Request for the manpower	A	A2

	Digging holes to plant the poles Supervising the labourer doing the installation of the fences Maintain the fence Repairing the fence 3. Decisions Decides on bill of quantities Decides on strands and type of wire to be used Decides on manpower requirements Decides on types of fence 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy Technical skills		
Canteen Cook (Management Staff)	1. Key Result Area Preparation and serving of meals to members of management	B	B1

	2. Activities Clean in the kitchen and canteen Sweeping outside the canteen facilities Prepare and serve teas for management staff Wash all the cups and pack them Prepare lunch meals for management staff and visitors Clean dishes after serving meals to members of staff Prepare super for staff and serve between 4-5pm Maintain a staff menu Order canteen requirements from the Human Resources Office. Maintain minimum stock levels 3. Decisions Decides on canteen meals and weekly menu Decides on times to start preparing meals for members of staff 4. Planning Plan on times to start preparing meals for members of staff everyday 5. Minimum Education 1. Certificate in cooking, catering⁸ 5-O levels⁸ 6. Minimum Experience 1 .one year on the job experience 7. Essential Skills		

	Communication skills Organizational savvy decanter Cooking skills		
Canteen Cook (General Staff)	1. Key Result Area 1, Preparation and serving of meals to members of staff 2. Activities Clean in the kitchen and canteen Sweeping outside the canteen facilities Prepare and serve teas for workers at the Estate (+100 workers) Wash all the cups and pack them Prepare lunch meals for members of staff such as sadza, etc Clean dishes after serving meals to members of staff Prepare super for staff and serve between 4-5pm Maintain a staff menu 3. Decisions Decides on times to start preparing meals for members of staff Decides on cleanliness of the canteen premises 4. Planning Plan on times to start preparing meals for members of staff everyday 5. Minimum Education O levels + Certificate in cooking, catering 6. Minimum Experience	B	B1

	1 year on the job experience 7. Essential Skills Communication skills Organizational savvy Cooking skills		
Cook	1. Key Result Area Preparing and serving meals 2. Activities Cleaning all the cooking utensils used by the employees Putting sanitizer in the rest rooms Cleaning the kitchen on an ongoing basis Requesting and receiving food items to be used for preparing meals Preparing for meals for 150 employees Packing food 3. Decisions Makes routine operational decisions Decides reorders of gas, bread, tea leaves, sugar, salt etc. 4. Planning Plans meals on a daily basis 5. Minimum Education General knowledge	A	A2

	6. Minimum Experience 1 year experience in food handling 7. Essential Skills Communication skills Numerical skills Organizational savvy Good hygiene Ability to cook according to recipes		
Carpenter (skilled)	1. Key Result Area Attend to all carpentry work at the Estate 2. Activities Create job cards for all reported works in areas such as NCF, UCF and KCF Attend to all carpentry works in the order of the job cards Attend to all repairs and maintenance of doors, wooden floors and roofs Repairs of chairs, desks and any carpentry work Attend to all roofing of sheds 3. Decisions Decides on work prioritization on all reported carpentry works 4. Planning N/A 5. Minimum Education Apprenticeship trained/skilled worker classified 6. Minimum Experience	B	B4

	1 year on the Job Experience 7. Essential Skills Communication skills Organizational savvy Carpentry skills		
Carpenter (semi-skilled)	1. Key Result Area Carpentry work at the farm 2. Activities 1. Make up shelving 2. Repairs to office furniture, doors, etc. 3. Fitting door locks and window panes 4. Housekeeping once job has been completed 3. Decisions Decides on repairs for carpentry work 4. Planning Plans on materials required for work to be done 5. Minimum Education Passes at O Level 6. Minimum Experience 6 months	B	B2

	7. Essential Skills Communication skills Organizational savvy Carpentry skills		
Carcas Washer	1. Key Result Area Washing chicken carcasses 2. Activities Checking if the horse pipe is working properly Grading crates for putting crops Receiving chickens from Room 1 i.e., the slaughter house Insert the pipe into the carcass and switch on water Using hands to re move the crop, liver, heart, gizzard Cleaning the chicken 8000 birds per day should be cleaned Ensure conveyer belt is working properly 3. Decisions Decides on the cleanliness of the carcasses 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience	A	A2

	3 months 7. Essential Skills Communication skills Organizational savvy		
Cattle Feeder	1. Key Result Area Cattle feeding 2. Activities Open shed for sheep flock and head into the paddocks Mixing of stock feeds (ice feeds, wheat brand, bells and mashes) Load stocks into tractors Feed cattle everyday Removing any remains in the feed paddocks Check the cleanness of feeding paddocks Check the water containers in the feeding paddocks Attend to general work such as weeding in the paddocks 3. Decisions Decides on the cleanness of the feed paddocks 4. Planning N/A 5. Minimum Education	A	A2

	General knowledge 6. Minimum Experience 3 months on the Job Experience 7. Essential Skills Communication skills Organizational savvy Cattle feeding skills		
Cattle Foreman	1. Key Result Area Oversee the activities in the Cattle section of the Estate 2. Activities Supervisor the Milker every day and account for the liters of milk per day Determine the quantities of stock feeds per paddock Supervising the cattle feeders in loading stock feeds into tractors Supervise the supply of water into the paddocks through drinkers Supervise the releasing of sheep flock into the paddocks Inspect the cattle in the paddocks and vaccinate those with signs of disease Attend to de-horning of cattle Attend to cattle artificial insemination Maintain cattle records 3. Decisions Decides on dipping of cattle	B	B4

	Decides on treatment of cattle in the field Decides on cattle for slaughtering Decides on changing cattle to better paddocks Decides on assigning fencers to paddocks which need repairs 4. Planning N/A 5. Minimum Education 5 O level passes General knowledge + internal supervisory training 6. Minimum Experience 3 months on the Job Experience 7. Essential Skills Communication skills Numerical skills Organizational savvy Supervisory skills and report writing skills		
Chainsaw Operator	1. Key Result Area Operating the chain saw in cutting overlapping trees in the Estate 2. Activities Changing of blades on the chain hand saw Clearing trees in new fields Sharpening the saw blades	A	A3

	Cut overlapping trees at the Office and by the sides of the roads which is used for firewood Cut tree into logs 3. Decisions Decides on size of logs when cutting trees Decides on side to cut – fall the trees Decides on the safest method of executing the operation 4. Planning N/A 5. Minimum Education 5-O level 6. Minimum Experience 3 months on the Job Experience 7. Essential Skills Communication skills Organizational savvy Tree cutting skills		
Chemical Handler	1. Key Result Area	A	A2

Ensure bio-security measures are adhered to at all times on the farm site

2. Activities

1. Making sure all site bio-security requirements are met as per SOP
2. Implements all site bio-security programs as per SOP
3. Receives, checks and verifies all chemicals for compliance with the company programs
4. Liaises with the site leader for chemical orders
5. Keeping all records of withdrawals and keeping all chemicals under lock and key
6. Ensures all team members and visitors shower before entering the site
7. Participates in any activity as instructed by site management

Or

Checking the availability of chemicals to be used on a particular day
Checking the places to be sprayed on a particular day
Mixing the chemicals as prescribed
Spraying the areas using the appropriate chemicals
Spraying weeds around the premises
Fumigating maize using appropriate chemicals
Replenishing foot dip
Issuing chemicals to user departments
Report any shortage of chemicals to the Supervisor
Using the SOPs to mix the chemicals to produce cleaning solutions
Receiving requests for cleaning materials
Submit requests to Supervisor
Issuing out cleaning chemicals and tools
Checking if all equipment issued has been returned
Checking all the Cleaners and provide assistance where necessary

	Providing PPE to Cleaners Safekeeping of cleaning equipment Carries out any other duties which may be delegated by the superior. 3. Decisions Decides on bio-security requirements for the site 4. Planning Daily routines for the smooth operation of the site 5. Minimum Education General knowledge + internal chemical handling training 6. Minimum Experience 3 months on the job Experience 7. Essential Skills Communication skills Organizational savvy Report writing Technical skills		
Chemical Hadler-Hatchery	1. Key Result Area Pest control	A	A3

	2. Activities Issuing chemicals to all Departments Compiling total chemicals issued and calculate balances Controlling rodents and flies Checking bait stations and see if there any activities Picking and disposing dead rodents, pests and insects Counting and recording dead pests Changing foot dips Identify safety hazards and inform Supervisor Conduct monthly stock take Record keeping Maintaining the cleanliness of the chemical storeroom. Upholds company values, rules and regulations Complies with bio-security and hygiene standards as laid down in the procedures, SOPs and company guidelines. 3. Decisions Decides on new bait stations 4. Planning N/A 5. Minimum Education Ordinary level passes Internal Chemical Handling training 6. Minimum Experience		

	1 year experience 7. Essential Skills Communication skills Numerical skills Organizational savvy		
Chemical Handler- Non controlled Houses	Key Result Area Biosecurity and chemical use adherence. 2. Activities 1. Rodent control. 2. Fly control. 3. Maintain Bird proofing at the section 4. Bird observing and monitoring 5. Washing and disinfection of poultry houses and equipment. 6. Daily cleaning and disinfection of mortality disposal bins 7. Disinfection of Vehicles entering sites. 8. Maintenance and replenishment of foot dips and vehicle dips. 9. Fumigation chamber control. 10. Recording and filing of all tasks associated paperwork. 11. Distribution of day to day cleaning and disinfection chemicals 12. Recording of chemical stocks and replenishment. 13. Attend to any other duty as may be assigned from time to time . 3. Decisions	A	A3

	Decides on areas for rodent and fly control. Decides on cleaning duties based on set schedules. 4. Planning Incumbent must ensure all poultry houses are cleaned, disinfected and attain desired hygiene scores before the next major activity rolls out. 5. Minimum Education Ordinary level + internal training 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Numerical skills Organizational savvy Chemical handling skills		
Chemical Handler- Twig Lane	1. Key Result Area Rodent proofing on the Twig Lane section of the Estate 2. Activities Rodent control (Identification, control and monitoring) Fly control (Identification, control and monitoring) Maintain Bird proofing at the section	A	A3

	Washing and disinfection of poultry houses and equipment. Distribution of day-to-day cleaning and disinfection chemicals. Daily cleaning and disinfection of mortality disposal bins, egg room and packer machine. Maintenance and replenishment of foot dips. Fumigation chamber control. Recording and filing of all tasks associated paperwork. Recording, replenishment and management of chemical stocks. Attend to any other duty as may be assigned from time to time. 3. Decisions Decides on areas for baiting (vermin proofing) Decides on all cleaning duties 4. Planning N/A 5. Minimum Education 5 O levels Internal training – chemical handling 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Numerical skills Organizational savvy		

	Chemical Handling skills		
Chemical Handler - IODC	1. Key Result Area Mixing and chemical application 2. Activities 1. Mixing chemical such as MCPA and paraquat 2. Spray paddocks, game fence and in the premises 3. Spray in weeds in the village to reduce mosquito 4. Assist the head men in dipping cattle and cattle vaccination 5. Attend to any other duties as may be assigned from time to time 3. Decisions Decides on areas for spraying Decides on all cleaning duties Decides on which chemical to use 4. Planning N/A 5. Minimum Education 5-O level Internal chemical handling training 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Numerical skills	A	A3

	Organizational savvy Chemical spraying skills		
Chick Grader	1. Key Result Area Chick grading 2. Activities Pulling chicks from the hatchers and place them on the conveyor belt Grading and counting chicks correctly Macerates hatch residues Cleaning the conveyor belt, chick boxes, hatcher baskets, waste bins, and loading waste to Render Plant Cleaning hatcher machines after every hatch Preparing for next hatch Loading and offloading Packaging materials. Carries out weekly hygiene Reporting problems within the system to the immediate superior Upholds company values, rules and regulations Complies with bio-security and hygiene standards as laid down in the procedures, SOPs and company guidelines. 3. Decisions Makes routine operational decisions 4. Planning N/A 5. Minimum Education	A	A2

	5-O level 6. Minimum Experience 3 months experience 7. Essential Skills Communication skills Organizational savvy		
Chicken Bleeder	1. Key Result Area Slaughtering chickens 2. Activities Housekeeping Preparation of bleeder point water, dishes, setting electricity connections Stunning the chickens Slitting the chickens' necks Cleaning the place, removing blood and feathers Slaughters 17 900 birds per day 3. Decisions Makes routine operational decisions 4. Planning N/A	A	A2

	5. Minimum Education General knowledge 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy		
Chicken Catcher	1. Key Result Area Rearing chickens 2. Activities Receiving instructions from the Manager Loading crates onto trucks for the purpose of collecting chickens from out-growers. Offloading the crates and packing chickens at the out-growers farms. Counting the chicken and the crates to verify the number of chickens collected at each and every farm Loading the crates and offloading at the factory. Counting the chickens after they have been slaughtered to verify the number of chickens collected at the out-growers and record the numbers 3. Decisions Routine operational decisions 4. Planning N/A	A	A2

	5. Minimum Education General knowledge 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy Good knowledge of chicken rearing		
Chicken Cutter	1. Key Result Area Cutting Chickens 2. Activities Receiving targets from Foreperson Cutting the chickens Cutting the chickens into 10 pieces for mixed portions Cutting chickens for various customers as appropriate Counting the chickens cut and recording Classifying chicken portions Cutting chickens according to parts Adhering to safety precautions each Checking the quality of the meat Forwarding the cut meat for further management Carries out any other duties which may be delegated by the superior. 3. Decisions	A	A2

	Decides on the quality of meat Makes routine operational decisions 4. Planning N/A 5. Minimum Education Ordinary level 6. Minimum Experience Three months 7. Essential Skills Communication skills Organizational savvy		
Chicken Hanger	1. Key Result Area Hanging chickens on hooks for processing 2. Activities Collect chickens from killing section and hang for processing Attend to any other duty as may be assigned from time to time in the section Carries out pre-operational checks for the drip line Receiving chickens from Spin chiller Hang the chickens on the chuckles or conveyor belt. Condemning all the chickens which cannot be hanged on the conveyor. Ensuring no product pile up at the spin chiller, FIFO.	A	A2

	Carries out any other duties which may be delegated by the superior. Checking the condition of the conveyor belt Loading empty crates onto trucks Offloading trucks with live chickens from the trucks 3. Decisions Condemning the chickens which cannot be hanged. 4. Planning N/A 5. Minimum Education 5-O level 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy Chicken processing skills		
Chicken Keeper	1. Key Result Area Chicken rearing 2. Activities	A	A2

Checking the temperatures in the brooder houses, should be 35 degrees Celsius

Lining the feeders, drinkers and bedding

Checking the space in relation to the chicks to be delivered into the brooder houses

Dividing the brooder house into smaller compartments using black sheeting

Monitoring the space in the brooder as the chickens grow so that adjustments are made with the growth of the chicks

Remove the divisions in the brooder hose so that the chickens can be accommodated in the whole house

Washing and cleaning the drinkers and food troughs

Ensuring that there is always feed in the food troughs for the chickens to feed

Continuously monitoring the feeding process

Checking for mortalities and disposing of same.

3. Decisions

Decides on the partitioning of the houses for the purpose of brooding

Decides on the adjustments of temperatures in the brooder houses

4. Planning

Plans the preparation of brooder houses upon the any new batch of chicks

5. Minimum Education

General knowledge

	6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy Knowledge of chicken rearing		
Chicken Packer	1. Key Result Area Packing of processed pet foods 2. Activities Receive waste from the packaging process Pack all processed pet foods from the machine Attend to any other duty as maybe assigned from time to time 3. Decisions Decides on quantities for packing after weighing processed meat 4. Planning N/A 5. Minimum Education Ordinary level 6. Minimum Experience	A	A2

	3-months experience 7. Essential Skills Communication skills Organizational savvy Pet food processing skills		
Chicken Recorder	1. Key Result Area Accounting for chickens slaughtered and packed on daily basis 2. Activities Weigh chickens and record in books for records Calculate all chickens weighed Clean the slaughter room Attend to any another duty as may be assigned from time to time 3. Decisions Decides on cleaning in the slaughter room 4. Planning N/A 5. Minimum Education 5-O level passes 6. Minimum Experience	A	A3

	3 months on the job experience 7. Essential Skills Communication skills Organizational savvy Report writing skills		
Chicken Trimmer	1. Key Result Area Trimming Chickens 2. Activities Setting the required tools and equipment needed to work with. Preparing the package and the ingredients to use Removing fats, lungs and feathers from the chickens Counting the pieces and packing Weighing the chickens Sealing the packs Boxing the packs arranging the boxes on pallets Adding soups to chickens which are packed as full chicken for Nandos chickens Trimming and packing all 9 piece cuts, 18 piece cuts and whole birds which require trimming and packing as per instructions Carries out any other duties which may be delegated by the superior. 3. Decisions Decides on the quality of products being packed 4. Planning N/A	A	A2

	5. Minimum Education Ordinary level 6. Minimum Experience Three months 7. Essential Skills Communication skills Organizational savvy		
Cleaner	1. Key Result Area Cleaning 2. Activities Cleaning the offices as assigned Cleaning five restrooms and windows Sweeping the area surrounding the Mill Cleaning the drains around the Mill Preparing teas Cleaning/washing the utensils after teas and lunch 3. Decisions Decides on the cleanliness of offices and restrooms 4. Planning Work schedule on a daily basis 5. Minimum Education General knowledge	A	A1

	6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy		
Cleaner- Eggroom	1. Key Result Area Provide cleaning services in the egg room section of the operations 2. Activities Fetch water and place in buckets Give each grader dishes of water and mutton clothes for use in cleaning of eggs Sweep in the egg room Clean the offloading bay Packing of pallets 3. Decisions N/A 4. Planning N/A 5. Minimum Education	A	A1

	General knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy Egg handling skills		
Culling Clerk	1. Key Result Area Data capturing during culling 2. Activities Responsible for reducing number of crocodiles using laid down procedures (culling) Treating and vaccinating crocodiles Culling crocodiles Checking the conditions of the crocodiles to determine the crocodiles to be culled in terms of brown spots, scars, lines, double scaling, sizes Stunning the crocodiles Recommending crocodiles for culling Keep record of all the crocodiles Conducting teeth intervention Tagging crocodiles for to be culled 3. Decisions Decides on the crocodiles to be recommended for culling	B	B3

	4. Planning Plans daily schedules 5. Minimum Education Five O level passes 6. Minimum Experience 1 year Essential Skills 1. Communication skills 2. Organizational savvy		
Clerk- Pet Food	1. Key Result Area Provide clerical services in the section of Pet food for accountability and management decision making 2. Activities Collect weigh tickets from the weigh bridge Update records with details of deliveries and chicken loads Check the delivery notes quantities against the weigh bridge ticket Report weight of all received chickens per day Account for mortality in transit and issue a report to the Supervisor Collect number of condemned chickens from graders Reconcile processed weights and processed numbers Weigh all futheres and blood bin Issue reports on key performance indicators for Growers Data capturing on onirthon. 3. Decisions	B	B3

	Decides on accuracy of records between ticket from weigh bridge and delivery notes 4. Planning N/A 5. Minimum Education O level certificate and internal training Internal training an added advantage 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy Clerical and report writing skills		
Clerk (Chicken Abattoir)	1. Key Result Area Clerical work 2. Activities Producing tags to be placed on the packaging Using the computer to choose the product name and mass Printing the tags Sticking the tags on the packaging Ensuring that the right tag is placed on the correct product or packaging Verifying meat in the package Handling 15 tonnes on a daily basis	B	B3

	Compiling the daily production record⁸ Weighing all the received chickens at the abattoir and recording the quantity Recording all mortalities before slaughtering Weighing and recording offals and producing the tags and sticking the tags on the package Verifying packaging		
3.	Decisions Decides on the correct stickers to be used on the packaging		
4.	Planning Plans daily tasks Plans orders that will have been received		
5.	Minimum Education 5-O level passes		
6.	Minimum Experience 1 year experience		
7.	Essential Skills Communication skills Organizational savvy ICT skills Report writing skills		

Cook - Commercial Mill	1. Key Result Area Preparing and serving meals 2. Activities Cleaning all the cooking utensils Cleaning the kitchen in the morning and in the afternoon Making the beds Cleaning the bathrooms and bedroom for the CEO Cleaning the bar Changing the sheets every Friday Preparing meals for the CEO, i.e. breakfast, lunch and supper Making menus 3. Decisions 1. Decides on the meals to prepare on a daily basis 4. Planning Plans meals on a daily basis 5. Minimum Education 1 General knowledge 2 Cookery course 6. Minimum Experience 6 months 7. Essential Skills Communication skills Organizational savvy	A	A2

	Good hygiene Ability to cook according to recipes		
Cooker Operator	1. Key Result Area Operate the Cooker machine in processing of Render 2. Activities Attend to machine handover takeover at the point of shift take on Collect raw materials from the killing department Mix raw materials with chemicals and eliminate salmonella Load raw materials into the plant (Coker) for processing Request for steam from boiler Operate and monitor the machine in the processing of Render Pack Render in quantities of 50Kgs and pack on pallets and place on the conveyor belt Count the number of bags produced per day and update records 3. Decisions Decides on quality of render through assessing the state of dryness 4. Planning N/A 5. Minimum Education 5 O' level passes including maths and English 6. Minimum Experience 3 months on the job experience	B	B2

	7. Essential Skills Communication skills Numerical skills Organizational savvy Cooker operating skills		
Corporal	1. Key Result Area Security 2. Activities Conducting parade checking if there are any absentees, checking fitness of Security Guards, drunkenness and smartness Deploying Security Guards to their different guard points and positions Checking if there are any with personal problems Replacing absentee SG. Making follow ups at various positions to see if SG are doing their duties as required. Reporting and incidents to the Estates Manager. Compile duty rosters making provisions for off days, positions and number of days. Writing reports as and when necessary Checking the OB. Checking the conduct of SG 3. Decisions Decides on arrests of intruders Decides on granting off days Makes routine operational decisions 4. Planning	B	B3

	Plans Guards duties on a daily basis 5. Minimum Education Passes at O level Security training 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Observant Well organized Report writing skills		
Creeche Attendant	1. Key Result Area Crèche attendant 2. Activities Take care of children with the age ranges of 4 months to 4 years Teaching kids how to read and write Changing napkins/ pumpers of children Baby seating all farm workers children Preparing of porridge for children and serve them Cleaning the play centre facilities and toilets 3. Decisions Decides on when to change clothes for children Decides on intervals of cleaning the play center facilities	B	B1

	4. Planning N/A 5. Minimum Education Basic secondary school 6. Minimum Experience 3 months experience 7. Essential Skills Communication skills Patient and child caring skills		
Crocodile Feed Preparation Hand	1. Key Result Area Preparing crocodile feed 2. Activities Receive instructions from the Foreman Collect mealie meal from the warehouse to be used for food preparation Weighing the mealie-meal in relation to the food to be prepared Mixing the mealie meal with chemicals, meat, water to make the feed Place the mixture in a blender to make cubes or meat balls Weighing the feed according to the number of crocodiles to be fed Packing and loading the feed Recording feed produced 3. Decisions Makes routine operational decisions 4. Planning	A	A2

	N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy		
Crocodile Eviscerator	1. Key Result Area Crocodile skinning 2. Activities Receive crocodiles from slaughtering Cut open crocodiles after skinning Evisceration of crocodile intestines Clean intestines Cut crocodile meat into small portions Cut of crocodile head and legs Pack meat and submit for storage Cleaning of the working rooms 3. Decisions Makes routine operational decisions	A	A2

	4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the Job Experience 7. Essential Skills Communication skills Organizational savvy Crocodile Handling skills		
Crocodile Pan Attendant	1. Key Result Area Rearing crocodiles 2. Activities Checking to see if all crocodiles are in the pans and that there are no break-ins Feeding the crocodiles Preparing crocodile feed Cleaning the ponds Attending to crocodiles from the time of hatching to slaughter Treating ponds using potassium and copper Stunning crocodiles and catching them when ready for slaughter Removal of teeth	A	A3

	3. Decisions Makes routine operational decisions 4. Planning Plans feeding times for crocodiles 5. Minimum Education Ability to read and write 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy		
Crocodile Rearing Attendant	1. Key Result Area Cleaning and feeding of Crocodile in ponds 2. Activities Cleaning of crocodile ponds Apply chemicals (chloride) in cleaning and draining all waste Replace water in the ponds with fresh water after cleaning Feeding of crocodiles on prescribed intervals Report any sick crocodile to the Foremen General careering of crocodiles 3. Decisions	A	A3

	Decides on quantities of feeds per pond depending on crocodile eating appetite Decides on intervals to clean the crocodile ponds 4. Planning N/A 5. Minimum Education Ability to read and write 6. Minimum Experience 3 months on the Job Experience 7. Essential Skills Communication skills Organizational savvy Crocodile Handling skills		
Crocodile Skin Handler	1. Key Result Area Grading of crocodile skins 2. Activities Lay Crocodile skins on the table Scan skins and determine the grade crocodile skins Assess defects on crocodile skins and grade Grouping of Crocodile skins by grade (1,300-1,500) per day Grouping of skins by sizes and batch according to orders from customers Roll and pack skins into trucks for deliveries	A	A2

	3. Decisions Decides on skins quality and classifications into grades 4. Planning N/A 5. Minimum Education Ability to read and write 6. Minimum Experience 1 year on the Job Experience 7. Essential Skills Communication skills Organizational savvy Crocodile Handling skills		
Crop Remover	1. Key Result Area Remove crops from chicken for processing 2. Activities Remove crops from the chickens. 3. Decisions N/A 4. Planning N/A	A	A2

	5. Minimum Education General knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy Chicken handling skills		
Customer Care Clerk	1. Key Result Area Customer Care 2. Activities Ensuring orderly conduct by customers wishing to buy products at the kiosk Assisting customers in the kiosk in finding their products Liaising with Production on the fast-moving products which may need replenishing from time to time Receiving and understanding customer needs and complaints Liaising with Customers Recommending solutions to customer needs and complaints Researching on customer needs 3. Decisions Decides on solutions to customer needs and complaints	B	B3

	4. Planning Reports on a weekly and monthly 5. Minimum Education Five O level passed including English and Maths Certificate /Diploma In Public Relations/Customer Care or equivalent 6. Minimum Experience 1 year experience 7. Essential Skills Communication skills Numerical skills Organizational savvy Customer care skills		
Customer Support Clerk	1. Key Result Area Packing of chickens are per the orders by the customers 2. Activities Clean baskets for packing chickens Packing of eggs into trays at the hatchery Attend to packaging targets of the day Transferring of eggs from traying to hatchery machines Delivery of 1-day old chicks to customers throughout the country Attend to document sign off with clients on deliveries Account for any mortalities in transit and produce reports	B	B1

	3. Decisions Decides on state of 1 day chicks before packaging as per customer orders 4. Planning N/A 5. Minimum Education O Levels 6. Minimum Experience 3 months experience on the job experience 7. Essential Skills Communication skills Organizational savvy		
Flower Cutter	1. Key Result Area Cutting flowers 2. Activities Receiving instructions from the Foreman Receiving targets for the day Using scissors to cut the flowers Checking the quality of flowers so that poor quality flowers are not cut Placing the fresh cut flowers in buckets with water mixed with nobler and silk (200-300 stems per bucket depending on size. 3. Decisions Decides on flowers to be cut	A	A2

	Decides on the poor-quality flowers which should not be cut 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months experience 7. Essential Skills Communication skills Organizational savvy Knowledge of flowers		
Data Capture Clerk	1. Key Result Area Stores management 2. Activities Capturing attendance on Belina payroll system Data capturing using Valco system Answering calls Raising requisitions for Hatchery Department Conducting Commercial hatchery weekend duties. Upholding company values, rules and regulations Complies with company bio-security and hygiene standards as laid down in the procedures, SOPs and company guidelines	B	B3

	3. Decisions Makes routine operational decisions 4. Planning N/A 5. Minimum Education 5-O level passes including Maths & English 6. Minimum Experience 3 months 7. Essential Skills Communication skills Numerical skills Organizational savvy		
Data Capturer	1. Key Result Area Capturing data 2. Activities Marking the attendance register for Drivers Allocating Drivers Capture figures of feed delivered the previous day Capture fuel consumption for vehicles Allocation of vehicles for birds collection Writing weekly reports on utilization and analysis Assembling feed	B	B3

	Invoicing Receipting Doing stock take Producing daily stock return Capturing internal usage Correction of errors on the return 3. Decisions Makes routine operational decisions 4. Planning Plans allocation of duties and vehicles on a daily basis 5. Minimum Education 5 O level passes + internal training 6. Minimum Experience 1 year experience 7. Essential Skills Communication skills Numerical skills Organizational savvy ICT Skills		
Deboner	1. Key Result Area Chicken deboning	A	A3

	2. Activities Rinsing the workplace before start of the shift Arrange equipment to be used Receiving chickens from portion cutter Placing chickens on a cone from where they are deboned Deboning chickens removing the following, breasts, wings, backs, skins Weighing the cut chicken pieces and packing as per order. Packing the skins and backs into 2kgs for skins and 5kgs for backs. Carries out any other duties which may be delegated by the superior. 3. Decisions Decides on the quality of the product to be packed. 4. Planning N/A 5. Minimum Education Ordinary level 6. Minimum Experience Three months 7. Essential Skills Communication skills Organizational savvy		
Decanter	1. Key Result Area Operating the Decanter Machine in processing Oranges	B	B1

	2. Activities Start the Decanter machine every morning and allow to run for some time Set speed on the Decanter machines Constant checking of tank levels for peels Transfer juice to another section for pasteurizing Repeat process and constant checking of levels in tanks Clean the machine and report any abnormalities Participate in service of the machine 3. Decisions 1 Decides on the speed of the Decanter machine 2 Decides on the functioning of the machine and report to Foreman 4. Planning N/A 5. Minimum Education 1. Certificate in fitting or mechanical engineering 2. O levels + on the job training 6. Minimum Experience 1 year on the job experience 7. Essential Skills Communication skills Organizational savvy Juice production skills		

De-denter	1. Key Result Area Dent removing 2. Activities Starting the compressor Checking the compressor connections Checking the number of drums to be de-dented Selecting the drums removing those which will be obsolete Placing the drums on the de-denter machine Operating the machine in removing dents using buttons and other controls like gears Monitoring that grooves are maintained Counting and recording the number of drums de-dente Assisting in painting drums 3. Decisions Makes routine operational decisions 4. Planning N/A 5. Minimum Education General knowledge	B	B1

	6. Minimum Experience 1 year experience 7. Essential Skills Communication skills Organizational savvy Technical skills		
Despatch Cleaner	Provide cleaning services in the Dispatch section of the operations 2. Activities 1. Clean the dispatch areas every morning and after every dispatch 2. Continuous cleaning to remove ice and waste dropped during the dispatching process 3. Pack all pallets after dispatching of goods 4. Dump all broken pallets from the dispatching process 3. Decisions Decides on cleaning intervals at the dispatch area 4. Planning N/A 5. Minimum Education General knowledge	A	A1

	6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy		
Despatch Clerk	1. Key Result Area Account for the despatching of goods from the central 2. Activities Read and comprehend instructions and follow established procedures Receive orders from the Storemen and secure them in the Despatch Bay. Plan despatch orders according to timelines and sections. Communicate with section requisitioners to provide them with information on collection timelines. Ensure timely and accurate order despatch documentation and section collections. Keep in contact with section requisitioners to submit accurate GRVs within 24 hours of receipt of goods from Central Stores. Supervise the loading of items onto section trucks/delivery trucks, ensuring that the right section is loaded for delivery/despatch purposes. Create and maintain logs of despatch activities for the day in line with established procedures. Ensure clear labelling and arranging of stock in the Despatch Bay in a manner that facilitates easy identification for despatch Assisting with offloading of goods trucks Daily housekeeping of Despatch Area to ensure goods are not sitting unclaimed and goods are in the right place at the right time.	B	B3

	Ensure the filing of documentation for despatched goods to sections are in relevant section files. Any further duties as delegated by supervisors and Procurement & Stores Manager 3. Decisions Decides when to issue goods during the day. 4. Planning Ensure stock picked are issued out according to department collection days. Ensures all stock issued has a GRV returned by relevant section each week. 5. Minimum Education 5' O levels and internal training 6. Minimum Experience 2 years Clerical or similar position. 7. Essential Skills Good communication skills Able to count, add, subtract and multiply Good Attitude		
Domestic Maid	1. Key Result Area Providing domestic work to management of the Estate 2. Activities Clean the kitchen every morning	A	A2

	Cleaning of dishes in the kitchen Prepare breakfast and lunches Washing and ironing clothes after every three days Changing of bed-sheets every week Attend to any other domestic duties as may be assigned from time to time 3. Decisions Decides on cleaning of the house and dishes 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 3 Months on the Job Experience 7. Essential Skills Communication skills Organizational savvy		
Domestic Cleaner	1. Key Result Area Provide cleaning services at the Offices of the Estate 2. Activities Cleaning of Office in the morning and all shower rooms Clean the facilities at the workshop and offices	A	A2

	Attend to regular cleaning after every two hours Clean windows, dishes after lunches Make teas for office staff and clean all cups after teas Attend to any other duties as maybe assigned from time to time 3. Decisions Decides on frequencies and routine of cleaning at the Offices 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy		
Domestic Worker	1. Key Result Area Provide general work/ services to Administration team 2. Activities Clean all offices and facilities Make teas for members of staff Provide refreshments to members of staff	A	A2

	Clean dishes Request for detergents from stores as of when they are needed 3. Decisions Decides on work/ cleaning prioritization 4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 3 months on the Job Experience 7. Essential Skills Communication skills Organizational savvy		
Driver Class A	1. Key Result Area Driving the tanker truck 2. Activities Driving the tanker truck 30 tonnes Loading bulk feed and delivery of bulk feed Operation of the fifth wheel Do all the tasks in Class D Operating the offloading machinery using gear levers	B	B5

	Offloading according to compartment and type of feed Hauling a bulk tanker semi-trailer Operation of a bulk tanker semi-trailer Any other duties as per supervision transport coordinator instruction 3. Decisions Makes routine operational decisions 4. Planning N/A 5. Minimum Education Class 1 Drivers License Defensive Driving Certificate + Medical Certificate Minimum Experience 1 years' experience 7. Essential Skills Communication skills Organizational savvy Technical skills Operating the offloading machinery using gear levers		
Driver Class B	1. Key Result Area Driving trucks (30 tonnes including mofette) 2. Activities	B	B4

	Operating the mofette Using the mofette to load the consignment Loading the mofette onto the truck which has been loaded Do all the duties for Class B driver When offloading the consignment, firstly offload the mofette Remove tent and fasteners (50-6-kgs) Verifying the load before offloading Offloading the consignment using the mofette Reloading the mofette Ensure the security and safety of the mofette Any duties.		
	3. Decisions Decides on the safety operation of the mofette		
	4. Planning N/A		
	Minimum Education Class 2 Drivers License Defensive Driving Certificate+ Medical certificate		
	6. Minimum Experience 1 years' experience		
	7. Essential Skills Communication skills		

	Numerical skills Organizational savvy		
Driver Class C	1. Key Result Area Driving 7 tonne truck 2. Activities - Checking the condition of the vehicle, oil, water, tyres, damages, dents, loose nuts, cleanliness - Writing job cards where necessary - Doing the checklist - Cleaning the truck - Receiving instructions from Supervisor - Supervising the loading process - Counting the feed being loaded - Obtain weighbridge pass From the Loading Foreman - Fastening the ropes - Drive the truck to the weighbridge and have it weighed and obtain the weigh-bridge ticket - Submit weighbridge ticket to Mill Office and get an invoice for load - Get load documentation from the laboratory - Carry out security checks and drive to the destination 3. Decisions Makes routine operational decisions 4. Planning N/A	B	B3

	5. Minimum Education Class 2 Drivers License Defensive Driving Course 6. Minimum Experience 1 year Experience 7. Essential Skills Communication skills Numerical skills Organizational savvy		
Driver Egg van	1. Key Result Area Transporting eggs 2. Activities Checking the condition of the van and ensure that the truck is cleaned and dis-infected Filling the Vehicle checklist form also checking on occupational and safety hazards. Reporting problems within the system to the immediate superior. Loading and transporting empty boxes/farm trollies to the breeder sites for egg collection. Loading boxes/ farm trollies with eggs at the farm after counting them Sealing the van and driving back to Irvines Offloading and counting of eggs. Upholds values and enforcing company bio-security requirements.	B	B2

	Ensures that product quality and safety programs are being followed as laid in the procedures, SOPs, PRPs and company guideline 3. Decisions Decides on convenient routes 4. Planning N/A 5. Minimum Education Five O levels Internal driver training 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy		
Driver (Light vehicles)	1. Key Result Area Office errands 2. Activities Delivering vaccines, lab supplies and distilled water to Irvine's Zimbabwe sections. Collection of suppliers from central stores. Collection of broiler contract grower samples. Banking and routine errands within Irvine's.	B	B2

	Ferrying staff. Delivery of requisitions and samples as assigned. Keeping track of vehicle service due dates. Cleaning the vehicles Reporting of vehicle performance issues 3. Decisions Routine operational decisions 4. Planning Planning of the truck services within the stipulated mileage. Planning routes for outside errands 5. Minimum Education O level Valid Class 4 Driver's License 6. Minimum Experience A Minimum of One Year in a Driver's Position 7. Essential Skills Communication skills		
Effluent Irrigator	1. Key Result Area Facilitate the water movement from the production process and out of the farm 2. Activities Facilitate movement of from the plant into the farm	A	A3

	Control water movement in the farm from the plant Operate sprinklers to spread water in the farm Maintain the drain system so that water flows to the river Harvest water from the plant for spraying in the dust roads 3. Decisions 1.Decides water movements from the plant to the river and opening of new drainage systems 4. Planning N/A 5. Minimum Education 1. Certificate in food processing 6. Minimum Experience 1. one year on the job experience 7. Essential Skills Communication skills Organizational savvy		
Irrigator	1. Key Result Area Irrigation 2. Activities Assess the sprinklers every morning if they are supplying water.	A	A3

Check water pressure from the pump.
 Maintains irrigation lines.
 Filling of troughs for cattle drinking.
 Monitor the flowing of water.
 Set the speed of pivot in supplying of water.
 Monitor the flowing of water in the fields.
 Attend to other duties such as fencing of the Estate.
 Any other responsibilities as assigned as and when need arises.
 Receive instruction from a supervisor / foreperson.
 Open the valves according to the design of the irrigation system.
 Check drip emitters, microjets, sprinkler is open and average out of each individual is within acceptable range.
 Flash lateral to discharge dirty routinely.
 Irrigate for recommended duration.
 Clean canal and sump.

3. Decisions

Decides on speed and pressure the pivot in water supplying

4. Planning

N/A

5. Minimum Education

General Education

6. Minimum Experience

3 months on the Job Experience

7. Essential Skills

	Communication skills Basic mathematic skills –(Addition, subtraction, multiplication, and division) Organizational savvy Physical fit		
Egg Collector	1. Key Result Area Collection of eggs from the egg room to warehouse 2. Activities Collection of eggs from the egg room to the warehouse as assigned from time to time Push trollies with eggs loads to the warehouse Packing of eggs in the warehouse 3. Decisions Decides on quantities of boxes of eggs to load into the trollies when delivering to the warehouse 4. Planning N/A 5. Minimum Education O level 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy	A	A2

	Egg handling skills		
Egg Grader	1. Key Result Area Grading eggs 2. Activities Cleaning the egg room and washing egg boxes and farm racks Folding and stacking the boxes Grading each and every egg and classify them Fumigate eggs after grading Remove dirty, cracked, double yoke eggs Despatch of hatching eggs to the coldroom at specified time schedules Loading and offloading packaging Labelling the egg boxes Lining and flocking of eggs Fumigating the eggs and recording on fumigation sheet Packing eggs for the kiosk and export Identifying safety hazards and reporting accordingly Complies with Bio-security and hygiene standards as laid down in the procedures, Standard Operating Procedures and company guidelines. Upholds company values, rules and regulations Receive and Stack egg packaging. Lubrication of Egg packer machine before commencement of egg collecting. Collection of eggs using Egg packer machine. Removal of second grade eggs and grading them according to sorting procedure. Stacking of egg trays onto pallets and arranging the pallets according to poultry house numbers in the Egg storeroom. Work according to daily egg production numbers. Average of 30000-35000eggs per person.	A	A2

	Receive order form the Foremen on an ongoing basis Grading of eggs by standard - hatching and rejects (small, dirty, chipped, mis-shaped, bin and large) Pack eggs into trays and boxes according to their grade. Work according to daily egg production. Attend to any other duty as may be assigned from time to time including but not limited to cleaning in the Egg room and loading of eggs. 3. Decisions Makes routine operational decisions 4. Planning N/A 5. Minimum Education General knowledge + internal training 6. Minimum Experience 1. 3 months 7. Essential Skills Communication skills Organizational savvy		
Eggroom Clerk	1. Key Result Area Accounting for eggs received and dispatched and issue clerical reports for management decision making 2. Activities	B	B3

	Do stock take of eggs in the section every morning Compile and submit a stock report to the Supervisor Receive eggs from out growers' farms and check with the delivery notes Count eggs received and update records Compile records graded eggs and submit to the Supervisor Record eggs submitted to Sales 3. Decisions Decides on seal keys against delivery notes during which process, none tallying deliveries can be rejected. 4. Planning N/A 5. Minimum Education 5 O levels + internal clerical training 6. Minimum Experience 6 months on the job experience 7. Essential Skills Communication skills Numerical skills Organizational savvy Report writing skills Egg handling skills		
Eggroom Foreperson	1. Key Result Area Egg grading	B	B4

Allocate work to Egg Room general workers and supervise them accordingly

2. Activities

Allocating duties and tasks to Egg Graders on a daily basis
Monitoring and supervising Team members.
Setting eggs as per setting schedule
Recording setting books and setting cards
Monitoring hygiene
Collecting prills for fumigation
Unlocking and locking doors
Generating the delivery notes and GRVs
Taking stock of eggs on a daily and weekly basis
Monitoring the unbagging of imported eggs
Checking setting cards and trolley numbers
Receiving seal keys and allocating destinations
Receiving eggs
Ensuring that eggs are prewarmed
Reporting problems within the system to the immediate Superior.
Upholding company values rules and regulations
Complies with bio-security and hygiene standards as laid down in the procedures.
Sign in for collection of keys to the Production department
Inspect the room before starting work
Receive incoming eggs into the Egg room and update stock records
Allocate work to Graders every day
Monitor the egg grading and packaging process
Record all breakages and compile production report on daily basis

3. Decisions

	Decides on the allocation of seal keys Decides on the allocation of duties to subordinates Decides on the quality of eggs being packed (small, medium and large eggs) 4. Planning Plans stock take of eggs on a daily and weekly basis Egg setting as per schedule. Drafting the drivers schedule on a weekly basis. Plan on compiling and submission of production reports Plan on the targets to be achieved in the department 5. Minimum Education Five O level passes including Maths & English Internal training programmes Internal training on supervisory 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Supervisory skills Report writing skills		
Egg Receiver	1. Key Result Area Egg receiving	A	A2

	2. Activities Clean around the shrink machines Collect pallets for packing eggs Receive all wrapped eggs Grade eggs and select out rejects Pack eggs into boxes and pack on pallets Put stickers of best before and company code Boxing of eight trays in each box Assist graders in grading eggs Assist off loaders in packing eggs received 3. Decisions Decides on quality of eggs and select our rejects 4. Planning N/A 5. Minimum Education O levels 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Numerical skills Organizational savvy Egg handling skills		
Egg Trayer	1. Key Result Area	A	A2

	Traying of eggs 2. Activities Cleaning in the hatchery Making of chicken boxes for packaging Traying of eggs as per target set such as 162 trays per day Prepare the hatchery place for night hatcheries Grading and regrading of eggs Attend to general cleaning in the hatchery 3. Decisions Decides on the grades of eggs during the packing process 4. Planning N/A 5. Minimum Education Ability to read and write/General knowledge 6. Minimum Experience Three months 7. Essential Skills Communication skills Organizational savvy Egg handling skills		
Egg/Chicks Transferer	1. Key Result Area Transferring chicks/eggs	A	A2

	2. Activities - Adhering to biosecurity measures - Removing all baskets from hatchery to cleaning area - Washing or cleaning floors and walls in the hatchery - Washing the hatchers on a daily basis - Conducting preparation for the transfer, egg lifter candling machine, pressure washer - Placing paper trays, sanitizers, chemicals - Removing eggs from setters to hatchers - Removing unfertile eggs - Ensuring that eggs are lifted by the egg lifter safely - Conducting quality control of eggs - Cleaning the rooms - Disinfecting the machines - Macerating the condemned eggs - Cleaning the macerator - Preparation for chicks, folding boxes - Packing the boxes - Offloading packaging 3. Decisions - Decides on the removal of infertile eggs 4. Planning - Plans tasks on a daily basis 5. Minimum Education - Ability to read and write/General knowledge 6. Minimum Experience		

	Three months 7. Essential Skills Communication skills Organizational savvy		
Electrician Class 1	1. Key Result Area Attend to electrical works at the farm 2. Activities Attend to Lights in the chicken houses at the farm Attend to electrical work at the farm including offices Installation of electricity in new chicken houses Electricity installation (tubing in chicken houses and houses for staff) Report any faults for approval before repairs Fitting of motor bearings on electric motors Housekeeping once job has been completed 3. Decisions Decides on tools and materials to be used 4. Planning Plans on materials required for work to be done 5. Minimum Education Passes at O Level skilled Worker Class 1 Electrician Certificate 6. Minimum Experience	C	C2

	6 months on the job 7. Essential Skills Communication skills Organizational savvy Electricity installation skills		
Electrician (semi-skilled)	1. Key Result Area Attend to electrical works at the farm 2. Activities Attend to all electrical faults at the Estate Attend to plumbing and irrigation duties Attend to electrical works at the farm including offices Report any faults for approval before repairs Assist in checking of all lines of watering and attend to burst pipes 3. Decisions Decides on electrical diagrams and repairs and maintenance 4. Planning N/A 5. Minimum Education levels + Electrical Tubing Certificate 6. Minimum Experience 6 months on the job experience	B	B2

	7. Essential Skills Communication skills Alertness Attentiveness Organizational savvy		
Equipment Main-tainer	1. Key Result Area Repairs & maintenance of equipment at layer sites. 2. Activities Repairs and maintenance of feeding, water and housing systems in the layer houses. Removal of manure through conveyor, elevator belt and tracking of belts. Cleaning of manure pits. Maintenance and repair of all of manure, conveyor, elevator, egg belts and ONDA System. Attend to bird and vermin proofing. Repair and maintenance of perimeter fence. Change of blown out electricity bulbs. Attend to breakdowns as reported by house persons Report to superior and poultry services for break downs that require further assistance Lubrication of all equipment Any other duties assigned by the superior Maintenance of layers equipment's at Estate Repairs and maintenance of feeding, water and housing systems in the layer houses. Repair and maintenance of perimeter, poultry house, laundry and canteen shed fence	B	B2

	3. Decisions Decides on repairs and maintenance of equipment 4. Planning N/A 5. Minimum Education O levels + inhouse training 6. Minimum Experience 6 months on the job experience 7. Essential Skills Communication skills Numerical skills Organizational savvy Technical skills in equipment installation and maintenance		
Evisceration Cutter	1. Key Result Area Cut open chickens for further processing in the plant 2. Activities Cut open chickens for further processing Assist in packing of all harvested offals Attend to any other duty as may be assigned from time to time	A	A2

	3. Decisions N/A 4. Planning N/A 5. Minimum Education 5-O Levels 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy Chicken handling skills		
Evisceration Forks	1. Key Result Area Harvesting gizzards from chickens and packing 2. Activities Fork out gizzards, hearts, intestines and livers from chickens Attend to any other duty as may be assigned from time to time 3. Decisions	A	A2

	N/A 4. Planning N/A 5. Minimum Education 5-O level 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy Chicken handling skills		
Eviscerator	1. Key Result Area Chicken slaughtering 2. Activities Slaughtering chickens and cut open Process petty meat Clean evisceration room Assess the quality of chickens and separate defective chickens for petty meat Attend to general work as may be assigned from time to time 3. Decisions	A	A2

	Decides on quality of chickens and separate defective chickens for petty meat 4. Planning N/A 5. Minimum Education 5-O levels 6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Evisceration skills		
Feed Weighing Team Leader	1. Key Result Area Weighing feed accurately and distributes to the sites as per SOP 2. Activities Maintaining feed stocks to last 9 days Order feed from Millshed according to weekly usages Receives, checks, verifies the type of feed received from Millshed and deliveries to the sites are labelled as per SOP Conducts stock reconciliations and ensures a smooth re-ordering process Allocation of feed weighing duties to team members Receives mortality from sites and issues out Goods Issue Note to the mortality collection Company Received and verifies egg receipts from sites and despatches to the hatchery	B	B3

	Prepares sites requisitions for approval by site management Undertakes daily safety and bio-security drills to conscientise and minimize site accidents Ensures proper handover and takeover occurs between security and site management Participates in any activity as instructed by site management 3. Decisions - Decides on accurate weighing and distribution of feed as per SOP - Decides on allocation of duties to the team 4. Planning - Daily routines for the smooth operation of the site 5. Minimum Education 5-O Levels 6. Minimum Experience 6 months on the job experience 7. Essential Skills - Communication skills - Organizational savvy - Supervision skills - Numerical skills		
Feed Weigher	1. Key Result Area Weighing feed accurately	A	A2

	2. Activities 1. Off-loading and stacking the feed in the feed shed as per SOP 2. Weigh the feed and label as per feed paper 3. Load the feed and stack into the trailer as per feed paper 4. Receive feed from the Millshed and deliveries to the sites are labelled as per SOP 5. Conducts stock count for re-ordering processes 6. Participates in any activity as instructed by site management 3. Decisions Decides on accurate weighing of feed as per SOP 4. Planning Daily routines for the smooth operation of the site 5. Minimum Education Passes at O Level 6. Minimum Experience 3 months on the job Experience 7. Essential Skills Communication skills Organizational savvy		
Fitter and Turner Semi skilled	1. Key Result Area 1. Maintenance and Operation of the CTC machines in processing tea 2. Activities 1. Monitor lines of tea processing	B	B2

	2. Sharpening of CTC machine before operations of the day 3. Lubrication of the machine before operations of the day 4. Set the dial gauge on the CTC machine 5. Operate the CTC machine in processing tea 6. Clean the CTC machine after daily work 7. Maintenance of the plant every Monday when tea is not being processed 8. Attend to breakdowns as reported		
	3. Decisions 1. Decides on spare for the plant equipment's 2. Decides on CTC sharpening		
	4. Planning 1. N/A		
	5. Minimum Education 1. 5 O levels & Certificate in Fitter and Turning		
	6. Minimum Experience 1. 6 months on the Job Experience		
	7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Mechanical diagnosis and repairing skills		
Flier	1. Key Result Area Removing remaining flesh from crocodile skins	A	A2

	2. Activities Put crocodiles into abattoirs from farms Assist skimmers in skinning crocodiles after slaughtering Removing remaining meat and fat from crocodile skin Assist in grading of skins refrigeration Cleaning of the working rooms 3. Decisions Decides on removing of remaining flesh from crocodile and fats 4. Planning N/A 5. Minimum Education Ability to read and write 6. Minimum Experience 3 months on the Job Experience 7. Essential Skills Communication skills Organizational savvy Crocodile Handling skills		
Flower Grader	1. Key Result Area Flower grading 2. Activities	A	A1

	Receiving or receiving flowers from the field Grading the flowers checking for the following; - Diseases - Damaged - Short stem - Black spots Checking if flowers are of the same size using machines Grading the flowers according to type Bunching flowers according to their varieties. Each variety has different number of stems into which it will be bunched. All tasks are target based per group Weeding the fields Mulching		
3.	Decisions Decides on the flowers to be removed due to poor quality		
4.	Planning N/A		
5.	Minimum Education Ability to read and write		
6.	Minimum Experience 3 months		
7.	Essential Skills Communication skills Organizational savvy Good knowledge of flower handling		

FMC Operator	1. Key Result Area Operating the FMC 2. Activities Carrying out risk assessment Check the condition of the machine Reporting any faults to the Supervisor Ensure smooth running of the machine Raise queries with the Switch Board Operator if fruit is not disbursed into machine correctly (according to sizes) Liaising with the Receiver to increase or decrease the quantity of fruits Operating the machine Complete CIP cleaning in place Supervise subordinates Cleaning the auger 3. Decisions Routine operational decisions 4. Planning N/A 5. Minimum Education Passes at O level	B	B2

	6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Technical skills		
Foreman - Bananas	1. Key Result Area 1. Tagging and flower count 2. Plantation Auditing 2. Activities 1. Conduct safety talk on a daily basis in the morning 2. Deploy, delegate and assign duties to the General Hands 3. Planning duties and tasks to be carried out by General Hands, Taggers and Flower Count 4. Determine the number of workers for each task on hand. 5. Monitor the performance of workers in the field 6. Checking the accuracy of records compiled by Clerk 7. Checking accuracy of records compiled at Pack shed. 8. Ensuring that reaped production is recorded accurately and that records reconcile with reaped and dispatched bananas. 1. Checking sleaving branch care, propping, irrigation, 2. Checking if chemicals and fertilizers were applied on time and correctly 3. Checking if the mixing of chemicals is done correctly 4. Reporting to the Director. 5. Writing weekly reports	B	B4

	3. Decisions 1. Decides on performance targets 2. Decides on Disciplinary measures 3. Decides on Material resources required 4. Decides on manpower requirements 4. Planning 1. Performance targets on a daily basis 2. Manpower requirements on a daily basis 3. Material requirements on a daily basis 5. Minimum Education 1. 5 O level passes 6. Minimum Experience 1. 1 year 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory 4. Technical 5. Quality conscious 6. Multi skilled		
Foreman – Chicken Abattoir	1. Key Result Area Allocation of work to general workers and supervise them accordingly in the abattoir section 2. Activities Marking of staff attendance register every morning	B	B4

	Allocation of work to general staff Supervise workers in the chicken abattoir sections Supervise the process from receiving of chickens Supervising the chicken slaughtering process and plucking of furs Supervise neck slitters, vent openers, gizzards removals and the packing of chickens Condemn chickens that are under the standard weight Compile and submit daily production report to the supervisor		
	3. Decisions Decides on the number of general workers required in the chicken abattoir section Decides on the quality of chickens that can be processed		
	4. Planning N/A		
	5. Minimum Education O Levels		
	6. Minimum Experience 3 months on the job experience		
	7. Essential Skills Communication skills Organizational savvy Supervisory skills Report writing skills		

Foreman - Eviscera- tion	1. Key Result Area Allocate work to general workers and supervisor them in the Evisceration sections 2. Activities Inspection of machines used in plucking of chickens Set up the machines before operations Check spin checker and water temperatures Check adequacy of plastics for package and request more should the need be. Assign work to general workers in the section and supervise them accordingly Supervise the process of offal removals and packaging Report any machine breakdowns for repairs and maintenance Compile and submit reports on chicken production per day 3. Decisions Decides on task allocation to general workers in the Evisceration section of the operations. 4. Planning N/A 5. Minimum Education O level Certificate + internal training 6. Minimum Experience 3 months on the job experience	B	B4

	7. Essential Skills Communication skills Numerical skills Organizational savvy Supervisory and report writing skills		
Foreman- Hatchlings	1. Key Result Area Rearing hatchlings 2. Activities Ensure biosecurity measures are adhered to Collecting chemicals from stores and give them to Pan Attendants Monitoring crocodiles to check their conditions Monitoring the performance of Pan Attendants Supervising, training and counselling subordinates Recording irregularities Referring sick cases to Veterinary Taking and recording temperatures 3. Decisions Decides on manpower requirements Decides on targets Decides on resources to be used in the Section 4. Planning Plans work schedules on a daily basis 5. Minimum Education Ordinary level passes	B	B4

	6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Supervisory skills		
Foreman - Livestock	1. Key Result Area Allocate work to general workers and supervise them accordingly 2. Activities Receive weekly schedule for production every Friday which shows the projected production and supply of chicken from Growers Prepare an operational schedule in consultation with the logistics for transportation Request for delivery trucks to transport chickens from growers Monitor to loading of crates and quality check the crates loaded Write delivery notes for chickens Receive chickens as they come and verify with delivery notes Update records on quantities of chickens received Count broken crates and report for repairs Supervise the cleaning of waste on delivery trucks every Sunday 3. Decisions Decides on number of vehicles required in delivery of chickens Decides on the activities to be done by workers in the section	B	B4

	4. Planning 1. Plan on number of trucks to send to each out grower 5. Minimum Education 5 O level passes including Maths & English Internal supervisory training 6. Minimum Experience 1 year on the job experience 7. Essential Skills Communication skills Numerical skills Organizational savvy Report writing and supervisory skills		
Foreman Pet Food	1. Key Result Area Allocate work to general workers and supervisor them in the Pet Food sections 2. Activities Inspection of machines used in plucking of chickens Set up the machines before operations Assign work to general workers in the section and supervise them accordingly Report any machine breakdowns for repairs and maintenance Compile and submit reports on chicken production per day 3. Decisions Decides on task allocation to general workers in the pet food, defeather and live reception section	B	B4

	4. Planning N/A 5. Minimum Education O level certificate + internal training 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy Supervisory and report writing skills		
Foreman - Piggery	1. Key Result Area Rearing pigs 2. Activities Marking attendance register and submit to Human Resources Check for mortalities at all pans and record on a daily basis Notching pigs Castrating male pigs Supervising the provision of enough water and feed on the part of General Workers Supervise the safety of the piglets Recording births, deaths and other vital statistics Ensure the changing of feed according to age of pigs Weaning the pigs Keeping records of all the pigs and feed Supervising General workers	B	B4

	Treating and vaccinating pigs 3. Decisions Decides on feed to be given to the pigs of different ages Decides on manpower requirements 4. Planning Plans feed on a daily basis Work schedules on a daily basis 5. Minimum Education Passes at O level 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Supervisory skills		
Foreman Poultry	1. Key Result Area Supervising the activities in the chicken house 2. Activities Feeding chicken twice per day Oversee the flowing of water into the chicken house Dust fence and remove of wet beds Monitor temperatures in the chicken houses for upkeeping of chickens	B	B4

	Oversee the safekeeping of day-old chicks Record any mortality Supply vaccinations for chicken Check mortality every morning and update reports Weekly sample weighing of chicken to determine growth Supervise chicken feeders in the chicken sheds Record all activities on the section and submit reports to farm manager 3. Decisions Decides on section activities such as feeding of chickens 4. Planning N/A 5. Minimum Education Five O Levels 6. Minimum Experience 6 months on the job experience 7. Essential Skills Communication skills Organizational savvy Egg handling skills		
Foreman - Rendering	1. Key Result Area Allocation of work to general workers and supervise them accordingly 2. Activities Supply bins for waste collection from the plant	B	B4

	Collect raw materials from the plant Process feeds Supervise general workers in the processing of feeds Bagging of feed and packing in the warehouse Load and monitoring trucks with rendering to different customers Supervise general workers in cleaning in the section Make sure that the plant is always clean 3. Decisions Decides on activities to allocate to general workers in the section 4. Planning N/A 5. Minimum Education 5 O level passes including Maths & English Internal supervisory training 6. Minimum Experience 6 months on the job experience 7. Essential Skills Communication skills Numerical skills Organizational savvy Report writing and supervisory skills		
Foreman Small Chick-ens	1. Key Result Area Supervising the activities in the small chickens house	B	B4

	2. Activities Feeding chicken twice per day Oversee the flowing of water into the chicken house Dust fence and remove of wet beds Oversee the safekeeping of day-old chicks Record any mortality Supply vaccinations for chicken Check mortality every morning and update reports Supervise the collection of eggs from the chicken house Load eggs into the tractor for onward delivery to the office sheds Supervise chicken feeders in the chicken sheds Record all activities on the section and submit reports to farm manager 3. Decisions Decides on section activities such as feeding of chickens 4. Planning N/A 5. Minimum Education O Levels 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy Chicken handling skills		

Foreman Teeth Interventions	1. Key Result Area Teeth removal 2. Activities Assign and delegate duties to General Hands Stunning the crocodiles to enable workers to work on the crocodiles Vaccinating and treating crocodiles by injecting drugs (anaesthesia) Removing the teeth using elevators/winches on the table Applying formalin on the removed teeth of the crocodile Return crocodile to the pan Paint the crocodile to prevent re-stunning 3. Decisions Decides on the crocodiles to be stunned 4. Planning Tasks and duties for General Hands on a daily basis 5. Minimum Education Passes at O level Internal training 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Crocodile handling	B	B4

Foreman (Warehouse)	1. Key Result Area Accounting for the raw materials and goods in the warehouse 2. Activities Check stocks in the warehouse (raw materials) Clean the plant Collect bags of raw materials and pack in the warehouse Weigh vehicles as they come to the warehouse to determine the net mass weight Monitor the offloading of raw materials and check quantities against the delivery notes Write off loading tickets and clearance of weights at the bridge Update bin cards (records GRVs numbers on bin cards) Daily stock take return of raw materials in the warehouse Update reports on sales made from the warehouse Supervise bag sorters in the warehouse 3. Decisions Decides on the warehouse stocks and updating of records of raw materials 4. Planning Plans for stock take, incoming materials for stacking 5. Minimum Education 5 O Levels + internal training on warehouse management, supervisory 6. Minimum Experience 3 months on the job experience	B	B4

	7. Essential Skills Communication skills Numerical skills Organizational savvy Stores management skills		
Foreman – Milling Shed	1. Key Result Area Supervising General Hands at the Milling Shed 2. Activities Planning duties for the day for the General Workers Receiving weekly requests or orders of feed. Compile total of what is needed for the following week Ensuring that there is enough maize Advising <Management on stock levels Milling and mixing feed Compile daily stock report and submit to Management Supervising General to ensure that targets are met Ensuring packing and sealing of bags Dispatching feed according to orders Requesting transport to carry feed to the farm Compile production reports 3. Decisions Decides on the prioritisation of work 4. Planning Plans tasks for the day Reports on a daily, weekly and monthly basis	B	B4

	5. Minimum Education Passes at O Level 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Supervisory skills Knowledge of milling and mixing feed		
Foreperson Eggroom	1. Key Result Area Allocate work to Egg Room general workers and supervise them accordingly 2. Activities Sign in for collection of keys to the Production department Inspect the room before starting work Receive incoming eggs into the Egg room and update stock records Allocate work to Graders every day Monitor the egg grading and packaging process Record all breakages and compile production report on daily basis 3. Decisions Decides on task allocation to Graders Decides on the quality of eggs being packed (small, medium and large eggs)	B	B4

	4. Planning Plan on compiling and submission of production reports Plan on the targets to be achieved in the department 5. Minimum Education 5 O levels + internal training on supervisory 6. Minimum Experience 1 year on the job experience 7. Essential Skills Communication skills Numerical skills Organizational savvy Supervisory and report writing skills		
Foreperson Night Cleaner	1. Key Result Area Supervision 2. Activities Keeping the keys to the rooms Checking the condition of the room and marking attendance register Monitor if workers are putting their PPE Supervising workers doing the following duties; Cleaning utensils Cleaning equipment Cleaning machines, floors walls, buckets, drains, push carts, ceiling, doors Monitoring employees ensuring that tasks are complete within the required timeframe	B	B4

	Submitting uniforms to Laundry Safekeeping of tools Writing reports 3. Decisions Decides on the performance of the workers 4. Planning N/A 5. Minimum Education O level 6. Minimum Experience 3 months 7. Essential Skills Communication skills Numerical skills Organizational savvy Chemical handling course – internal training		
Foreperson Packing	1. Key Result Area Supervise brine machine operations 2. Activities Carries out the pre-operational checks for the workplace. Ensures SOPs are followed Responsible for meeting production targets Ensures production of good quality product	B	B4

	Raises job cards whenever there is a breakdown or maintenance to be done Ensures there is no product pile up Monitors temperatures of the product Ensures clean as you go is done Write daily, weekly and monthly reports and submit to Supervisor Carries out any other duties which may be delegated by the superior. 3. Decisions Makes routines operational decisions 4. Planning Plans tasks on a daily basis Plans the writing and submission of reports on a daily, weekly and monthly basis 5. Minimum Education 5 O level passes Internal training 6. Minimum Experience 1 year 7. Essential Skills Communication skills Numerical skills Organizational savvy Supervisory		
Foreman (Canteen)	1. Key Result Area Canteen supervision	B	B4

2. Activities

Housekeeping
Supervising the cleaning of utensils and canteen equipment
Supervising the cutting of meat and tomatoes
Boiling and roasting meat
Preparing tea and serving staff
Cooking lunch and serving staff
Supervising the cleaning of the canteen
Supervising staff and monitoring their performance

3. Decisions

Decides on menus to be prepared
Decides on the performance of staff in the canteen

4. Planning

Plans menus on a daily basis

5. Minimum Education

level
Cookery certificate

6. Minimum Experience

One year

7. Essential Skills

Communication skills
Numerical skills
Organizational savvy
Supervisory skills

Forklift Operator/Driver	1. Key Result Area Operation/driving the forklift 2. Activities Checking the condition of the forklift Carry out test run Report any faults to the Foreman/Stock Controller Operating the forklift lifting drums/pallets and other loads from one place to another as instructed Checking continuously that breaks are working properly Recording the number of pullets carried per day Ensuring that the number of pallets carried do not exceed the required for safety reasons Checking the conditions of the pallets for safety reasons Operate forklift during Blending Recording the number of pallets/loads carried per day Ensuring that the number of loads carried do not exceed the required for safety reasons Checking the conditions of the pallets for safety reasons 3. Decisions Decides on safety of self and others working in the environs of the forklift Decides on the sped of the forklift at any given time for safety reasons 4. Planning Prioritisation of tasks	B	B1

	5. Minimum Education Class 5 Drivers' License 6. Minimum Experience 6-months experience 7. Essential Skills Communication skills Organizational savvy Technical skills Safety conscious		
Freezer Room Attendant	1. Key Result Area Cleaning the freezer room 2. Activities Removing all the meat on the floor Ensure proper packing of meat Ensure high standard of hygiene in the freezer room Using chemicals to clean the walls and the floors Reporting any issues to the Manager Ensure that the workers maintain a high standard of hygiene 3. Decisions Decides on the cleaning of the freezer room which should always be in a high standard of cleanliness 4. Planning	A	A3

	N/A 5. Minimum Education 5-O levelS 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy		
Fridge Attendant	1. Key Result Area Refrigeration of chickens until they are dispatched into the market 2. Activities Receive chickens from the process and pack into the fridge (cold room) Control temperatures in the cold room to freeze the chickens De-freeze chickens for packaging Record all bags of packed chickens in the cold room for accountability 3. Decisions Decides on appropriate temperatures in the cold room 4. Planning N/A 5. Minimum Education	A	A2

	5-O levelS 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy		
Bridgeman/ Clerk	1. Key Result Area Receive chicken and pack in refrigeration 2. Activities 1. Receive chickens from production 2. Count received chickens and update records 3. Check quality of chickens and condemn poorly packed chickens 4. Pack chickens in the cold room in the order of first in first out and according to required standards. Dispatch chickens from freezers as per the orders received. 6. Update stocks after every dispatching of an order. 7. Clean the cold room and ensure proper housekeeping is adhered to. Maintain temperatures in the cold room for preservation of chickens 9. Conduct stock take on monthly basis 10. Compile and submit stock take report 3. Decisions	B	B3

	- Decides on packing of first in, first our orders in the cold room - Decides on quality of chicken received before packing in the cold room 4. Planning N/A 5. Minimum Education 5 O levels 6. Minimum Experience 3 months on the job experience 7. Essential Skills - Communication skills - Numerical skills - Organizational savvy - Chicken handling skills - Report writing skills		
Fridgeman Foreman	1. Key Result Area Supervising Fridge-man 2. Activities - Being the custodian of the keys - Receiving invoices from Sales or order make up people - Supervising the Fridge-men taking the products from the coldroom and issue to order make-up people Receiving products/meats from Production side for	B	B4

	stocking in the fridges - Supervise the packing of products in the fridges - Checking of product quality before loading in freezers. - Cleaning/sweeping the fridges - Conducting stock take on a monthly basis 3. Decisions Makes routine operational decisions 4. Planning N/A 5. Minimum Education 5-O levels 6. Minimum Experience 1 year 7. Essential Skills - Communication skills - Organizational savvy		
Fruit Grader	1. Key Result Area Grading fruit 2. Activities Checking the condition of the fruits	A	A2

	Removing the following - Twigs - Rotten fruity - Stones - Green fruit - Any foreign bodies Attend to other duties such as weeding in the field, fertilise applications and any other duties as maybe assigned from time to time		
	3. Decisions Decides on quality of fruits during grading process		
	4. Planning N/A		
	5. Minimum Education General knowledge		
	6. Minimum Experience 3 months experience		
	7. Essential Skills - Communication skills - Organizational savvy		

Fruit Receiver	1. Key Result Area	A	A2
	Receiving fruit		
	2. Activities		
	Receiving fruit from different farmers		
	Offloading the fruits from delivery trucks into bulk bins		
	Housekeeping		
	Opening oranges from bins into the plant		
	Housekeeping at the fruit receiving bay		
	3. Decisions		
	N/A		
	4. Planning		
	N/A		
	5. Minimum Education		
	General knowledge		
	6. Minimum Experience		
	3-months experience		
	7. Essential Skills		
	Communication skills		

	Organizational savvy		
Gardener-Premises	1. Key Result Area Maintaining the garden at the Estate Offices for good appearance 2. Activities Sweeping the yard at the offices every morning Watering flowers and lawn mowing at the Offices Maintain the garden at the Offices Weeding and landscaping at the offices and around the Estate Weeding the lawn and trim flowers Apply compost in flower beds for growth Assist in other duties such as cleaning drums 3. Decisions Decides on gardening activities in order to maintain the green outlook 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience	A	A1

	3-Months experience 7. Essential Skills Communication skills Organizational savvy Gardening skills		
Gardener – Green Vegetables	1. Key Result Area Provide general work on the farm gardens 2. Activities Attend to general work in the garden such as watering vegetables, application of manure in the vegetables Garden maintenance of green vegetables, tomatoes, green paper, onions and sugar beans Attend to vegetable bed ridges in the garden Harvesting of vegetables as instructed by the supervisor Spraying of chemicals in the field to cure pest and crop diseases 3. Decisions Decides on vegetable caring (watering, chemical spraying and manure application) Decides on gap filling in the vegetable beds 4. Planning Plans own gardening tasks.	A	A1

	5. Minimum Education General knowledge 6. Minimum Experience 3- months experience 7. Essential Skills Communication skills Organizational savvy Gardening skills		
Gardener/Messenger	1. Key Result Area Garden maintenance 2. Activities 1. Cleaning and maintaining hygiene in toilets and changing rooms for Hatchery 1 and 2 2. Monitors hygiene of the hatchery premises and storm drains. 3. Delivers documents as assigned by the C/Hatchery front office administrator. 4. Emptying the rubbish bins 5. Watering of flowers and maintaining lawn 6. Maintaining C/Hatchery ground and vehicle washing bay. 7. Trimming and shaping garden flowers 8. Upholds company values, rules and regulations	A	A2

	9. Complies with bio-security and hygiene standards as laid down in the Procedures, SOPS and company guidelines. 3. Decisions Decides on garden maintenance (watering, lawn mowing and trimming of flowers) 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the job Experience 7. Essential Skills Communication skills Organizational savvy Gardening skills		
General Hand IODC	1. Key Result Area Provides general work to the IDOC section of the Estate 2. Activities Lawn mowing at the IDOC and general maintenance of the garden Molding bricks as may be assigned from time to time	A	A2

	Cutting of trees and loading into tractors Attend to any section that needs additional manpower Collect waste bins and dump on the dumping sites Weeding in the cattle paddocks Attend to any other duty as may be assigned from time to time Offloading orders received from Central stores or any other supplier 3. Decisions Decides on garden maintenance and cleaning activities 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy		
General Hand Chicken Plant	1. Key Result Area General work 2. Activities Arranging the crates to be used on the day.	A	A2

	Removing whole birds from the crates into bags Sewing the bags Separating parts of meats accordingly on the conveyor belt Packing meat in bags Acting as scale Operator Ensuring that meat does not fall on the floor 3. Decisions Makes routine operational decisions 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy		
General Hand Hatchery	1. Key Result Area Carrying out general work in the hatchery	A	A2

	2. Activities Removing chicks from the machine Grading chicks - separating good and poor quality chicks Cleaning the hatchery Cleaning the machines Using foam and brushes to clean the walls and floors Traying and making boxes 3. Decisions Decides on the quality of chicks 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 Months on the job Experience 7. Essential Skills Communication skills Organizational savvy Chick handling skills		
General Hand Central Stores	1. Key Result Area Provides general work to the central stores of the Estate	A	A2

	2. Activities Clean the Central Stores place, corridors, and yard maintenance Assist in collecting groceries for staff Assist in loading and offloading of goods into and out of the Central Stores Lawn mowing at the Central Stores and general maintenance of the garden Maintaining ablution block in good condition Attend to any other duty as may be assigned from time to time 3. Decisions Routine operational decisions 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3-months experience 7. Essential Skills Communication skills Willing to learn Gardening skills		
General Hand (Cleaner)	1. Key Result Area General cleaning services at the farm	A	A1

	2. Activities 1. Cleans and changes water for footbath 2. Cleans shower rooms and facilities at the site 3. Cleans feed rooms every day 4. Washing of overalls for workers at the site 5. Manure bagging 3. Decisions Decides cleaning priorities 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 Months on the job Experience 7. Essential Skills Communication skills Organizational savvy General cleaning skills		
General Hand (Factory)	1. Key Result Area Provide general work to the Estate	A	A2

	2. Activities Assist in loading and offloading of meat into trucks when assigned Assist in packing of meat and offals into cold rooms Attend to cleaning services as may be assigned from time to time 3. Decisions Decides on cleaning in the factory 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy		
General Hand Field	1. Key Result Area Provide general work to the Estate 2. Activities Assist in loading and offloading of meat into trucks when assigned Attend to spreading of manure in the field	A	A2

	Application of fertilizers in the field Assist in packing of meat and offals into cold rooms Attend to weeding in the field and any other duty as may be assigned from time to time 3. Decisions Decides on spreading of manure in the field 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy		
General Hand (Milling Shed)	1. Key Result Area General work 2. Activities Off-loading truck of feed and/or maize Cleaning and packing of bags	A	A2

	Assist in the feed production Off-loading trucks of coal 3. Decisions Makes routine operational decisions 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience N/A 7. Essential Skills Communication skills Organizational savvy		
General Hand Pulping	1. Key Result Area Making tray boxes every day 2. Activities Breaking of pulps (13 boxes on average) Assists in selecting of cracked eggs and keep them in refrigeration Assist in grading of eggs as may be assigned from time to time 3. Decisions Decides on the selection of cracked eggs	A	A2

	4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3-months experience 7. Essential Skills Communication skills Organizational savvy		
General Hand Searcher	1. Key Result Area Final searching of remaining in the chicken and remove 2. Activities Assess the chicken after all internal organs have been removed and harvested Remove any remaining offal's 3. Decisions Decides on removal of any identified remains in the chicken 4. Planning N/A	A	A2

	5. Minimum Education General knowledge 6. Minimum Experience 3 months experience 7. Essential Skills Communication skills Organizational savvy Chicken handling skills		
General Worker - Broilers	1. Key Result Area Provide general work in the Broiler section of the farm 2. Activities Bedding in the chicken houses Collecting of chicken feeds from the storeroom every day Supply the chicken feeds three times per day Controlling temperatures in the chicken house Providing adequate water for chickens in the chicken house Remove any mortalities and update records Weeding around the chicken house Release chicken batches after six (6) weeks Remove inactive chickens from the main chicken house 3. Decisions Decides on amount of chicken feeds depending on the eating behavior of chickens	A	A2

	Decides on the temperature in the chicken house 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the Job Experience 7. Essential Skills Communication skills Organizational savvy		
General Worker Chicken Houses (Water)	1. Key Result Area Providing water in the chicken houses 2. Activities Checking if there is enough water in the 10 houses per person Checking if the nipples will be dispensing water for the chickens and rectify according Checking the water tanks and see if water will be flowing to the smaller tanks Washing both the larger tanks and smaller tanks. Doing minor repairs	A	A2

	3. Decisions Makes routine operational decisions 4. Planning N/A 5. Minimum Education General knowledge/ability to read and write 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy		
Gizzard Remover	1. Key Result Area Harvesting of gizzards from the chicken 2. Activities Harvesting of gizzards from the chicken Weigh and pack gizzards. Attend to any other duty as may be assigned from time to time. 3. Decisions N/A 4. Planning N/A	A	A2

	5. Minimum Education General knowledge 6. Minimum Experience 3 months experience 7. Essential Skills Communication skills Organizational savvy Chicken handling skills		
Hand Grader	1. Key Result Area Egg grading for quality package 2. Activities Grading of eggs by standard (small, medium and large) Seal boxes with seal tape Assist in separating of egg trays Attend to any other duty as may be assigned from time to time including but not limited to cleaning in the Egg room and offloading of eggs 3. Decisions Decides on quality and size of eggs for characterization into small, medium and large eggs.	A	A2

	4. Planning N/A 5. Minimum Education General Knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Egg handling skills		
Handyman (semi-skilled)	1. Key Result Area Carrying out Maintenance works 2. Activities Installation of LT lines Doing electrical and plumbing installations Installing, repairing and maintaining boreholes and pumps Assisting in the repairing and servicing of farm vehicles, tractors and farm implements Repairing all plumbing works 3. Decisions	B	B2

	Decides on bill of quantities for works to be done 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1 year experience 7. Essential Skills Communication skills Organizational savvy Technical skills		
Hatch Foreperson	1. Key Result Area Chick grading 2. Activities 1. Allocating duties to Chick graders 2. Monitoring and supervising Team members 3. Recording hatch sheets books properly and correctly 4. Monitoring hygiene 5. Recording cloaca temperatures 6. Filling in waste disposal forms	B	B4

7. Requesting packaging
8. Updating Batch code sticker books
9. Unlocking and locking doors
10. Generating delivery notes
11. Checking the setting cards against machine hatched
12. Monitoring the grading and packing of chicks.
13. Carrying out hatch stock take on weekly and monthly basis
14. Receiving packaging, monitors the neatness and hygiene of storage rooms.
15. Upholding company values, rules and regulations
16. Complies with company bio-security and hygiene standards as laid down in the procedures, SOPs and company guidelines

3. Decisions

Decides on manpower

4. Planning

Plan on team members leave plan schedule.

5. Minimum Education

5- O level passes including Maths & English +
Internal training programmes on supervision

6. Minimum Experience

1 year experience

7. Essential Skills

Communication skills

	Numerical Skills Organizational savvy Supervisory skills		
Hatchery Supervisor	1. Key Result Area Supervising employees, planning and monitoring all hatchery activities 2. Activities Planning daily activities in the hatchery and giving tasks to the employees Controlling hatchery operations Evaluating tasks Communicating with the Hatchery Manager on hatchery activities Compilation of the register, time sheets and send for authorization to the Hatchery Manager every month end. Enforce bio-security measures and safety of employees in the hatchery 3. Decisions Decides on giving tasks to the workers Decides on reporting and monitoring of tasks 4. Planning Plan on daily Operations 5. Minimum Education 5-O levels Diploma in Agriculture	B	B5

	6. Minimum Experience 1 year of Hatchery experience 7. Essential Skills Communication skills Organizational savvy Supervision skills Good knowledge of hatchery operations Report writing		
Hatchery Clerk	1. Key Result Area Accounting for eggs from the hatchery and produce reports 2. Activities 1. Receive records from the hatchery everyday 2. Prepares orders – products plus materials required for hatchery operations. 3. Maintains records and reports for production results 4. Identify and report any anomalies in stocks and records 3. Decisions Decides on accuracy of records, producing/collating reports Decides on submission of orders and reports 4. Planning N/A 5. Minimum Education	B	B3

	5- O Levels 6. Minimum Experience 6 Months on the job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Numerical Skills 4. Computer Literacy		
Hatchery Machine Operator	1. Key Result Area Operating of machines in the hatchery 2. Activities 1. Monitors, records and reports performance of hatchery equipment such as set- ters and hatchery machines 2. Completes hourly records timeously 3. Attend to cooling machines and control temperatures between 10 to 15 degrees 4. Assess the state of solar system in place for continuous supply of power in the hatchery 5. Assessing the state of the compressor and processors 6. Changing of foot dips in the hatchery 3. Decisions Decides on temperatures of the cooling system and adjust accordingly	B	B1

	4. Planning N/A 5. Minimum Education 5-O Levels 6. Minimum Experience 3 Months on the job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Hatchery Machines operation 4. Reporting skills		
Head Clerk	1. Key Result Area Data gathering and processing 2. Activities Moving in all Departments recording the numbers of workers on duty on that particular day Calculating the amount of food that will be needed to feed the workers on that particular day Requesting for the food items from stores Instructing Foreman to do the orders Receiving the food items for the day Issuing the food items to the Cooks Apportion the food according to the Canteens	B	B4

	Share bread at the clean side canteen to workers Receiving food items from Suppliers Record keeping using bin cards system Marking the register for the Department Serving food to visitors Compile food budget for the processing plant with the help from the supervisor. 3. Decisions Decides on the food budget for the Processing Plant with the help from supervisor. 4. Planning Plans food budget for the Processing Plant 5. Minimum Education 5-O levels Diploma in Accounts 6. Minimum Experience 3 months 7. Essential Skills Communication skills Numerical skills Organizational savvy		
Head Foreman	1. Key Result Area Supervision	B	B5

	2. Activities Planning duties for all the farm workers Compiling timebooks for casual and permanent staff and submit to Human Resources Section Monitoring of the following farm operations both day and night shifts; Egg room Milling shed Chicken houses Brooder houses Setting performance targets Assisting in the disciplining of staff Communicating with Management Counselling staff Recruitment and selection of workers Writing weekly and monthly reports 3. Decisions Decides on performance targets Decides on disciplinary issues 4. Planning Reports on a weekly and monthly basis Performance targets on a daily basis, weekly and monthly basis 5. Minimum Education Passes at O level Diploma/certificate in Agriculture or equivalent		

	6. Minimum Experience 1 year experience 7. Essential Skills Communication skills Organizational savvy Supervisory Report writing		
Head Quality Control-Hatchery	1. Key Result Area Quality control 2. Activities 1. Assist in the establishment, implementation and maintenance of food safety management system with ISO 22000 :2018 standard for food safety management systems-requirements for the organization. 2. Conducting internal auditing at the C/Hatchery and other Sections at Irvine's Zimbabwe 3. Data capturing of dispatch records, egg-stocks, hatch data, transfer data into ornithon system 4. Ensuring that all Quality Controllers are aware of the required standards in their sections and ensuring that these standards are met 5. Ensuring that the FSMS procedures are met 6. Halting processes when critical levels are exceeded 7. Generate safety meeting minutes 8. Ensuring that quality standards are met 9. Enforcing safety rules 10. Monitoring of hygiene for the Commercial Hatchery	C	C3

11. Ensuring that Team members go for rectal swabs as required
12. Upholding and enforcing the company values and biosecurity measures.
13. Administering discipline and handling grievances according to the code of conduct.
14. Ensuring that training of FSMS documents is carried out
15. Signing customer complaints and addressing them
16. Ensuring the monitoring of stocks of chemicals is done accurately
17. Ensuring that filing of records is done accurately and maintaining the filing index
18. Reporting problems within the system to the immediate superior.

3. Decisions

Decides on halting processes when critical limits are met
 Decides on condemning expired chemicals
 Decides on reorder levels

4. Planning

Plans audits, document reviews, management review meeting and FST meetings as scheduled.
 Monitors internal trainings

5. Minimum Education

5-Oevels including English and Maths
 Certificate in Agriculture/poultry management
 ISO 22000 :2018 trainings-

6. Minimum Experience

	1 year 7. Essential Skills Communication skills Numerical skills Organizational savvy		
Headman Porker	1. Key Result Area Oversee the upkeeping of Porkers at the Estate 2. Activities Inspect piggery house every morning Change pigs from paddock to paddock after one week Feed porkers in the paddock Supply water into paddock Report any mortalities at the Estate Fastening of wire to safeguard porkers from predators 3. Decisions Decides on changing of pokers from paddocks 4. Planning Plans daily duties for General hands 5. Minimum Education 5-O level + Internal training on pig farming/production 6. Minimum Experience	B	B4

	year experience in pig production 7. Essential Skills Communication skills Organizational savvy Porker caring skills		
Health Worker	1. Key Result Area Providing health services to the farm workers 2. Activities Taking care of children of farm workers Weighing of children for farm workers to assess growth rate Supplying of vitamin, A to Children at the farm Attend to all injured employee and treat them accordingly Issue of medication to workers under treatment Conduct health awareness programs such as cholera outbreaks Distribution of protector plus (condoms) to workers and villagers Collect ARVs for farm workers from the main hospital Educate farm workers on heath programs Attend to pregnant women at the Estate Distribution of cleaning detergents for facilities at the Estate 3. Decisions Decides on medical prescription for workers at the farm Decides on health programs to educate workers and villagers	B	B3

	4. Planning Plan on replenishment of medications for the farm clinic Plan on health programs to educate workers and villagers 5. Minimum Education Certificate in Nurse Aid + Health worker training 6. Minimum Experience 1 year on the job experience 7. Essential Skills Communication skills Organizational savvy Patience caring skills		
Herdsman	1. Key Result Area Cattle herding 2. Activities Counting the number of cattle at handover/takeover on a daily basis. Open the pans and release the cattle into the pastures or paddocks. Rounding up cattle at the end of the day and closing them in the pans. Continuously monitoring the cattle so that they don't go astray or destroy crops. Dipping the cattle twice a week. Dehorning when required Castrating the bulls when required	A	A2

	Checking for new births and recording in the record book. Checking the health of the animals and report and observations. Monitoring the animals giving birth and reporting problems in the process to the Supervisor. 3. Decisions Routine operational decisions Decides on areas to take the animals to. 4. Planning Pasture areas on a daily basis 5. Minimum Education General knowledge 6. Minimum Experience 3- months experience 7. Essential Skills Communication skills Organizational savvy		
Herdsman Foreman	1. Key Result Area Cattle supervision 2. Activities Checking the health of the cattle in the morning on a daily basis Receiving instructions on the cattle to be slaughtered	B	B4

Selecting the cattle for slaughter.
 Counting the cattle every in the morning on a daily basis
 Opening the cattle pans
 Allocating duties to the Herders
 Accompanying Herders to the grazing fields
 Checking if there is enough grass for the cattle at the grazing fields
 Branding the cattle
 Treating the sick cows
 Vaccinating and dosing the cattle
 Carrying out artificial insemination when necessary
 Ensuring that dipping of cattle is done

3. Decisions

Decides on dipping, vaccinating and dosing schedules for the cattle
 Decides on grazing areas
 Decides on treatment of cattle

4. Planning

Dipping, vaccinating and dosing schedules on a monthly basis

5. Minimum Education

5-O levels

6. Minimum Experience

1 year experience

7. Essential Skills

Communication skills

	Organizational savvy Supervisory skills Good knowledge of animal husbandry		
Horse Groom	1. Key Result Area Grooming of Horses at the Farm 2. Activities 1. Feeding of horses four (4) times per Day 2. Taking the horses for exercises (ridding and practicing of horse sport activities) 3. Take horses into paddocks and clean stables and sidles 4. Cleaning of horses and checking the tails 5. Dress horses for exercises 6. Cover horses with blankest on cold weather 7. Assist in shoeing of horses 8. Oversee the treatment of horses at the farm 3. Decisions Decides on treatment of horses Decides on stock feeding for horses 4. Planning N/A 5. Minimum Education 5-O Levels + Animal husbandry certificate	B	B1

	6. Minimum Experience 1 year on the job Experience 7. Essential Skills Communication skills Organizational savvy Horse Handling Skills		
Houseman- Controlled	1. Key Result Area Carrying out duties in the chicken house as per automated standard operating procedure 2. Activities Observes all bio-security requirements as per SOP Mortality collection and submission to the Supervisor for recordings Cleans drinkers, nest boxes and turning litter as per SOP Off-loading and stacking feed in the feed shed as per SOP Distributing feed into the houses and feeds the chickens in the morning on a daily basis as per SOP Collection of eggs to egg grading room Participates in bird weighing, grading and vaccinations as per SOP Participates in any activity as instruction by site management Offloading of feed into Silos Monitoring of feeding equipment including feeding times, level of feed in troughs and spillages. Monitoring of pen equipment such as cages, fans, nipple lines, lights, vents, egg belts, manure belts, feed hoppers and reporting abnormalities to the foreperson. Collect and report on all mortalities from the house.	B	B3

Assess and monitor the drinkers in the chicken house for optimal performance
 Monitoring of egg belts during egg collection from the chicken house.
 Monitoring of birds health and reporting abnormalities.
 Cleaning of poultry and dog houses thus sweeping, dusting.
 Washing of Egg collection ONDA system metal trays, cleaning manure belts and egg belts.
 Monitoring of manure belts during manure removal.
 Offloading of POLs into poultry houses.
 Loading of End of layers into delivery trucks .
 Assisting in vaccination and bleeding of chickens in the chicken house.
 Assisting in bird weighing and collection of eggs for daily test weighing.
 Assist in cleaning of poultry houses before new placements.
 Attending to emergency situations and reporting alarms to the foreperson.

3. Decisions

Decides on feeding chickens and egg collection from the nest boxes

4. Planning

N/A

5. Minimum Education

General knowledge+ Internal training

6. Minimum Experience

3 Months on the job Experience

7. Essential Skills

Communication skills

	Organizational savvy Chicken rearing skills		
Houseman	1. Key Result Area Carrying out duties in the chicken house as per standard operating procedure 2. Activities Observes all bio-security requirements as per SOP Mortality collection and submission to the Supervisor for recordings Cleans drinkers, nest boxes and turning litter as per SOP Off-loading and stacking feed in the feed shed as per SOP Distributing feed into the houses and feeds the chickens in the morning on a daily basis as per SOP Collection of eggs to egg grading room Participates in bird weighing, grading and vaccinations as per SOP Participates in any activity as instruction by site management Offloading of feed into Silos Monitoring of feeding equipment including feeding times, level of feed in troughs and spillages. Monitoring of pen equipment such as cages, fans, nipple lines, lights, vents, egg belts, manure belts, feed hoppers and reporting abnormalities to the foreperson. Collect and report on all mortalities from the house. Assess and monitor the drinkers in the chicken house for optimal performance Monitoring of egg belts during egg collection from the chicken house. Monitoring of birds health and reporting abnormalities. Cleaning of poultry and dog houses thus sweeping, dusting. Washing of Egg collection ONDA system metal trays, cleaning manure belts and egg belts.	A	A3

	Monitoring of manure belts during manure removal. Offloading of POLs into poultry houses. Loading of End of layers into delivery trucks . Assisting in vaccination and bleeding of chickens in the chicken house. Assisting in bird weighing and collection of eggs for daily test weighing. Assist in cleaning of poultry houses before new placements. Attending to emergency situations and reporting alarms to the foreperson. 3. Decisions Decides on feeding chickens and egg collection from the nest boxes 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 Months on the job Experience 7. Essential Skills Communication skills Organizational savvy Chicken rearing skills		
Houseman- Chicks	1. Key Result Area Feeding of layers and collection of mortality	A	A3

	2. Activities Receiving chicks, placement, brooding and rearing of pullets. Monitoring of water system, light system and feeding equipment including feeding times, level of feed in troughs and spillages. Daily sweeping and dusting of poultry houses and dog houses. Manure removal and cleaning of manure belts. Collect and report on all mortalities from the house. Loading of point of lays into collection trucks. Cleaning of change rooms and offices Assist with cleaning of poultry houses before new flock comes into cycle. Any other duties assigned by superior 3. Decisions N/A 4. Planning N/A 5. Minimum Education 5 O levels + internal training 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy Poultry rearing skills		
Houseman Layers	1. Key Result Area	A	A3

	Feeding of layers and collection of eggs		
2.	Activities 1. Offloading of feed into feed sheds. 2. Feeding of poultry birds and monitoring level of feed in troughs and spillages. 3. Monitoring and assessing of the water system in the chicken house. 4. Collection and reporting on all mortalities from the house. 5. Reporting of any maintenance issues to the foreperson. 6. Egg collection, sorting and loading onto eggvan. 7. Monitoring of birds' health and reporting abnormalities. 8. Cleaning of poultry houses and feed shed thus sweeping and dusting. 9. Offloading of POLs into poultry houses. 10. Loading of End of layers onto delivery trucks. 11. Assisting in vaccination and bleeding of chickens in the chicken house. 12. Assisting in bird weighing and collection of eggs for daily test weighing. 13. Attend to any other duty as may be assigned from time to time by the foreperson.		
3.	Decisions N/A		
4.	Planning N/A		
5.	Minimum Education		

	5 O levels + internal training 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Numerical skills Organizational savvy Layer production technical skills		
Houseman (Poultry)	1. Key Result Area Chicken rearing 2. Activities Checking the temperatures in the brooder houses, should be 35 degrees Celsius Lining the feeders, drinkers and bedding Checking the space in relation to the chicks to be delivered into the brooder houses Dividing the brooder house into smaller compartments using black sheeting Monitoring the space in the brooder as the chickens grow so that adjustments are made with the growth of the chicks Remove the divisions in the brooder hose so that the chickens can be accommodated in the whole house Washing and cleaning the drinkers and food troughs Ensuring that there is always feed in the food troughs for the chickens to feed Continuously monitoring the feeding process Checking for mortalities and disposing of same. 3. Decisions	A	A3

	Decides on the partitioning of the houses for the purpose of brooding Decides on the adjustments of temperatures in the brooder houses 4. Planning Plans the preparation of brooder houses upon the any new batch of chicks 5. Minimum Education General knowledge 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy Knowledge of chicken rearing		
Hatchery Leading Hand	1. Key Result Area Hatchery Supervisory role 2. Activities Demonstrate, instruct and make follow ups on duties to be done Supervising Hatchery Attendants and overseeing the Hatchery operations. Marking the time book Conduct safety talks with the team every morning Lead refresher or inhouse training courses (<i>quarterly</i>). Receive eggs from the egg collection ponds, clean, disinfect, count and incubate them in the hatchery to produce fry.	B	B3

	Ensure water temperature oxygen and salinity are within the optimum ranges in the incubation system Ensuring adequate biosecurity measures are adhered to as a critical point of production. Corporate image building and housekeeping Proper record keeping Ensure accurate data capturing Ensure production good and healthy fry stock Receiving research results for implementation Monitor attainment of targets General day to day maintenance of the hatchery, equipment and utensils. Ensuring standard operating procedures are always followed		
	3. Decisions Decides on daily hatchery stocking capacity based on the prevailing water quality and parasite levels Decides on stopping egg collection based on the ratios of egg stages coming from the egg collection ponds Decides on additional days to be given to an egg collection pond to achieve 60% brown eggs during egg collection		
	4. Planning Plans duties for Hatchery Attendants on a weekly basis Plans weekly targets Plans on prioritization of tasks		
	5. Minimum Education 5 O level passes		

	6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Supervisory skills Knowledge of the aqua industry		
Hatchery Attendant/Clerk (Re-consider Title change)	1. Key Result Area Taking care of eggs , monitoring & fry Harvesting 2. Activities Housekeeping (biosecurity) and cleanliness at the hatchery area(Including foot-bath and handwashing facilities) Ensure that all cleaning materials is in place before commencement of duties Cleaning all equipment and disinfection with salt Receive eggs from the egg collection ponds Conduct water temperature checks in ponds and hatchery receiving tanks and incubation areas. Cleaning the eggs on running water to remove debris, bad eggs and unfertilized eggs Disinfecting the eggs in salt and anti-fungal disinfection. Determine the number of eggs stocked in the incubator by the following procedure: Take a 2g sample of eggs Count the number eggs in the 2 gram sample	B	B3

Divide the weight by the number of eggs to get the Average Body Weight (ABW) of each egg

Establish the total weight of eggs and divide by the ABW to get the number of eggs stocked.

Stocking eggs according to the stages

- Yellow
- Protruding eye
- Brown
- Yolk sack

Stocking eggs according to appropriate stocking densities for each stage between 25,000 to 40,000 eggs

Maintain appropriate temperatures by adjusting the heat pump temperatures

Checking dissolved oxygen and maintaining optimum levels by adjusting the oxygen blowers

Monitoring other water physico-chemical parameters (e.g. NH₃, NH₄, NO₂, NO₃, Alkalinity, pH and salinity)

Splitting the eggs constantly to maintain uniformity of sizes of fish

Removing dead and unfertilized eggs

Monitoring the water filtration system and ensure the biofilter is effective in maintaining good water quality

Check temperatures, dissolved oxygen

Remove fish fry from the absorption area to dispatch tank

Take samples using the volumetric method to determine the number of fry harvested

Record keeping

Data capturing

3. Decisions

	Decides on the cone to stock the eggs Decides on fry harvesting when the fry have absorbed all the yolk Decides on bad eggs Decides on communicating with the lead Hand 4. Planning N/A 5. Minimum Education 5-O level passes 6. Minimum Experience 3 months experience 7. Essential Skills Communication skills Organizational savvy Knowledge of aqua industry		
Houseman – Young Birds	1. Key Result Area Rearing chicks 2. Activities Checking and recording mortalities and reporting to Foreman every morning and continuously. Removing the dip used the previous day and replacing with fresh dip Cleaning the automatic water drinkers Removing the trash and put fresh feed Putting fresh water	A	A3

	Shaking the feed so that the birds can easily access the feed Offloading feed Removing wet bedding and put fresh bedding Cleaning the houses Dusting the fence General housekeeping Checking the general health of the young birds 3. Decisions Decides on the replacing of water, feed and bedding 4. Planning N/A 5. Minimum Education General knowledge Ability to read and write 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy		
Incubation Hand	1. Key Result Area Incubating eggs 2. Activities	A	A2

	Receiving instructions from the Foreman Receiving crocodile eggs from egg collectors Arranging the eggs Placing the eggs in the incubator Monitor and maintain temperature in the incubator Recording temperatures daily Opening and closing incubator doors when there is no electricity to maintain temperatures Using smelling techniques to fish out bad eggs		
3.	Decisions		
	Decides on quality of eggs and remove bad eggs from incubation		
4.	Planning		
	N/A		
5.	Minimum Education		
	General knowledge		
6.	Minimum Experience		
	1 year experience		
7.	Essential Skills		
	Communication skills Organizational savvy Crocodile handling		

Intestine Remover	1. Key Result Area Harvesting of intestines from the chicken 2. Activities Harvesting of intestines from the chicken Attend to any other duty as may be assigned from time to time 3. Decisions N/A 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience Three months 7. Essential Skills Communication skills Organizational savvy Chicken handling skills	A	A2
Irrigation Hand/ Sprinklers	1. Key Result Area Irrigating 2. Activities	A	A2

	Checking the condition of the generator Conduct test run Switching on the pump Checking if all lines are working properly Ensuring that every sprinkler is operational and turning correctly Repairing any minor leaks Report major leaks to the Supervisor Removing weeds from the fields Changing positions of sprinklers after every 6 hours to another line. Checking for any blockages in the micro-jets and take corrective measures. Ensuring that all parts of the field are being irrigated i.e. water is reaching all the parts of the field.		
3.	Decisions Decides on when to change lines during irrigation Decides on other routine operations		
4.	Planning Plans own work schedule		
5.	Minimum Education Ability to read and write		
6.	Minimum Experience 3 months		
7.	Essential Skills Communication skills Organizational savvy Technical skills		

JCB Operator	1. Key Result Area JCB operation 2. Activities Checking the condition of the machine, Oil, water, tyres, hydraulics, diesel. Loading and offloading the following; Cement, transformers, maize, feed and other materials Assisting in lifting loads at construction sites Training new operators Digging trenches and holes as and when required Digging of gravel for building sheds at the farm Deforestation on areas for new fields Digging of trenches for water ways Loading of river sand into Tractors and Trucks Attend to any other duties as may be assigned from time to time 3. Decisions 1. Routine operational decisions 4. Planning N/A 5. Minimum Education Class 5 Drivers License 6. Minimum Experience 1 year experience 7. Essential Skills	B	B3

	Communication skills Organizational savvy		
Junior Foreman- Beef Abattoir	1. Key Result Area Supervision at the beef abattoir Meat matrix grading 2. Activities Marking the attendance register for workers Allocating duties and positions for the dispatch team Checking the days orders Using the dispatch matrix, orders and loading sheets to do the dispatch Recording the weight of the meat to be dispatched as per order Verifying that the meat taken from the fridge is the correct one Sending invoices to sales Department electronically Receiving consignments of meat and recording in the system Compiling GRV and do the supplier's invoice Verification of quality of hides on a daily basis Inputting quality/grade and eights in the system Recording the supplier's name Producing the slaughter sheets Checking the following Cleaned properly, trimming properly, Ensuring that the tag produced goes to the right carcass Checking the correctness of the batch 3. Decisions Decides on the quality of meat Decides on the correctness of orders Decides on the quality of hides	B	B3

	4. Planning Plans reports on a daily basis Plans daily tasks for the Section 5. Minimum Education Five O levels 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Supervisory skills Meat handling skills		
Junior Foreman Chicken Abattoir	1. Key Result Area Supervising workers at the chicken abattoir 2. Activities Ensuring that there is enough packaging in place to last current production capacity Ensure that the freezers are working properly Checking if the meat is ready capturing the meat statistics on the computer system Conduct staff rationalization Allocating duties Supervising Packers	B	B3

	Ensuring that pieces being packed is being packed in the right packages Ensuring that offal are cleaned and packaged. Ensuring that all machines to be used are running properly Enforce adherence to safety standards 3. Decisions Decides on the allocation of duties 4. Planning Plans tasks on a daily basis 5. Minimum Education 5- O level passes 6. Minimum Experience 1 year experience 7. Essential Skills Communication skills Organizational savvy Supervisory skills		
Net Makers/Menders	1. Key Result Area Making nets: Lake and Pond Operations 2. Activities Making new nets and fish gear equipment Repairing damaged nets and fish gear equipment Disinfection of repaired nets	A	A3

	Record keeping of all nets and fish gear equipment Ensuring that the nets inventory is up-to-date Correct use of standard operating procedures in all operations of fish movement Observing all biosecurity measures within the section 3. Decisions Decides on whether it is safe to carry out net mending activities 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy Net mending/making on-job training		
Night Attendant (consider changing title to Ponds Monitor)	1. Key Result Area Monitoring the fish at night 2. Activities	B	B1

	Working during the night only doing the following Taking and recording temperature and do readings and at 2000hrs, 0000hrs and 0600hrs Checking water levels and reporting any fault to the Supervisor or Manager Monitoring water levels and draining and filling ponds as necessary. Closing water inflows when ponds are full Monitoring ars at sunset, during the night and early morning Replacing malfunctioning aerators. Reporting/writing all the night occurrences and highlights in the OB book Reporting adverse/ very poor conditions of fish to the Supervisor and Manager.		
	3. Decisions Makes routine operational decisions		
	4. Planning N/A		
	5. Minimum Education 5-O level passes		
	6. Minimum Experience 3 months		
	7. Essential Skills Communication skills Organizational savvy Observant		

Junior Supervisor	1. Key Result Area Supervising the activities on site cages 2. Activities Oversee all cage site activities Organizing and ensuring relevant equipment is available for fish transfers and feeding Conducting fish counts and managing of stocking densities during stocking as per SOPs Compilation and submission of stocking data Planning for the replacement of clogged nets and those with fish in-between Monitoring of fish condition and taking responsible action where necessary Maintaining the integrity of all equipment used in the section Reporting of any equipment breakdowns to the Coordinator/Manager Ensuring that standard operating procedures are followed in all fish movement and feeding operations Ensuring consistent and proper use of PPE by subordinates Ensuring all biosecurity measures within the section are observed And any other duties assigned by Coordinator/Manager 3. Decisions Decides on whether it is safe to carry out fish movement and other planned activities on the Lake 4. Planning N/A	B	B3

	5. Minimum Education 5 O levels + Certificate in Fish Farming 6. Minimum Experience 1 Year on the Job Experience 7. Essential Skills Communication skills Organizational savvy Knowledge of fish handling		
Junior Foreman-Poultry	1. Key Result Area Supervising the activities in the chicken house 2. Activities Feeding chicken twice per day Oversee the flowing of water into the chicken house Attend to all breakdowns of the heat exchange Assist workers in turning of beds in the chicken house Monitor temperatures in the chicken houses for upkeeping of chickens Oversee the safekeeping of day-old chicks Record any mortality Supply vaccinations for chicken Release of chicken batches from 32 to 35 days Check mortality every morning and update reports Weekly sample weighing of chicken to determine growth Supervise chicken feeders in the chicken sheds Attend to disinfections in the chicken houses Record all activities on the section and submit reports to supervisor	B	B3

	3. Decisions Decides on section activities such as feeding of chickens 4. Planning N/A 5. Minimum Education 5-O Levels 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy Egg handling skills		
Kiosk Clerk	1. Key Result Area Banking payments and reconciling figures 2. Activities Stocktaking and checking if all products are balancing Reconciling of sales for previous day Receiving and banking cash from Till Operators Safe custody of cash received before banking Compiling credit notes for voids Compiling weekly and monthly sales reports	C	C1

	3. Decisions Decides on the accuracy of figures from the Till Operators 4. Planning Plans banking of cash Weekly and monthly sales reports 5. Minimum Education Five O level passes including English and Maths Certificate/Diploma in Accounting 6. Minimum Experience 1 year 7. Essential Skills Communication skills Numerical skills Organizational savvy Report writing skills		
Labeller	1. Key Result Area Labelling 2. Activities Carries out pre-operational checks of the printing machine. Enters correct information for the different products. Setting the machine to indicate the grower, the manufacture date, the expiry date and best before date. Collecting the packaging which is required for that particular day from the warehouse	A	A3

	Printing the packaging using the printer Monitoring the printer Verifying information being printed Coding the stickers and putting the stickers on the packaging. Carries out any other duties which may be delegated by the superior. 3. Decisions Decides on the correct batch code and best before date for the product. 4. Planning N/A 5. Minimum Education 5-Ordinary level 6. Minimum Experience Three months 7. Essential Skills Communication skills Organizational savvy		
Laboratory Assistant (Fishery)	1. Key Result Area Provide laboratory assistance functions 2. Activities Laboratory cleaning. Equipment cleaning. Disinfection and fogging of microbiology section.	C	C1

	Completing of cleaning and fogging records Waste disposal and cleaning of waste bins. Daily recording of temperature in all departments. Perform daily and weekly intermediate checks. Reporting malfunctioning equipment to the Technologists. Conducting daily checks for the generator. Maintaining relevant records for all equipment. Monitoring of Microbiology and Serology distillers Packing and labelling of distilled water Distribute distilled water as per requisitions Media preparation. Preparation of sampling materials (Drag swabs, Boot swabs, blood tubes) Packing and distribution of sampling materials to sections including contract growers as per requisitions. Raising delivery notes for supplied requisitions. Updating bin cards and worksheets daily Water sampling for Derbyshire school, Clinic, Village, staff cottages and the Lab. Salmonella and Hygiene (Rodac and Open Plates) after cleaning Sampling for Microbiology Lab (Main Lab, Media preparation room, Media store room, Hygiene culture room, Fungal room, Wash up room, Distiller room), Post mortem and Zimvet Kitchens. Conducting water hardness tests. Sampling cleaned distilled water containers. Reading of Rodac plates and Open plates. Assisting in the day-to-day lab testing for the various samples. Assisting in the setting up of equipment required for testing. Filing of records and worksheets Disposal of samples after testing Updating of stock receipts and usages		

	Submit daily stock usage to Accounts Raise Internal requisitions for chemicals, materials and any other lab requirement Participates in stock counts and liaises with superior on stock levels 3. Decisions Routine operational decisions 4. Planning Planning of their day to day testing activities Planning of daily, weekly and fortnight intermediate checks Submission of daily stock usages Weekly sampling of environmental swabs Daily generator checks 5. Minimum Education O' level including Maths & English National Diploma in science technology 6. Minimum Experience 3 months in the Laboratory 7. Essential Skills General Laboratory Practices and equipment Communication skills Numerical skills		
Laboratory Assistant (Citrus)	1. Key Result Area Assays	C	C1

	2. Activities Controlling production in terms of quality of products Carries out physical, chemical, and microbiological analysis of all finished products (concentrates, oils, purees, cordials and nectars) Performs tests on packaging materials i.e. (thickness, tensile strength, puncture resistance, bursting strength, and seal strength) Incoming raw materials inspection and tests to ensure compliance with quality specifications Conducting process quality control checks and taking corrective measures where necessary. Prepares and standardizes laboratory reagents. Ensures cleanliness of plant machinery, equipment as well as production personnel Monitor the quality of water for drinking by taking samples for analysis Managing waste-water by taking samples for analysis Keeping records of samples Ensuring the laboratory is well stocked and resourced Implements Food Safety procedures and requirements Write reports to the Quality Manager 3. Decisions Decides on the fruit to process, product to blend, and product to dispatch. Decides when to clean the factory machine. Decides on when to stop production in case of quality and efficiency problems. 4. Planning Plans day-to-day-work (obtaining and analyzing samples as and when required)		

	5. Minimum Education At least 5 'O' levels including Maths, English, and a Science subject Certificate or higher in food processing technology/Applied Chemistry 6. Minimum Experience year experience in a similar environment 7. Essential Skills Must have good communication skills. Must have excellent technical, practical, and analytical skills in laboratory processes. Must be able to develop, evaluate and process data. Must have knowledge of the Microsoft Office Suit package.		
Laboratory Cleaner	1. Key Result Area Provision of cleaning services in the laboratory 2. Activities Clean the floors in the laboratory Cleaning windows, sinks and desktop in the Laboratory Office Prepare of samples as assigned from time to time Wash laboratory coats for Lab Attendance and Visitors Prepare teas for Laboratory Attendances Attend to any other duties as assigned from time to time 3. Decisions 1. Decide on cleaning intervals 4. Planning	A	A2

	N/A 5. Minimum Education 5-O' Level 6. Minimum Experience 3 months of the job experience 7. Essential Skills Communication skills Organizational savvy		
Laboratory General Hand	1. Key Result Area Provide general hand services in the Laboratory 2. Activities Cleaning offices and the Seminar Room. Completing of cleaning records Waste disposal and cleaning of waste bins. Receiving and logging samples in respective Specimen reception books. Incubation of Rodac and open plates upon receipt Distribution of samples to respective departments upon receipt. Compiling of costs for external samples and submit them to sales department upon receipt. Decontamination of used reagent bottles and petri dishes. Washing-up of glassware and other utensils Sterilization of glassware, spatulas and other utensils used for processing samples. Updating of glassware stock receipts and usages Participates in stock counts and liaises with superior on stock levels.	A	A2

	3. Decisions Routine operational decisions 4. Planning Planning of decontamination and autoclaving activities Planning of daily submission of costings for external samples to sales department 5. Minimum Education General knowledge 6. Minimum Experience At least 3 months 7. Essential Skills General knowledge on use of electrical appliances		
Lance Corporal	1. Key Result Area Security 2. Activities Conducting parade checking if there are any absentees, checking fitness of Security Guards, drunkenness and smartness Check the bio security system at the Estate Mark attendance register for security guards Deploying Security Guards to their different guard points and positions Compile duty roasters making provisions for off days, positions and number of days.	B	B2

Writing reports as and when necessary
 Checking the OB.
 Checking the conduct of SG
 Verifying quantities on invoices and delivery notes against the physical count during Dispatch of chickens and eggs from the Estate.
 Check outgoing materials against documents and record incoming and going materials
 Supervise security guards on various deployed areas of security duty.

3. Decisions

Decides on the compilation of duty roster.
 Decides on Guards deployment
 Decides on manpower requirements for Security Guards

4. Planning

Plan duty roster for security personnel

5. Minimum Education

5 O levels
 Security Training

6. Minimum Experience

3 months on the job experience

7. Essential Skills

Communication skills
 Organizational savvy
 Security and report writing skills

Pest Control Foremen	1. Key Result Area Supervise activities related to production processes 2. Activities Allocation of duties to his worker's daily Recording of workers names in time book Inspect the employees work for completion of task and check good work standard. Submitting of names of workers to section clerk to be entered in pay sheet Reports on daily operation and discusses it with Pest Control Manager. Monitor all sprays and implement spraying programme as per schedule. Application of foliar fertilizer, pesticides and fungicides according to procedure and required rates. Records chemical returns and spray records. Ensure safe work environment and adequate PPE is used. 3. Decisions N/A 4. Planning N/A 5. Minimum Education Passes at O level 6. Minimum Experience Six months on the job experience 7. Essential Skills	B	B4

	Good oral communication skills Ability to lead and motivate subordinates Ability to measure task for individuals Supervisory skill training.		
Laundry Hand	1. Key Result Area Maintaining hygiene 2. Activities Cleaning of the 3 offices at the Hatchery and Collecting PPE clothes to be washed from the changing rooms Sorting the PPE clothes according to colour codes and removing any objects Cleaning and maintaining of hygiene in the changing rooms and toilets Preparing and serving tea Serving lunches to the employees. Washing all the utensils used during meals Folding clothes and returning them to the changing rooms Attending to visitors, giving them clothes and bathing materials Issuing out visitors forms and filing them. Upholds company values, rules and regulations Complies with bio-security and hygiene standards as laid down in the procedures, SOPs and company guidelines. 3. Decisions Makes routine operational decisions 4. Planning Plans teas and lunches for staff 5. Minimum Education	A	A2

	O level 6. Minimum Experience 3 months 7. Essential Skills 1. Communication skills 2. Organizational savvy		
Cleaner	1. Key Result Area Cleaning the laundry 2. Activities Cleaning toilets & Sweeping the premises Picking up the papers & Emptying the bins Cutting grass using the grass cutter & Trimming hedge using scissors Ensuring that the grass cutting equipment is kept in order Removing all meat offcuts from the machines, equipment and walls using water and horse pipe Loading the off cuts into bins Cleaning floors using brooms, water and chemicals Mixing chemicals in the foaming machine according to the sizes of the rooms Applying foam on all surfaces Wait for 15 – 20 minutes Scrubbing the surfaces Removing the dirt and chemicals using water and hose pipe Cleaning the drains & Spraying sanitizer 3. Decisions	A	A1

	N/A 4. Planning N/A 5. Minimum Education O level 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy		
Layers Clerk Sampler	1. Key Result Area Provide clerical services to the section for accountability 2. Activities Count mortality of layers, conduct and calculate test egg weights every morning and update records. Recording and capturing of egg production Check on meter reading to determine water usage Update and Data capturing of mortality, egg production, egg weights, body weights, water usage, feed received and consumed in the system (Ornithon). Stock take, data capturing. Record daily data in the chicken house. Reconcile stock feeds per chicken house and consumption by each layer house.	B	B3

	Reconcile flock numbers after placement and depletion. Sampling of eggs, birds and swabbing of equipment and poultry houses after cleaning. Receive section requirements and raise requisitions for the layers section of the estate Compile weekly and monthly production reports and submit to management Receive products and raise good received vouchers Dispatch eggs and other items from sites and raise dispatch/delivery/good issue notes.		
3.	Decisions Decides on clerical reports before submission to management Decides on receiving and dispatching documentation accuracy.		
4.	Planning N/A		
5.	Minimum Education O levels + internal training Internal clerical course		
6.	Minimum Experience 3 months on the job experience		
7.	Essential Skills Communication skills Organizational savvy Accounting and report writing skills		

Layers Rearing Fore-person	1. Key Result Area Allocate work to house attendants and supervise them accordingly 2. Activities Locking and unlocking of the section. Allocation of daily work activities to house persons. Brooding and rearing of layer chicks to meet breed standards. Supervise house persons in day-day activities such as on managing the feeding, water and lighting systems. Supervises the cleaning of poultry houses. Supervises manure removal. Supervises the repairs and maintenance of poultry equipment. Supervise vaccinators on vaccinations administration. Receive all incoming stock feeds, consumables and update records. Conduct weekly body weights. Captures data into ornithon Exercises disciplinary action and ensure compliance to company procedures biosecurity, SHE and QA system measures. Supervises loading of point of lays. Supervises thorough cleaning in the house before a new batch comes in Conducts stock take and variance reports. Draw up weekly and monthly returns. Train all section staff on standard operating procedures 3. Decisions Decides on task to be done in the layers section and work allocation 4. Planning N/A	B	B4

	5. Minimum Education At least 5 O levels including Maths & English + internal foremen training 6. Minimum Experience one year on the job experience 7. Essential Skills Communication skills Numerical skills Organizational savvy Poultry handling skills		
Liver Harvester	1. Key Result Area Harvesting of liver from the chicken 2. Activities Harvesting of liver from the chicken Attend to any other duty as may be assigned from time to time 3. Decisions N/A 4. Planning N/A 5. Minimum Education O level 6. Minimum Experience Three months	A	A2

	7. Essential Skills Communication skills Organizational savvy Chicken handling skills		
Loader	1. Key Result Area Loading and offloading 2. Activities Checking the availability of feed to be loaded Checking if the trucks are available for loading Checking the loading plan to see what is to be loaded Loading the bags of feed using conveyor belt Counting the number of bags loaded Housekeeping Checking if there are any emergency loads Ensuring weekly targets are met 3. Decisions Routine operational decisions 4. Planning N/A 5. Minimum Education General knowledge O level 6. Minimum Experience	A	A2

	3 months on job experience 7. Essential Skills Communication skills Numerical skills Organizational savvy Physical fitness		
Loading Foreman	1. Key Result Area Supervision of Van Assistants 2. Activities Checking the loads against the invoices Instructing Van Assistants to load verified loads Supervising the counting and loading process Recording the loading details in the loading book following laid down procedures Ensures there are no wrong picks or poor-quality products being loaded into the trucks. Verifies expiry dates of products before product is loaded. Ensure that the correct seal has been affixed properly to the truck door. Writing reports as appropriate Check stocks in the warehouse (feed) Complies loading ticket as per SOP Liaises with transport & logistics for the availability of delivery trucks Ensure delivery vehicles observe weighing procedures before and after loading Update delivery schedule Housekeeping on the loading bay	B	B4

	3. Decisions Makes routine operational decisions 4. Planning Plans daily work tasks depending on available loads 5. Minimum Education 5 O Levels + internal training on warehouse management 6. Minimum Experience 1 year experience 7. Essential Skills 1. Communication skills 2. Numerical skills 3. Organizational savvy 4. Stores management skills		
Logistics Clerk	1. Key Result Area Dispatching vehicles 2. Activities 1. Supervise Drivers 2. Monitor dispatch fleet 3. Calculate Drivers overtime 4. Dispatching all vehicles 5. Monitor fuel usage for Drivers 6. Compile reports for fuel consumption, hired utilization	B	B3

	7. Calculate fuel consumption 8. Compiles reports on dispatch fleet utilization. 9. Raises job cards for dispatch fleet repairs and conducts follow up on repairs. 10. Ensures vehicle checks are done before dispatching. 3. Decisions Allocation of vehicles Decides on the authorization of vehicles Decides on the loads for Drivers 4. Planning Plans loads on a daily basis 5. Minimum Education Five O level passes including English and Mathematics Diploma in Transport and Logistics or equivalent an added advantage. 6. Minimum Experience 1 year experience in any clerical position. 7. Essential Skills 1. Communication skills 2. Organizational savvy		
Lorry Assistant	1. Key Result Area Accompanying orders to the customers 2. Activities Loading eggs Checking delivery notes and invoices for eggs to be delivered	A	A3

	Ensuring that the correct quantities of eggs are loaded according to the invoices and delivery notes Offloading the eggs according to the invoices and delivery note ensuring that the correct size and quantity are offloaded Collecting supplies which will be coming to the farm ensuring that the correct items and quantity are loaded onto trucks Packing eggs Grading eggs Cleaning eggs		
3.	Decisions Decides on the accuracy of loads Makes other routine operational decisions		
4.	Planning Plans orders for delivery		
5.	Minimum Education 5- O Levels		
6.	Minimum Experience 3 months		
7.	Essential Skills Communication skills Organizational savvy		

Machine Cleaner	1. Key Result Area Oversee the state of the machine in the factory	A	A2
	2. Activities Water the spiral freezer Connect the high-pressure machine and switch on to blow the rails Oversee the working of fan Operate the computer board Clean the belt of the high-pressure machine Collect all rubbles from the spiral freezer Sanities the spiral freezer		
	3. Decisions Decides on the cleanness of machine		
	4. Planning N/A		
	5. Minimum Education General knowledge		
	6. Minimum Experience 3 months on the job experience		
	7. Essential Skills Communication skills Organizational savvy		

Maintenance Supervisor	1. Key Result Area Oversee the maintenance of the chicken houses and plumbing, welding /fabrication at the Farm 2. Activities 1. Repairs and maintenance of chicken houses every day 2. Supervise welders in welding and Plumbers⁸, fabrication and plumbing works at the farm 3. Attend to all breakdowns such as burst pipes/dripping system into the chicken house 4. Ensures there is water supply to the chicken houses 5. Checking of fence, borehole for continuous water supplies 6. Chlorination machine checks and upkeep 3. Decisions Decides on repairs and maintenance of chicken houses 4. Planning Plans on work and material orders for repairs and maintenance work 5. Minimum Education Skilled Worker Class 1 Certificate (Mechanical/Electrical) 6. Minimum Experience 3 Months on the job Experience	C	C3

	7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills		
Meat Cutter	1. Key Result Area Meat cutting 2. Activities Receiving meat from the Brine Machine Receiving orders from the Manager Cutting the chicken into pieces as per order using the cutting machine Checking the quality of the meat Forwarding the cut meat for further management 3. Decisions Decides on the quality of meat Makes routine operational decisions 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months 7. Essential Skills Communication skills	A	A2

	Organizational savvy		
Meat Inspector	1. Key Result Area Assess the quality of meat being processed and produced in the plant 2. Activities Post mortem inspection⁸ Notify Plant Manager and Veterinary of any identified disease Condemn all dead-on arrival chickens Check the health certificate from all out growers⁸ Conduct quality control on hourly basis Check the condition and quality of chickens Assess the quality of chickens for consumption in the market Assess bruises on chickens and condemn those with visible bruises Total condemnation on chicken with red bruises Partial condemnation on minor bruises on chicken and recommend for chicken portions Weigh chickens in the killing section and after processing Generate all the necessary documents/ reports for management decision making 3. Decisions Decides on quality of chickens and condemnation of chickens with bruises and of low quality 4. Planning Plan on production of quality control reports on daily, weekly and monthly basis	B	B3

	5. Minimum Education 5-O level Certificate + ISO 2200 inhouse training 6. Minimum Experience 6 months on the job experience 7. Essential Skills Communication skills Organizational savvy Quality control and report writing skills		
Meat Packer	1. Key Result Area Verification of packed meats 2. Activities Housekeeping, arranging equipment e.g. scales, sealers Checking if the information on the is the correct one for the products being packed on the particular day. Checks the quality of the product being packed Weighs the packed product and seal Carries out any other duties which may be delegated by the superior. 3. Decisions Decides on the appropriateness of the packaging and quality of the product to be packed. 4. Planning	A	A2

	N/A 5. Minimum Education General knowledge 6. Minimum Experience Three months 7. Essential Skills Communication skills Organizational savvy		
Motor Mechanic	1. Key Result Area Attend to general checks, maintenance and greasing of motor vehicles at the farm 2. Activities Checks motor vehicles and repairs/carries out maintenance (servicing) work as necessary Fitting of new parts Testing of vehicles/trailers after repairs/maintenance (servicing) Housekeeping once job has been completed 3. Decisions Decides on tools and materials to be used 4. Planning Plans on materials required for work to be done Checking all vehicles prior to road trips	C	C2

	5. Minimum Education Skilled Worker Class 1 Motor Mechanic (Diesel Plant Fitter) 6. Minimum Experience 6 months on the job 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Motor Mechanic skills		
Mechanic	1. Key Result Area Mechanical work 2. Activities Performs operation test prior to repairs to verify complaint. Diagnoses cause of any malfunctions of machinery equipment's specifications including engines, transmissions and clutches, suspension and steering, fuel and ignition (gas and diesel), electrical systems and brakes. Follows paper-flow procedures including documenting correct mileage/hours, save and tag all warranty and core parts, document all repairs on work order using complaint, cause, and correction format following the SOP. Performs final operational test on all machinery equipment to quality-check all repairs Pre-inspects machinery before maintenance work is effected, this to be entered onto the Maintenance Job card. Performs preventive maintenance on tractors, such as brake repairs. Performs preventive maintenance on off-road equipment such as lubrications, adjustments, cutting tip replacements, and safety inspections.	B	B4

	Examines tractors to determine if any additional safety or repair work is needed. Repairs and maintains tractors Repairs and maintains the Parlour to ensure there are no faults Repairs and maintains motor cycle Repairs and maintains the water pump Repairs and maintains generator and makes sure of its efficiency Keeps assets in safe condition and maintains asset register. Assists in driving the tractor (Relief driver) Any other responsibilities as assigned as and when need arises		
	3. Decisions Decides on attending to maintenance schedule		
	4. Planning N/A		
	5. Minimum Education Trade test (Qualified Artisan)		
	6. Minimum Experience 3 months on the job experience		
	7. Essential Skills Attention to details Communication skills. Organizational savvy. Technical skills		

Micro Weigher	1. Key Result Area Weighing chemicals 2. Activities Receiving instructions from the Controller on the type of feed to be produced and the type of chemical to be used as well Get the documentation for the feed to be produced Collect the required chemical from the cage Weighing the chemical to be used using a computerized system Using controls to show that feed status Housekeeping, cleaning the area Target 300 tonnes 3. Decisions N/A 4. Planning N/A 5. Minimum Education 5 O' levels 6. Minimum Experience 3 months on job training 7. Essential Skills Communication skills Numerical skills Organizational savvy	A	A3

Milker	1. Key Result Area Milking services on daily basis 2. Activities Milking every morning Pack milk in drums for dispatch Attend to the shift of milking at 4am and do milking up to 6am every day Assist other workers in loading stock feeds (10 am to 2pm) Prepare to feed cattle for milk Calculating of milk production per cattle per day Clean the floor after milking Or Bring cows from pen to milking parlour according to farm procedure. Identify cows with clinical mastitis, teat damage, lameness, and illnesses. Follow protocols for the treatment and recording of the condition. Also identify cows on heat. At the completion of milking, follow the procedures for plant cleaning and the shutdown process. Prepare the dairy in readiness for the next milking according to the set guidelines. Oversee the movement of cows from the dairy. Check pens and start the milking system, milk cooling, refrigeration, washing and feed system. Dipping teats using chemicals for the removal of bacteria Cleaning the teats using paper towels Inserting the clusters on the teats Press on the machine Monitoring completion of the milking process Applying under guard to the teats	A	A2

	Recording of daily milk output. Cleaning the drainage in the parlour. Any other responsibilities as assigned as and when need arises 3. Decisions Decides on milk productivity per cattle Decides to start and stop milking sick cows 4. Planning N/A 5. Minimum Education O level 6. Minimum Experience 3 months on the Job Experience 7. Essential Skills Communication skills Organizational savvy Be prepared for working hours to fluctuate. Physical ability to stand for long periods of time, be on your feet for many hours. Basic understanding of milking procedures.		
Citrus Picker	1. Key Result Area To harvest citrus fruits for export and local market. 2. Activities Harvest citrus fruits for export and local market.	A	A2

	Harvest fruit according to colour plate guide and picking standards depending on the market requirements. Keep the harvesting tools in good order and clean all the time. Weeding the fields Applying fertilizer Reaping or harvesting citrus and oranges Removing branches, suckers Any duties assigned from time to time 3. Decisions N/A 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3-months on the job experience 7. Essential Skills Good oral communication skills. Ability to carry the loaded picking to required standard Ability to climb the ladder Ability to observe good personal hygiene.		
Citrus Tree Pruner	1. Key Result Area	A	A2

	Pruning citrus trees 2. Activities Receive instructions from the supervisor/ foreperson. To remove dead branches, extra scaffold branches, crossed branches, and water shoots To use hand and pruning machine for big cuts and secateurs for small cuts Lubricate, sterilize pruning tools. 3. Decisions N/A 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience Three months on the job experience 7. Essential Skills Good oral communication skills. Know how to handle pruning tools Know how to cut branches Lubrication and cleaning of pruning tools		
Workshop Maintenance Assistant	1. Key Result Area Attend to workshop maintenance works as assigned from time to time	B	B1

	2. Activities Attend to electricity connection at the farm Attend to repairs of diesel engines Assist in plumbing works at the farm Attend to welding at the farm such as Disc harrows, tractor trailers, boiler and heater exchange pipes Attend to fabrication work at the farm Attend to welding of roofing on new structures Assist in repairs of tractors at the farm Assist in repairs and maintenance of planters, dicks and the pump house Any other responsibilities as assigned as and when need arises. 3. Decisions Decides on maintenance works to attend to as ordered by supervisor. 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy General mechanic skills		

Miller	1. Key Result Area Milling of chicken feeds every day	A	A3
	2. Activities Operate the milling machine Mixing of stock feeds Milling of maize and mix concentrate Pack stock feeds into 25 KGs Load feeds into trucks		
	3. Decisions Decides on quantities on concentrate when mixing stock feeds		
	4. Planning N/A		
	5. Minimum Education General knowledge		
	6. Minimum Experience 3 months on the job experience		
	7. Essential Skills Communication skills Organizational savvy		
Mincer Operator	1. Key Result Area Operating the Mincer machine	A	A3
	2. Activities		

	Ensures the machine is rinsed before use and pre-operational checks are done Mounting the Mincer by assembling all the components Setting the machine for the type of product or orders for the particular day Prepares the ingredients and packaging needed for the day. Monitoring the mincer during the mincing process controlling the casing as the mince feeds automatically into the casing. Reports all the breakdowns to the forepersons Checking the quality of the products Carries out any other duties which may be delegated by the superior. 3. Decisions Makes routine operational decisions 4. Planning N/A 5. Minimum Education Ordinary Level 6. Minimum Experience Three months 7. Essential Skills Communication skills Organizational savvy		
Motor Bike Mechanic	1. Key Result Area 1. Attend to all repairs motor cycles at the farm	B	B4

	2. Activities Receive all reported mechanical breakdowns at the farm Attend to motor bikes breakdowns Oversee the continuous servicing of +162 motor bikes on the Estate Request for spare parts from Workshop Manager Attend to servicing generators on the Estate Attend to water pump at the Estate Maintain repairs records 3. Decisions Decides on all mechanical repairs and maintenance at the farm Decides service schedule for motor bikes 4. Planning 5. Minimum Education 1. Journey man Class 4 (Motor cycle Mechanics) 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Knowledge of motor cycles and how they work Ability to read and write Problem solving skills Mechanical and technical skills		

Near Infrared Operator	1.Key Result Area Machine operation 2. Activities Do instrument diagnosis Checking samples using weighing gram Receiving samples from the plant For incoming raw materials Prepare moisture optimization Sending to Mill Manager, Mill Executive, Accountant and Quality Assurance Manager Prepare feed data base and send to Mill Manager, Mill Executive, Accountant and QAM Assist the Sampler and Quality Controller in receiving samples 3. Decisions Makes routine operational decisions 4. Planning N/A 5. Minimum Education 5 O level passes + internal training 6. Minimum Experience 3 Months	A	A3

	7. Essential Skills Communication skills Numerical skills Organizational savvy		
Overall Quality Controller	1. Key Result Area Quality control: Clean Side, IQF and Dirt Side 2. Activities 1. Supervising Quality Controllers +30 2. Assigning a Quality Controller at every point of the production process 3. Ensuring that all cleaning materials are always readily available in the production process 4. Monitor the temperatures at the spin chiller 5. Verifying that the hourly checks are being done 6. Verifying that the Hazard Analysis and Critical Control Point (HACCP) checks are done on an hourly basis using check sheets 7. Overseeing the egg room, packing and dispatch 8. Ensuring that the products are individually quick frozen three times a day 9. Checking quality of products and ensure that there is no discoloration, no underweights, no overweight 10. Checking that the sealing was done properly 11. Following up and ensuring that products are put in freezers within 15 minutes 12. Oversee killing section, Evisceration, Render, Returns 13. Checking randomly three times a day to find out if Quality Controllers are recording the actual data 14. Checking the quality of birds on receipt Communicating with Growers for conformity	C	C5

	15. Attend to noncompliance received from Packing Department 16. Carry out corrective action 17. Leading weekly hygiene inspections 18. Leading preparation for Auditors 19. Supervise the handling returns 20. Follow up on customer complaints 21. Writing production and quality reports 22. Conduct training for distributors on cold chain management and hygiene 23. Monitor biosecurity		
	3. Decisions - Decides on the quality of products and condemn poor quality products - Decides on the assignment and delegation of duties		
	4. Planning - Plans on the preparation of Audits - Plans the inspections - Plans work schedule for Quality Controllers		
	5. Minimum Education - Passes at O or A level - Degree in Food Sciences and Technology		
	6. Minimum Experience 1 year		
	7. Essential Skills - Communication skills - Organizational savvy		

	3. Supervisory skills 4. ICT skills		
Off-loaders	1. Key Result Area Off-loading loads from delivery trucks at the Mill 2. Activities Take sample papers to all successful truck load drivers to come to the off-loading bay Off-loading of bags of deliveries such as bags of soya beans and maize Cut open the bags to release product to the conveyor belts for onward transmission into the Mill Attend to loading of lime stone. Gritt, stuck and de-stuck Assist in any other duties as may be assigned in the Mill section 3. Decisions Decides on first cleared first offloading of delivery trucks 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the job experience	A	A2

	7. Essential Skills 1. Communication skills 2. Numerical skills 3. Organizational savvy 4. Physically fit		
Offloading Foreman	1. Key Result Area Accounting for the raw materials and goods in the warehouse 2. Activities Take sample papers to all successful truck load drivers to come to the off-loading bay Supervises the offloading of bags of deliveries such as bags of soya beans and maize Supervises the cutting open of the bags to release product to the conveyor belts for onward transmission into the Mill Attend to loading of lime stone. Gritt, stuck and de-stuck Assist in any other duties as may be assigned in the Mill section 3. Decisions Decides on offloading schedule 4. Planning Plans for incoming delivery trucks and the raw materials to be offloaded 5. Minimum Education 5 O Levels + internal training on warehouse management 6. Minimum Experience 3 months on the job experience	B	B3

	7. Essential Skills Communication skills Numerical skills Organizational savvy Stores management skills		
Packing Cleaner	1. Key Result Area Cleaning the slaughter house 2. Activities Receiving instructions from the foreperson Carries out the clean as you go and ensures the plant is always in a clean state. Removing waste and emptying bins from the factory Checking the bait stations Cleaning the drainage system using chemicals and water Removing meat off cuts Cleaning the chillers Carries out any other duties which may be delegated by the superior. Carries out any other duties which may be delegated by the superior 3. Decisions Routine operational decisions 4. Planning N/A 5. Minimum Education Ordinary Level	A	A2

	6. Minimum Experience Three months 7. Essential Skills Communication skills Organizational savvy		
Painter	1. Key Result Area Painting 2. Activities Checking job cards on a daily basis for any pending paint works. Requesting paint and thinners from Stores Compiling bill of quantities for the work to be done. Receive painting materials from stores. Mixing paint according to instructions Painting the inside and outside of drums(120 drums per day) Recording the number of drums painted Painting the following; walls, doors, ceilings, machines, pillars, pumps, racks Selecting drums, de-denting, loading and offloading Doing the housekeeping issues Supervise assistant painters 3. Decisions Decides on bill of quantities for work to be done. Decides on paint mixing requirements Decides on own work schedule	B	B1

	Decides on manpower to assist during paintworks 4. Planning Bill of quantities Materials and human resources to be used Own work schedule 5. Minimum Education General knowledge 6. Minimum Experience 1 year 7. Essential Skills Communication skills Numerical skills		
Pan Attendant	1. Key Result Area Attending to hatchlings 2. Activities Receiving hatchlings from incubator Place the hatchlings in cleaned pans Monitor the hatchlings: Ensuring that there is no noise Handling with care Feeding the hatchlings Cleaning the hatchlings Pulling down the canvass to prevent predators	A	A2

	Draining out water and waste from the pans Applying chemicals for cleaning Spraying the pans and the hatchlings Feeding the hatchlings or teaching them to feed on their own Moving the yearlings from the hatchling pans to bigger pans Check the conditions of the hatchlings Keeping a record of the hatchlings in the pans Housekeeping 3. Decisions Routine operational decisions 4. Planning N/A 5. Minimum Education Ability to read and write 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy Crocodile handling		
Pan Attendant – Yearlings	1. Key Result Area Cleaning pans for 1 year old crocodiles 2. Activities Scrubbing the floors using brooms and water	A	A2

	Opening the outlet valve to let the water drain out Close the outlet and put fresh water Scrub the floors again and let the water out again Put some more fresh water Report any mortalities 3. Decisions Makes routine operational decisions 4. Planning N/A 5. Minimum Education Ability to read and write 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy Crocodile handling		
Panel Beater	1. Key Result Area Panel beating of vehicles and spray painting 2. Activities Attend to panel beating of accident damaged vehicles of the Estate Attend to painting of all board-works on small vehicles, tractors and trailers	B	B1

	Attend to door handles and replacement of reflectors Attend to any other workshop duties as may be assigned from time to time 3. Decisions Decides on paint required in spray painting of accident damaged 4. Planning N/A 5. Minimum Education Panel beating certificate 6. Minimum Experience 3 months on the job 7. Essential Skills Communication skills Numerical ability Motor Mechanical and technical skills Panel beating and spray-painting skills		
Paper Sealer	1. Key Result Area Package and sealing of packed meat portions 2. Activities Receive chicken portions, mixed cuts, drumsticks and wings Pack and paper seal quantities as weighed	A	A2

	Attend to the sealing of any packaging that needs sealing Attend to any other duty as may be assigned from time to time 3. Decisions Decides on paper rolling when sealing orders 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy		
Pellet Presser	1. Key Result Area Processing of chicken feeds 2. Activities Preparation of chicken feeds Press contents (soya, mealie meal, wheat brand and lime stone) Steam the mix through the machine to produce chicken feeds Adjust machine depending on sizes as per the order specification Produce feeds such as starters, growers and finishers 3. Decisions	A	A3

	Decides machine adjustments to suite the order requirements 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy		
Pelletor Operator	1. Key Result Area Pelleting feed 2. Activities Cleaning the Pelleting Machine Checking the condition of the machine Carrying out test run and listening to unusual sounds coming from the machine Adjusting the rollers according to feed Checking the quality of the feed Maintaining appropriate temperatures Monitor and maintain steam temperatures as the machine will be pelleting the feed	A	A3

	Adjust speed of the machine as may be necessary 3. Decisions Decides on the appropriate speed of the machine depending on the feed 4. Planning Decides when to clean, grease the pelleting machines 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the job training 7. Essential Skills Technical skills Communication skills Numerical skills Organizational savvy		
Pet Food Machine Operator	1. Key Result Area Operate machine in processing of pet foods 2. Activities Mixing of chicken meat, blood and soya beans Process the mixture through the milling machine Weigh and pack processed pet foods 3. Decisions	A	A3

	Decides on the quality of meat used in the production of pet foods 4. Planning N/A 5. Minimum Education Ordinary level 6. Minimum Experience Three months 7. Essential Skills Communication skills Organizational savvy Pet food processing skills		
Piggery Attendant	1. Key Result Area Rearing pigs 2. Activities Checking mortalities and record on a daily basis Check and record births Cleaning the pans Preparing feed using chicken and pig mortalities Feeding the pigs Reporting any anomalies to the Foreman Ensuring the safety of piglets by separating piglets from their mothers Housekeeping 3. Decisions	A	A2

	Routine operational decisions 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3.-6 Months on the job experience 7. Essential Skills Communication skills Organizational savvy		
Piggery Supervisor	1. Key Result Area Rearing pigs 2. Activities Delegating and assigning duties to the Foreman Supervising the rearing of pigs Monitoring the performance of all workers Receiving reports from subordinates Solving all operational challenges Counselling employees Examining records at the Section Driving the tractor	B	B5

	3. Decisions Decides on manpower requirements Decides on daily work schedule Decides on requests for feed from stores 4. Planning Plans work schedules on a daily basis Reports to the Farm Manager on a weekly and monthly basis 5. Minimum Education Five O level Passes plus internal training on piggery Diploma in Animal Husbandry 6. Minimum Experience 1 year experience 7. Essential Skills Communication skills Organizational savvy Supervisory skills		
Plucker	1. Key Result Area Hand plucking chickens 2. Activities Removing of remaining feather from chickens after the Plucker machine	A	A2

	Check water temperatures in the tanks, it should be 59 to 60 degrees Celsius Receiving chickens from the slaughter house Removing the chickens from the hooks Placing chickens in the water by way of conveyor belts Wait for 9 seconds Remove the chickens from the hot water at the same time checking the quality of the chickens Placing the chickens in the plucking machine in 60s for 6 seconds Remove the chickens from the plucking machine and hang them on the hook		
	3. Decisions Decides on the cleanness of the chicken from the Plucker Machine		
	4. Planning N/A		
	5. Minimum Education General knowledge		
	6. Minimum Experience Three months		
	7. Essential Skills Communication skills Organizational savvy Chicken handling skills		

Plumber (skilled)	1. Key Result Area Plumbing 2. Activities Checking meter reading of water Checking reverse osmosis Installing and repairing pipes fittings at the Hatchery Maintaining chlorine at appropriate levels Maintain and repair pressurized water supplies for cleaning the plant. Ensure proper functioning of the hatchery drainage system Conducting stock take Attend all breakdowns Training apprentices and attachés Adhering to preventative maintenance schedule Identifying safety hazards and reporting to Management. Supervising the Workshop Assistant Doing check lists as per SOPS Writing reports Doing managerial duties during the weekend Maintenance of multistage and single stage incubators. Weekly checks on water chiller 3. Decisions Decides on the targets for the day Decides on manpower requirements Decides on training schedule for apprentices and attachees 4. Planning Plans reports on a monthly basis	C	C2

	Maintain schedule on a monthly basis 5. Minimum Education Five O levels including English and Maths Apprenticeship trained, Artisan, Trade tested, Journeyman Class 1 6. Minimum Experience 1 year 7. Essential Skills Communication skills Numerical skills Organizational savvy		
Plumber (semiskilled)	1. Key Result Area Plumbing work at the farm 2. Activities - Connecting and re-routing of pipes - Cleaning of drainages - Attend to repairs and maintenance on all plumbing works - Housekeeping once job has been completed 3. Decisions Decides on repairs for plumbing work 4. Planning Plans fittings or orders requirements 5. Minimum Education	B	B2

	Passes at O Level 6. Minimum Experience 6 months 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Plumbing skills		
Ponds Operations Driver	1. Key Result Area Driving at the ponds 2. Activities Driving for the farm crew (broodstock, hatchery and fingerling sections) Ferrying farm workers from their homes to the farms when assigned. Checking the condition of vehicles/equipment , oil, water, fuel tyres according to checklists and keeping records. Maintaining service schedule of vehicles and equipment Assist the teams to load eggs or fish in the tractor or vehicle during operations. Fry harvesting - Ferrying fry from breeding ponds to hatchery, then hatchery to sex reversal ponds using oxygen cylinders Egg collection - Collecting eggs from ponds to hatchery within ten minutes Carry buckets, egg nets, poles from the shed to the ponds. Stocking of brood stock fish Salt, dead man, grading basket, scale, nets, lives fish from pond A to point B Destocking of fry Carry live fry from the hatchery to the Sex Reversal ponds Transferring fish from the farm to the to the lake using oxygen cylinders. Monitoring oxygen and salt using PTP meter	B	B4

Ferry feed from the warehouse to the farm
 Grass cutting using Vicon
 Refueling the oxygen cylinders at Marineland
 Transport future brood stock from the harbour to the farm using 1000 litre tanks, monitoring oxygen and salt. Transport brood stock for culling to the processing facility.
 Ferrying of lime and salt from the warehouse to the farm
 Mortality collection to designated disposal areas
 Assist breeders on their duties in case of less driving work
 Assists on fish handling operations which include sampling, stocking, harvesting, sexing, selection, transferring and feeding.
 Any other duties as assigned by a superior.

3. Decisions

Decides on stopping broken down vehicles or equipment from being used.
 Decides on refueling of tractors and vehicles.
 Decides on then number of buckets or boxes to put on a tractor based on the tractor condition

4. Planning

Prioritisation of work

5. Minimum Education

Drivers license

6. Minimum Experience

3 months

7. Essential Skills

	Knowledge of fish handling Communication skills Organizational savvy		
Portion Breaker	1. Key Result Area Breaking portions of meat 2. Activities Receiving chickens from the freezer room Checking the quality of meat Breaking frozen and compacted pieces of chickens into single pieces using rubber hammer Place the pieces on the conveyer belt 3. Decisions Decides on the removal of poor quality meat from the production process 4. Planning N/A 5. Minimum Education Passes at O level 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy	A	A2

Production Clerk	1. Key Result Area Management of production figures Recording production out put and other data Provide clerical services to the section and process section payroll 2. Activities Receiving production requests from different Sections Compiling production plan Submitting figures for the ensuing week to Production Supervisor Receiving feedback on what has been produced Generating daily production figures and submitting to Mill manager, Mill Executive, Stock Controller, Accountant and Transport Manager Mark attendance register for Feed Mill staff Ordering, receiving, issuing stationery and computer consumables Update payroll input, e.g., leave days, hours worked and overtime hours Act as the Receptionist and Messenger for the Mill Writing requestions for transport for the Mill OR Activities Record all production figures for the day Dispatching processes products using pallets and palletised trucks Conducting stock take on a monthly basis Marking the time book or register Compiling hours worked by all the workers Compiling payroll input Compute the information on the Belina system Compile contract forms Renewing contracts for fixed term contract employees Entering new employees on the biometric system	B	B3

Weighing and recording all meats for disposal
Send the materials to pet food and grinder
Compile production reports
Compile plant yields for the plant
Verifying figures of Good received and goods issues out
Ensures product being transferred from production is sealed and has required temperatures
Carries out any other duties which may be delegated by the superior.

OR Activities

Conduct stock take (raw materials)
Stock takes for production done at night
Update stock records (manual records)
Request poly bag from packaging when stock levels are low
Assess results of Render and test salmonella
Dispatch render to internal and external customers
Assist in loading render in delivery vehicles to different customers of the section
Process wages input for section workers +26 general staff on monthly basis
Capturer and process any overtime worked
Capturer and process all payroll inputs such as leave

3. Decisions

Decides on the Production level for the ensuing week
Decides on manpower requirements
Decides on quantities of poly bag to order

	4. Planning Plans manpower requirements Plans production schedule on a weekly basis Plans update payroll input on a monthly basis 5. Minimum Education Five O level passes including English and Mathematics Certificate/Diploma in Accounting Internal clerical training. 6. Minimum Experience 6-months experience in a similar position 7. Essential Skills Communication skills Organizational savvy Numerical skills Estimation skills Supervisory skills		
Production Floor Cleaner	1. Key Result Area Cleaning the production floor 2. Activities Receiving instructions from the Foreman Carry out risk assessment, slippery floors Picking all fruit from the floor and all other debris found in the plant Maintain plant cleanliness Scrubbing floors using water, brooms, scoopers and detergents.	A	A1

	Cleaning on a continuous basis Cleaning equipment Requesting chemicals from stores 3. Decisions N/A 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 1-month experience 7. Essential Skills Communication skills Organizational savvy		
Quality Controller	1. Key Result Area Assess the quality of eggs being graded and put best before stickers before dispatching 2. Activities	B	B3

	Check personal hygiene for Graders Collect chemicals for use by the Graders Monitor housekeeping issues including general cleanness Check the quality of graded eggs Check the temperatures which must be maintained below 25 degree Compile and submit quality control reports Monitor the first in first out of eggs and best before stickers on packed eggs Quality sample eggs for salmonella 3. Decisions Decides on the quality of eggs and put best before stickers before dispatching 4. Planning Plan on compiling and submission of quality control reports 5. Minimum Education 5 O levels 6. Minimum Experience 6 months on the job experience 7. Essential Skills Communication skills Organizational savvy Quality controlling and report writing		
Quality Controller-Pet Food	1. Key Result Area Monitor the quality processing of chickens for quality product 2. Activities	B	B3

	Monitor the hygiene of all staff members in the production Check the health certificate of chicken of receiving of deliveries from out growers before slaughtering Check the spike voltage Quality checks the slaughtering of chickens Monitor the bleeding time of chickens before further processing Check water temperatures for plucking of chicken feathers Quality checks the chickens for bruises Check quality measurements of chickens as they are cut Compile and submission of quality control reports Request and issues out PPE		
	3. Decisions Decides on the of the slaughtering process and the product outcome		
	4. Planning N/A		
	5. Minimum Education O level Certificate + Quality control training		
	6. Minimum Experience 6-months experience		
	7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Quality control skills		

Quality Controller- Eggroom	1. Key Result Area Quality control 2. Activities Checking the cleanliness of all apparatus and the environment in the egg room including the coldroom and egg delivery van Checks hatching egg weights and records on hatching eggs KPI monitoring sheets Carrying out 24 hour and 7days breakouts checking for fertility Checks and records eggshell temperature Carry out moisture loss Conducting Housekeeping inspections with the hygienist on weekly basis Generating egg room checklists. Upholds and enforces company Bio-security in all hatchery sections Monitors quality and safety programs are being adhered to in all sections as stated in the Hatchery Policies, SOPs, Procedures and PRPs manuals. 3. Decisions Decides on the quality of eggs and condemning poor quality eggs 4. Planning Work schedule on a daily basis 5. Minimum Education Five O levels including Maths & English	B	B3

	Internal Quality Control Training Programs 6. Minimum Experience 6-months experience 7. Essential Skills - Communication skills - Numerical skills - Organizational savvy		
Quality Controller – Hatchery	1. Key Result Area Quality control 2. Activities Checking personal hygiene and occupational and safety standards in the hatch section Monitoring the implementation of ISO 22000:2018 at the Commercial Hatchery. Ensuring compliance to biosecurity measures on the part of all employees Reporting any problems to the Superior Generating hatch checklists as required Checks and records the quality of chicks vaccinated Monitors equipment hygiene Ensures that chicks are graded according the chick grading chart Collects, calculates and records data with regards to AOQL and first grade chick yield Ensure that the hatcher baskets and chick boxes are clean	B	B3

	Performs post hatch breakouts to trouble shoot and do root cause for poor hatches. 3. Decisions Decides on the quality of chicks 4. Planning N/A 5. Minimum Education Five O levels passes including Maths & English ISO 22000:2018 Internal training programs 6. Minimum Experience 6-months experience 7. Essential Skills Communication skills Numerical skills Organizational savvy		
Quality Controller (Packing)	1. Key Result Area Mixing and issuing cleaning chemical 2. Activities Mixing disinfection chemicals	B	B3

Ensuring that wipers, sanitizers and dispensers
 Checking personal hygiene of employees, nails, perfumes, cosmetics, rings
 Checking batch codes, growers, dates
 Checking the quality of products in relation to specifications
 Verifying weight of chickens and sizes
 Recording temperatures, water inlet, bird temperatures and room temperatures
 Blowing whistle after every 30 minutes as part of clean as you go initiative
 Take samples through rectal swabs and send to ZIMVET
 Take hand swabs every week
 Monitor cleanliness on a random basis for good housekeeping and personal hygiene
 Keeping records
 Responsible for the audit preparations
 Accompanying Auditors on a weekly basis
 Record state of cleanliness of changing rooms on an hourly basis
 Replenishing handwashing chemicals
 Issuing PPE and shower gel to team members
 Raising Job cards for maintenance
 Carries out any other duties which may be delegated by the superior.

3. Decisions

Decides on condemning poor quality product
 Makes other routine operational decisions

4. Planning

Plans daily tasks

5. Minimum Education

	5 O levels + internal training 6. Minimum Experience One year 7. Essential Skills Communication skills Numerical skills Organizational savvy		
Quality Inspector (Verify what is meant by structure Audits)	1. Key Result Area Oversee the quality of farm produce before dispatching into the market 2. Activities Check temperatures of freezers and report any need for adjustments Check the personal hygiene of staff and shower inspections Check factory sanitization every morning before production Constant checking of plant sanitizations Check temperatures of meat up to packaging after every 30 minutes Checking of general hygiene in the factory Conduct structure audits, lights, doors and windows Supervise cleaners on an ongoing basis Monitor the pest control process including batting and trapping of rats Condemning of chicken and beef that is not up to the standard of quality 3. Decisions Decides on the quality of beef and chickens before they are dispatched	B	B4

	Decides on temperatures for preserving company products and maintain quality 4. Planning N/A 5. Minimum Education 5-O Levels + Internal training on ISO 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy Quality controlling skills		
Receiving Clerk	1. Key Result Area Receive and account for all incoming chickens 2. Activities Receive all fresh products/ chickens from the production process Receive all shipments and sign paperwork upon receipt Verify packages according to order and invoices (quantity, quality, price etc.) Collaborate with procurement staff to list expected deliveries Unload packages from incoming trucks Inspect contents to ensure they are undamaged	B	B3

Contact supplier or shipper if a mistake is identified
 Count all chickens received and quality control
 Separate packaging of chickens by Kgs
 Enter internal good received vouchers
 Hand over all chickens received to the fridge men for refrigeration in the cold room
 Submit figures to stock controller for accountability
 Receive and account for special orders such as packaging for fast foods such as KFC and Nandos
 Maintain records of stocks in store room
 Conduct stock takes and compile reports on monthly basis.
 Assume responsibility for returning unsatisfactory shipments or receiving replacements
 Liaise with Stores men on deliveries and allocate them to their designated place
 Ensure invoices are signed and paid for satisfactory deliveries
 Maintain accurate records and assist in inventory control
 Coordinate delivery / collection of direct-purchase goods for internal sections.

3. Decisions

Decides on quality of chickens and best before stickers

4. Planning

N/A

5. Minimum Education

5 O levels

	6. Minimum Experience 3 months on the job experience 7. Essential Skills - Communication skills - Numerical skills - Report writing skills - Knowledge in ERP system - Basic Accounting - Good attention to details - Able to lift 30kgs bags		
Records Clerk	1. Key Result Area Account for chickens balances and issue clerical reports 2. Activities - Update chicken records every morning - Record eggs collected every day - Account for mortality on daily basis - Report on balances for chickens in all sections - Calculate body weight of chickens to assess growth of chickens - Determine the variance percentage - Calculate types of feeds spend in each section - Calculate percentages of live chicken and mortality percentage per section - Submit records to management for decision making 3. Decisions Decides on average weight in the process of determining growth of chickens	B	B3

	4. Planning N/A 5. Minimum Education 5-O'Levels 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy Clerical skills		
Refrigeration and Air-conditioning Mechanic	1. Key Result Area Maintain and repairing the cold chain 2. Activities Conducting checks on freezers and air conditioning Conducting monthly services on freezers and air conditioning Installation of air conditioning Checking all the freezers Trouble shooting for electrical or mechanical breakdowns Compile bill of quantities Requesting for materials Cannibalizing parts where necessary Carrying out repairs Conducting test runs before handing over repaired equipment	C	C2

	Conduct continuous monitoring of refrigeration Writing reports 3. Decisions Decides on type of repairing or service to be done Decides on bill of quantities Decides on cannibalization of parts Decides on prioritization of tasks 4. Planning Daily prioritization of tasks 5. Minimum Education 5 O level passes Apprenticeship trained, Journeyman Class 1 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Technical supervisory		
Returns Clerk	1. Key Result Area Receiving and recording returns 2. Activities	B	B3

	Marking register for dispatch employees Receiving returns from customers Advise the Quality Controller of the returns to determine way forward Receiving the GRV from the customer concerned Compile the GRV, goods issue note to Petfood/ Render Compile the chicken return voucher if the returns are going back into stock and attach copies of invoices which were used in the dispatching of the goods which have now been returned Compile credit note register for all goods returned and send to sales Sending documents to Accounts for processing Breaking the eggs and sending to Render Section		
	3. Decisions Makes routine operational decisions		
	4. Planning N/A		
	5. Minimum Education Five O level passes		
	6. Minimum Experience 3 months		
	7. Essential Skills Communication skills Numerical skills Organizational savvy		

Ritz Cutter Operator	1. Key Result Area Operating the ritz cutter machine 2. Activities 1. Doing the risk assessment 2. Starting the machine 3. Loading the peels into the ritz cutter machine 4. Dosing enzymes into the machine 5. Continuously checking the enzymes 6. Requesting enzymes from Stores 7. Compile CIP forms 3. Decisions Decides the functionality of the machine 4. Planning 1.N/A 5. Minimum Education Five O level passes Certificate in fitting or mechanical engineering 6. Minimum Experience 6-months experience 7. Essential Skills Communication skills	B	B1

	Organizational savvy		
Salter	1. Key Result Area Salting of crocodile skins for preservations 2. Activities Collection of salt from the storeroom Clean all crocodile skins received in a day Salt crocodile skins for preservations Scan crocodile skins and pass on to Graders Clean the salt room every day 3. Decisions Decides on quantities of salt to apply on crocodile skins 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the Job Experience 7. Essential Skills	A	A2

	Communication skills Organizational savvy Crocodile Handling skills		
Sampler (Mill)	1. Key Result Area Quality sampling of stock feeds being delivered before packing in the warehouse 2. Activities Collect samples of raw materials from every truck Submit samples to the quality control for dry lab testing Collect 2 kgs of samples from each truck on delivery of stock feeds and carry out sieve test Sent samples to ZIMVET for Salmonella testing Submit swabs for testing by Zimvet Fills in all required paperwork for feed dispatch. Assist in labelling and storage of retention samples. Disposes samples from the dry lab Performs any other duties instructed to do so by management Identifies safety hazards and report to superiors 3. Decisions Decides on areas to collect samples from packed trucks on delivery 4. Planning N/A 5. Minimum Education	A	A2

	General Knowledge 6. Minimum Experience 3 months experience 7. Essential Skills - Communication skills - Numerical skills - Organizational savvy - Sampling skills		
Sampler (Hatchery)	1. Key Result Area Handling samples 2. Activities Ordering samples from ZIMVET Collecting samples according to Zimvet sampling schedule. Checking water chlorine levels three times a day Take rectal swabs and send to ZIMVET when required Filing all records Upholding company values, rules and regulations. Complies with company bio-security and hygiene standards as laid down in the procedures, SOPs and company guidelines 3. Decisions Makes routine operational decisions	A	A2

	4. Planning Sending samples to ZIMVET as and when the samples are available 5. Minimum Education General knowledge 6. Minimum Experience 3-6-months experience 7. Essential Skills Communication skills Numerical skills Organizational savvy		
Sanitation Worker	1. Key Result Area Cleaning ablution facilities 2. Activities Cleaning the toilets 3 times a day in the assigned area. Applying dip in the toilets Emptying the rubbish bins Picking the papers on the premises and sweeping using rackets Cleaning the guest houses Watering the plants Clearing the blocked drainages	A	A2

	Burning the rubbish Assisting the Plumber in all plumbing works Requesting for cleaning materials on time and according to the number of toilets Safekeeping of cleaning materials and chemicals Continuously checking if the toilets are clean and take corrective action in case they have been spoiled. 3. Decisions Decides on routine intervals to check the state of the toilets. 4. Planning Requesting materials on a weekly basis 5. Minimum Education General knowledge 6. Minimum Experience 3-months on the experience 7. Essential Skills Communication skills Organizational savvy High standard of hygiene		
Setter Hatcher Operator	1. Key Result Area Operating the Setter and Hatcher machines	B	B1

	2. Activities Checking and recording the temperatures, pressure, turning and humidity in setter and hatcher machines correctly. Monitoring egg setting of machines Monitoring the transfer process Ensuring that correct step-down procedure is done and adhered to Ensuring that chicks are pulled on time without causing dehydration to chicks Calibrating setters, hatcher machine and cold room. Cleaning reservoirs, setter doors, setter curtains, filters, fans, exhaust rooms, ceilings in hatcher cabinets and rooms, on top of incubators. Levelling eggs on position 5 and 6 Performing and recording hatch window Fumigating the hatchery Reporting any faults and problems to the superior Identifying hazards and reporting accordingly. Complies with company bio-security and hygiene standards as laid down in the procedures, SOPs and company guidelines 3. Decisions Makes routine operational decisions 4. Planning N/A 5. Minimum Education 5- Ordinary level Internal training		

	6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy		
Setter Hatcher Operator Supervisor	1. Key Result Area Setting and hatching 2. Activities Allocating duties to Setter and Hatcher Operators Monitoring and recording temperatures, humidity, turning and pressure for all setter and hatcher machines Signing the temperature and humidity records on a daily basis Ensuring that preventative maintenance is done as scheduled. Ensures that formalin is applied as per SOP. Raising job cards for repair works at the Hatchery Calibrating machines at the scheduled times Ensuring that chicks are pulled at the right time and that they are not dehydrated Carrying out root cause for machines that would have hatched below target Identifying hazards and reporting to the Superior. Upholds company values, rules and regulations Complies with bio-security and hygiene standards as laid down in the procedure's SOPs and company guidelines. 3. Decisions Decides on the calibration of machines Decides on the raising of job cards for repairs and maintenance	B	B5

	4. Planning Plans duties and tasks on a daily basis 5. Minimum Education Five O levels including Maths & English Internal training programs 6. Minimum Experience 1 year 7. Essential Skills Communication skills Numerical skills Supervisory skills Organizational savvy		
Sausage Maker	1. Key Result Area Making sausages 2. Activities Disinfecting the sausage making machine using chlorine and water Remove the breast trimmings from the chickens Cleaning the breast trimmings using chlorine and water Mincing the breast trimmings (72 kgs per day) Mincing the skins (18kgs) Mixing the minced trimmings and the and the skins and blending the mixture. Spicing the blended mixture and wait for 10 minutes	A	A2

	Mixing with 7 litres of water before waiting for 10 minutes Setting the work machine into sizes as required Monitoring the mincer during the mincing process controlling the casing as the feeds automatically into the casing. Carries out any other duties which may be delegated by the superior. 3. Decisions Makes routine operational decisions 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience Three months 7. Essential Skills Communication skills Organizational savvy		
Sewing Machine Operator	1. Key Result Area Sewing 2. Activities Issuing out clothes to workers	A	A2

	Preparing the clothes Putting the clothes in the washer Putting the clothes in the dryer Ironing the clothes Selecting the torn clothes Sewing the torn clothes 3. Decisions Decides on the clothes to be sewn 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience Six months on the job training 7. Essential Skills Communication skills Numerical skills Sewing skills		
Scale Operator/Weigher	1. Key Result Area Operating the scale 2. Activities Checking if the scale is working properly using a sample weight	A	A3

	Ensuring that the place to be worked on is clean Weighing the following using the scales Mixed portions-1kg, 2kg, 5kg, 10kg, Backs- 5kg Drumsticks- 1kg, 2kg etc. Wings, thighs, casings, feet, livers, crops Checking if packed parts are packed in appropriate packs Checking the packaging Checking the quality of the meat 3. Decisions Makes routine operational decisions 4. Planning N/A 5. Minimum Education Passes at O level 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy		
Crop Scout	Key Result Area Scouting in the field to identify and recommend chemical spraying for pests and crop diseases	B	B1

Activities

Scouting in the field to identify and recommend chemical spraying for pests and crop diseases
Collect scout sheets every morning
Identify crop diseases in the field and recommend chemical spraying
Assess the level of thrips on crops
Conduct stem counting on flowers
Identify pest in the field and recommend for chemical spraying

Decisions

Decides on chemicals for spraying in the field

Planning

N/A

Minimum Education

5- O Levels + internal training

Minimum Experience

3 months on the job experience

Essential Skills

Communication skills
Organizational savvy
Scouting skills

Sealer Operator	1. Key Result Area Operate the sealing machines 2. Activities Load plastic paper in the machines Receive packed pet foods from the processors Seal all packed foods 3. Decisions N/A 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience Three months 7. Essential Skills Communication skills Organizational savvy Seal machine operating skills	A	A2

Section Foreman/Production Foreman	1. Key Result Area Allocate work to house attendants and supervise them accordingly 2. Activities Unlocking the section every morning Check staff compliance to biosecurity system measures Allocation of work activities to house attendances Supervise house persons in activities such as feedings of layers, supplying of water and collection of eggs from the house. Receive all incoming stock feeds and update records. Attend to vaccination of layers Weigh layers and records weights Supervise off-loading of point of lays and on loading of end of lays. Supervise thorough cleaning in the house before a new batch comes in Conduct stock take and compile reports for accountability Any other duties assigned by superior. 3. Decisions Decides on task to be done in the layers section and work allocation Decides on the growth weight of layers 4. Planning N/A 5. Minimum Education 5 O level passes + internal foremen training 6. Minimum Experience year on the job experience	B	B4

	7. Essential Skills Communication skills Organizational savvy Layers and egg handling skills		
Section Leader (Mill shed)	1. Key Result Area Milling and producing feed in the correct ratios and supervision of mill shed employees 2. Activities 1. Planning duties for the day for the general hands 2. Receiving weekly requests or orders of feed. 3. Compile total of what is needed for the following week 4. Ensuring that there is enough maize and management on stock levels 5. Milling and mixing feed as required 6. Compile daily stock report and submit to the foreman 7. Supervising general hands to ensure that targets are met 8. Supervision during packing and sealing of bags 9. Dispatching feed according to orders 10. Requesting transport to carry feed to the sites 11. Ensuring maize is stored and fumigated properly 3. Decisions Decides on the prioritisation of work 4. Planning Plans tasks for the day Reports on a daily, weekly and monthly basis	B	B3

	5. Minimum Education Passes at O Level 6. Minimum Experience 1 year experience as a general hand in the Millshed 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills 4. Knowledge of milling and mixing feed		
Security Clerk	1. Key Result Area Provide clerical services to the Security department and produce clerical reports 2. Activities Prepare chemicals for bio security at all entrances into the Estate Hand over take over from shift security personnel Check and reconcile chemical records Receive all incident reports and submit to the Security Corporal Follow up on all reported security cases Update reports on actions taken on all reported incidents on the Estate Mark attendance register for security personnel on duty Book all outgoing radios, fire arms and rounds (bullets) Monitor the movement of section keys Submit time book for security personnel for payroll processing 3. Decisions	B	B3

	Decides on security documentations including leave for security personnel 4. Planning N/A 5. Minimum Education 5 O levels + internal training 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy Report writing skills		
Security Corporal	1. Key Result Area Security 2. Activities Conducting parade checking if there are any absentees, checking fitness of Security Guards, drunkenness and smartness Check the bio security system at the Estate Distribute chemicals for use at all entrance into the Estate as bio-security Mark attendance register for security guards Deploying Security Guards to their different guard points and positions Compile duty roasters making provisions for off days, positions and number of days. Writing reports as and when necessary Checking the OB.	B	B3

	Patrol in the entire Estate Verifying quantities on invoices and delivery notes against the physical count during Dispatch of chickens and eggs from the Estate. Check outgoing materials against documents and record incoming and going materials Supervise security guards on various deployed areas of security duty. 3. Decisions Decides on the compilation of duty roster. Decides on Guards deployment Decides on manpower requirements for Security Guards 4. Planning Plan duty roster for security personnel 5. Minimum Education 5 O levels Security Training 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy Security and report writing skills		
Security Guard	1. Key Result Area	A	A3

	Provide security to the Estate thereby protecting properties and product of the Estate 2. Activities 1. Record all products coming in and out of the premises 2. Patrols on the Estate to protect crops of the farm 3. Monitor staff movement from time to time 4. Record of tractors in and out of the premises 5. Oversee the issuing stocks at the farm and update security reports 6. Count drums at the point of loading 7. Recording of incoming vehicles at the main entrance 8. Record deiseal being issued to tractors and vehicles at the farm and update security records Activities 1. Ensuring that all biosecurity appliances are in order and properly functioning 2. Ensuring that all people and workers and vehicles are adhering to biosecurity procedures at the gate 3. Frisking and vehicle searches 4. Receiving clients to the farm and directing them to the reception for further directions 5. Issuing out allocations to staff as per list from HR Office 6. Communicating with external security guards contracted by the company 7. Reporting any security incidents to the Loss Control and Security Manager 8. Writing security reports as and when necessary 9. Checking the Occurrence Book 3. Decisions 1. Decides on security patrol at the farm and in the field		

	4. Planning N/A 5. Minimum Education Security Guard Training 6. Minimum Experience 1. One year on the job experience 7. Essential Skills Communication skills Organizational savvy Security skills		
Security Guard 2	1. Key Result Area Maintain Security 2. Activities Receiving instructions from the Corporal Depending on the guard point do the following Receiving visitors and directing them to their destinations Recording the names of the visitors and the registration numbers of vehicles if any Counting the chicken comparing with the invoice Verifying consignments in terms of what was requested by the customer and what is being dispatched	A	A3

	Counting the received chickens against what is on the delivery notes Counting any mortalities Counting remaining chickens Conducting patrols Looking out for poachers and intruders who break the fence for firewood. Ensuring that the right pieces of chickens are packed in the packaging and counting the output 3. Decisions Decides on arresting intruders 4. Planning N/A 5. Minimum Education Ability to read and write 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy Security conscious Observant Paying particular attention to detail		
Security Seargent	1. Key Result Area Security	B	B4

	2. Activities Conducting parade checking if there are any absentees, checking fitness of Security Guards, drunkenness and smartness Check the bio security system at the Estate Mark attendance register for security guards Deploying Security Guards to their different guard points and positions Compile duty rosters making provisions for off days, positions and number of days. Liaise with Waterfalls police on arrest of any suspect Checking the conduct of SG Verifying quantities on invoices and delivery notes against the physical count during Dispatch of chickens and eggs from the Estate. Check outgoing materials against documents and record incoming and going materials Supervise security guards on various deployed areas of security duty. 3. Decisions Decides on the compilation of duty roster. Decides on Guards deployment Decides on manpower requirements for Security Guards 4. Planning Plan duty roster for security personnel 5. Minimum Education 5 O levels Security Training 6. Minimum Experience		

	3 months on the job experience 7. Essential Skills Communication skills Organizational savvy Security and report writing skills		
Senior Foreperson (laundry)	1. Key Result Area Washing uniforms 2. Activities 1. Marking the attendance register and submitting to the Clerk 2. Assign, deploy and delegate duties to Laundry Foreman 3. Assist where there is manpower shortage by performing the duties 4. Training employees on new functions 5. Supervising employees and monitoring their performance 3. Decisions Decides on manpower requirements Decides on daily tasks and duties 4. Planning Plans duties and tasks for staff on a daily basis 5. Minimum Education O level 6. Minimum Experience One year	B	B5

	7. Essential Skills Communication skills Numerical skills Organizational savvy		
Site Leader	1. Key Result Area Allocation of duties and supervision of team members to ensure all agreed tasks are executed as per Standard Operating Procedure at the site 2. Activities 1. Making sure all site bio-security requirements are met as per SOP 2. Allocation of daily duties to site team to ensure all production targets are met 3. Receives, checks and verifies the type of feed weighed from Stores to make sure it is correct as per feed paper and distributes to chicken houses on site. 4. Monitors and supervises egg collections and compiles daily production figures for dispatch to the cold room 5. Supervises bird weighing on a weekly basis to ensure correct feed allocation is done 6. Supervises daily mortality collections from the chicken houses to site mortality collection point and hand over to security 7. Verifies and calculates daily updates of production figures including mortality and end of day egg production to site communication group 8. Prepares site requisitions for approval by site management 9. Undertakes daily safety and bio-security drills to conscientize and minimize site accidents 10. Ensures proper handover and takeover occurs between security and site management	B	B3

	11. Participates in any activity as instructed by site management 3. Decisions 1. Decides on work activities for housemen 2. Decides on content for training programs for new comers 4. Planning Daily routines for the smooth operation of the site 5. Minimum Education Levels + Poultry Management certificate 6. Minimum Experience 1 year on the job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Egg Handling Skills		
Skinner Foreperson	1. Key Result Area Crocodile skinning 2. Activities Receive crocodiles for slaughtering Supervise the crocodile slaughtering process Supervise the crocodile skinning during harvest time Assist in packing of crocodile meat for both local and exports Evisceration of crocodile intestines Train contract workers on skinning Pack crocodile tails and keep in refrigeration	B	B4

	Cleaning of the working rooms Compile and submit production reports on daily basis 3. Decisions Decides on training content and technique to use when training contract workers 4. Planning N/A 5. Minimum Education Passes at O level plus internal training courses 6. Minimum Experience One year on the Job Experience 7. Essential Skills Communication skills Organizational savvy Crocodile Handling skills		
Chicken Cutter /Slaughterer	1. Key Result Area Slaughtering chickens 2. Activities Slaughter all received chickens Drain blood from chickens Select dead on arrival chickens Clean the slaughter room	A	A2

	3. Decisions Decides on the selection of DOA 4. Planning N/A 5. Minimum Education General knowledge + Halal course 6. Minimum Experience Three months 7. Essential Skills Communication skills Organizational savvy Islamic & Muslim skills		
Solar Plant Attendant	1. Key Result Area Maintain the solar plant 2. Activities Checking all the connections in the solar plant Installation of the solar system Do the connections for the solar system in the pans Ensuring that solar panels are properly cleaned Maintaining the solar energy plant Housekeeping	B	B2

	Safeguarding the plant. Supervision of the General Hands at the solar plant 3. Decisions Decides on the safety measures of the solar plant and panels 4. Planning Work schedules at the solar plant on a daily basis 5. Minimum Education 5-O level passes 6. Minimum Experience 6-months experience 7. Essential Skills Communication skills Organizational savvy Technical skills Supervisory skills Knowledge of solar energy		
Spray Painter	1. Key Result Area Spray painting 2. Activities 1. Checking all incoming vehicles from deliveries to see if there are any damages, loose parts and bumpers.	B	B2

	2. Compiling bill of quantities for the material required to spray paint the damaged vehicles 3. Assist in panel beating of the damaged vehicles 4. Spray painting trucks and vehicles after panel beating 5. Housekeeping once the job has been completed 3. Decisions Decides on bill of quantities 4. Planning N/A 5. Minimum Education Certificate in Spray Painting 6. Minimum Experience 6 months 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Spray painting skills		
Sprayer	1. Key Result Area Applying plant protection products. 2. Activities	A	A2

	To receive instruction from spraying supervisor Apply pesticide and herbicide using spraying tools or machines. Mix pesticide or herbicides according given rate and mixing order. Spray to targeted area of infestation. 3. Decisions N/A 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience Three months on the job experience 7. Essential Skills Good oral communication skills Ability to use spraying tools. Ability to clean spraying tools and machines. Safe handling of agro chemical training.		
Sticker	1. Key Result Area Putting of best before stickers on egg trays and boxes	A	A1

	2. Activities Putting of best before stickers on egg trays and boxes Assist in any other duty as may be assigned from time to time 3. Decisions N/A 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy Egg handling skills		
Stores Clerk	1. Key Result Area Stock management, receiving and issuing of items in stores 2. Activities Receive all purchased stocks such as chemicals and vaccines Open goods received vouchers and update stock records	B	B3

	Issue stocks and receive requisitions from departments and pack and issue goods as requested, including chemicals and vaccines to the farms. Monitor stocks and re-order levels Place orders to the procurement department Conduct stock take (daily stock take and update cards) Monitor temperatures refrigerators where vaccines are kept Supervise general workers when loading coal. Housekeeping in Stores		
	3. Decisions 1. Decides on issuing and receiving stocks 2. Decides on recording fridge temperature		
	4. Planning Plan on re- order levels of stocks		
	5. Minimum Education 5-O Levels		
	6. Minimum Experience 3 Months on the job Experience		
	7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Report writing skills		

Stores Clerk (Abattoir)	1. Key Result Area Provide clerical work to the farm for accountability 2. Activities Check quantities of meat to be loaded every day and update records Weigh and records all meat dispatched on daily basis check invoices with security guards and dispatch clerk attend to orders as they come Pick the meat from the cold room and pack according to invoice requirements Receive meat from Slaughter house, weigh and recorder KGs and quantities in stores Period updating of records and submit reports 3. Decisions Decides on system updates 4. Planning N/A 5. Minimum Education Five O level passes 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy	B	B3

	Report writing skills		
Storesman	1. Key Result Area Stock management, issuing and receiving of stores items 2. Activities Receive requisitions from departments and issue available stocks Monitor and maintain re-order levels Placing orders with buying office Supervise the Stores Clerks Receiving goods by means of GRVs Verifying quantities against invoices Return goods if not matching order and invoice Conduct stock-take and stock card update Housekeeping Communicate with end users Activities Regular checking of stocks in warehouse and establish reorder levels Receive invoices from the Invoicing clerk Pull out items requested by the invoice such as stationery, electrical spares, refrigeration spares, plumbing materials, chemicals, cements and other materials Order goods from suppliers when stocks are depleting Pack all received goods in the central warehouse Enter bin cards of all received goods	B	B3

	Record all sections that request goods from the warehouse for accountability Despatching of goods as per the orders received and update records Spot checking of bin cards every Saturday Attend to stock takes on monthly basis 3. Decisions Decides on issuing and receiving stores items 4. Planning Issuing times on a daily basis Stock re-ordering as per SOP 5. Minimum Education Certificate in Stores Management 5 O level passes 6. Minimum Experience 1 year stock management experience 7. Essential Skills Communication skills Organizational savvy Computer literate Numerical skills		
Trainer	1. Key Result Area Training 2. Activities	B	B4

Conducting safety talk
 Training all staff on personal hygiene, cleanliness of canteen and utensils
 Training employees on the use of the crate washing machine, colour coding, hygiene, and the clean as you go initiative.
 Conducting induction training for new employees on the Standard Operating Procedures
 Re-training employees on a continuous basis
 Setting and giving tests to workers

Activities

Train new and established workers on standard operating procedures
 Do induction/training program for new workers on the Estate
 Do training content in line with the changes in the operating process at Irvines
 Train hangers, Gizzards Harvesters on safety rules and regulations
 Continuous reviewing of procedures and process documents.
 Review of SOPs and system documents.

3. Decisions

Decides on the training materials

4. Planning

Plans training programmes

5. Minimum Education

5 O level passes and internal train the trainer

	6. Minimum Experience 1 year experience 7. Essential Skills Communication skills Numerical skills Organizational savvy Supervisory skills Training skills		
Supervisor – Water (Irvines, No subordinates supervised)	1. Key Result Area Oversee the supply of water in the entire Estate 2. Activities Attend to the water plant (check the flowing of water from the plant through pipes) Check all water reservoirs for the Estate Open valves for water flowing and making sure that there is enough reserves Check +20 boreholes and reset the electronics Check for any leakages in water pumps and attend to any Ensure that there is adequate water supply in all areas at Irvines Attend to sewer ponds on the estate Check and repair water pipe line leaks Ensure that all boreholes are secured. 3. Decisions Decides on pressure of water from the reservoirs into the Estate	B	B4

	Decides on the size of pipes that will supply water to different sections of the Estate 4. Planning N/A 5. Minimum Education 5 O levels – including Maths & English + internal training 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Numerical skills Organizational savvy Borehole re setting skills		
Technical Administration Clerk	1. Key Result Area Technical Administration work Transport Coordination 2. Activities Marking the time book Reading energy meters & Capturing the readings on the computer Capturing water floor meter readings Opening job cards & Assigning job cards to Artisans Compiling reports as needed	B	B4

	Writing reports & Closing of job cards Supervising Drivers Request for fuel Safeguarding of tools and issuing of same Auding of tools issued to Artisans Maintain service schedules of scales, fire extinguishers and radios etc. Monitoring of service schedules for vehicles and other equipment Advise service board of the maintenance		
	3. Decisions Routine operational decisions Decides on the Prioritisation of tasks according to job cards Decides on vehicle service schedule		
	4. Planning Plan on submission of reports on a monthly basis		
	5. Minimum Education 5 O level passes including English and Maths		
	6. Minimum Experience 3 months		
	7. Essential Skills Communication skills Organizational savvy Report writing skills Supervisory skills		

	Monitoring skills ICT skills Numerical skills		
Water Quality Attendant	1. Key Result Area Monitoring ponds during the day and water rationing across the farm 2. Activities Recording DOs and Temperatures at 1000hrs and 1400hrs daily. Recording and monitoring Secchi Disc visibility (SDV) in all ponds twice a week Report adverse or very poor conditions of fish to the Farm Supervisor or Manager Conducting water exchange in ponds as required based on the SDV results. Monitor water levels in ponds and schedule pond filling as per requirement. Water rationing between the farm sections based on production plans for the different section on the farm. Communicating pump station breakdowns/ challenges or downtime to the Farm Supervisor or Manager for actioning. Liaising with the Engineering team on switching on or off the pump station Monitoring of DOs and temperature during fish transfers to the lake. Fit in oxygen pipes to all transfer boxes. Record, compile and submit data summary for DOs and Temperature to the Supervisor Monitor box integrity during transfers i.e. condition of diffusion of oxygen Make responsible judgement and refresh water when necessary. Observe all transfer protocols. Conduct fish counting during transfer as per standard operating procedures. Manage the stocking densities in the fish boxes as per SOPs.	B	B2

	Escorting the transfer team from the farm up to the harbour for the Zimbabwe operations and to the cages for the Zambia operations. 3. Decisions Makes routine operational decisions 4. Planning N/A 5. Minimum Education 5-O level passes 6. Minimum Experience 1 Year on the Job Experience 7. Essential Skills Communication skills Organizational savvy		
Technical Assistant (Consider changing title to Aqua Technical Assistant)	1. Key Result Area Fish health monitoring 2. Activities Carried out water quality monitoring and analysis. Compilation and circulation of reports to head of sections Assist in reviewing of Standard operating procedures (SOPs)⁸	C	C2

Regular monitoring and maintenance of technical equipment
 Carrying out trainings and refresher courses⁸ on SOPs and biosecurity
 Conducting fish health monitoring and treatments.
 Implementing fish health management plans which include disease diagnosis
 and treatment⁸, veterinary consultations⁸, disease prevention⁸ etc.
 Assist in conducting research and development⁸, to improve procedures and
 practices on fish husbandry
 Ensuring all biosecurity measures within the section are observed (Bio security
 Audits)
 Data capturing and records keeping

3. Decisions

Decides on whether it is safe to carry out fish movement and other planned ac-
 tivities on the Farm and Lake

4. Planning

Fish health management plans

5. Minimum Education

5 O levels + On the job training
 Degree⁸ or Diploma³ in Agriculture

6. Minimum Experience

1 Year on the Job Experience

7. Essential Skills

1. Communication skills
2. Organizational savvy
3. Knowledge of fish handling

Till Operator/Coordinator	1. Key Result Area Coordination 2. Activities Housekeeping Arranging produce on the shelves in preparation for customers Attending to customers buying chickens and eggs Counting items which the customer wishes to pay for Using the till to charge for the items Receiving the payment as per customer order in any form of payment acceptable Banking sales three times a day Balancing sales and cash received⁸ Auditing the swipes by clearing the balances Doing customer care duties Playing a supervisory role for Till Operator 3. Decisions Makes routine operational decisions 4. Planning Plans daily tasks 5. Minimum Education Five O Levels including English and Mathematics + internal training 6. Minimum Experience 3 months 7. Essential Skills	B	B3

	Communication skills Organizational savvy		
Tipper Driver	1. Key Result Area Driving the tipper truck 2. Activities Checking the condition of the machine Loading peel waste and offloading at the field Carrying drums from plant yard for cleaning Cleaning the truck Housekeeping Recovery of stuck vehicles where necessary 3. Decisions Routine operational decisions 4. Planning N/A 5. Minimum Education Class 2 driver's license 6. Minimum Experience 1 year experience	B	B3

	7. Essential Skills Communication skills Organizational savvy		
Tractor Driver	1. Key Result Area Spreading waste peels for drying purposes 2. Activities Spreading the waste peels of oranges in the field Waiting for the pels to dry Transporting the dried peels to the grinder Grinding the peels Weighing and packing the ground peels into 50kg bags Stacking the bags into tonne 3. Decisions Decides on the dryness of the peels 4. Planning N/A 5. Minimum Education Class 5 Driver's License + Tractor Driving permit 6. Minimum Experience	B	B2

	3-months experience 7. Essential Skills Communication skills Organizational savvy		
Tractor Driver- Trailer works	1. Key Result Area Driving tractors with implements and Trailers 2. Activities Attend to land preparation (disking in the field) Transport feeds for cattle to the paddocks Make of ridges in the field and clearing of roads Carry waste and other general loads Drive general workers to the section field of work on daily basis Boom spraying the fields and fertilizer application in the field Spread manure from chickens into the field Cut grass ,racking and baling of hay Transport fertilizers and other field requirements Transport maize and other farm crops from the field to the pack shed. Request and refuelling of the tractor Report any defects on the tractor for repairs and maintenance 3. Decisions Decides on the appropriate speed during the field disking process Decides on when to send the tractor for repairs and maintenance 4. Planning	B	B2

	N/A 5. Minimum Education Class 5 Driver's License + Tractor Driving permit 6. Minimum Experience 6 months on the job experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Tractor driving skills		
Tractor Mechanic (semiskilled)	1. Key Result Area Attend to all repairs and maintenance of tractors and motor cycles at the farm under supervisor of the workshop manager 2. Activities Receive all reported mechanical breakdowns at the farm Repair and maintain the planter, tractor trailers, and light vehicles. Attend to tractor breakdowns and motor bikes Conduct engine overhaul on tractors Repair and maintain farm implements such as trailers, discs, planter, and mailer machines at the farm Request for spare parts from Workshop Manager Attend to servicing generators and pump maintenance Maintain repairs records 3. Decisions Decides on all mechanical repairs and maintenance at the farm Decides service schedule for tractors	B	B4

	4. Planning 5. Minimum Education Journeyman class 4 (Mechanics) 6. Minimum Experience 1. 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy Mechanical skills		
Tractor Driver Supervisor	1. Key Result Area To supervise activities related to production processes within the section 2. Activities Recording of workers names in time book Allocate duties to tractor drivers. Submitting of names of workers to section clerk to be entered in pay sheet Reports on daily operation and discusses it with Pest Control Manager. Checks on the working machines and implements if working well. Responsible for reporting machinery breakdown and services. submit fuel allocation report to stores issuing clerk and writes down tractor fuel allocation. General checks of machinery before being delegated to specific task. 3. Decisions Routine operational decisions	B	B5

	4. Planning Duties and tasks for Drivers and general workers 5. Minimum Education 5 O level 6. Minimum Experience Six months on the job experience 7. Essential Skills Good oral communication skills Ability to lead and motivate subordinates Ability to measure task for individuals Supervisory skill training.		
Trainer Eggroom	1. Key Result Area Continuous training and development of new and established workers on the Standard Operating Procedures in place. 2. Activities Train new and established workers on standard operating procedures Design an induction/training program for new workers on the Estate Induct new comers on operational procedures in place Desing training content in line with the changes in the operating process at Ir- vines Train Off-loaders, Graders, Cleaners, Pullers, Foremen and clerk on safety rules and regulations Continuous reviewing of procedures and process documents.	B	B4

	3. Decisions Decides on training content to train both new and established workers Decides on intervals for training established workers 4. Planning Plan on intervals for training established workers on SOPs 5. Minimum Education 5 O levels + inhouse train the trainer Minimum Experience 1 year on the job experience 7. Essential Skills Communication skills Numerical skills Organizational savvy Training skills Egg handling skills		
Trainer	1. Key Result Area Training 2. Activities Conducting induction training for new employees, visitors, Trainee Managers, Conduct training programs for SOPs for old employees and new employees as well Adhering to the internal training calendar Assisting in the drafting of the internal training calendar	B	B4

Generating internal training records
 Following up on implementation of internal training initiatives
 Attend document review meetings
 Attend monthly safety meetings
 Conduct peer education campaigns on health issues, drug and alcohol abuse and stress management
 Ensures that all internal training records are evaluated within the recommended time frame as required.
 Attending to customer complaints.
 Upholds company values, rules and regulations
 Complies with bio-security and hygiene standards as laid down in the Procedures, SOPS and company guidelines.

3. Decisions

Decides on the training calendar
 Decides on training materials

4. Planning

Plans training calendar on a yearly basis
 Plans training programmes on a monthly basis

5. Minimum Education

Five O level passes including Maths & English
 Train the Trainer Internal training programs

6. Minimum Experience

1 year

	7. Essential Skills Communication skills Numerical skills Organizational savvy		
Transfer and Vaccination Foreperson	1. Key Result Area Transfer of eggs 2. Activities Assigning and delegating duties to the transfer Hands Monitoring performance of the Transfer and ensuring that they are doing their duties per instructions Ensuring that hatcher baskets are dry before transfer process. Monitoring the adherence to hygiene standards Signing the hatch book and handing it over to the Machine Operator Locking and unlocking of vaccination room doors Collecting eggs for breakouts as instructed by the superiors. Recording transfer times in the setting book Monitor transfer pattern Identifying safety hazards and reporting to the Supervisor. Upholding company values, rules and regulations Complies with company bio-security and hygiene standards as laid down in the procedures, SOPs and company guidelines 3. Decisions Decides on the prioritisation of tasks 4. Planning	B	B4

	N/A 5. Minimum Education 5-O level passes 6. Minimum Experience 1-year experience 7. Essential Skills Communication skills Numerical skills Organizational savvy		
Transfer Hand	1. Key Result Area Transferring of eggs 2. Activities Prepare the Embrex machine, before and after transfer Checking the condition of the baskets and ensure that they are dry Transferring eggs from the incubator to the hatchery via the embrex machine using the correct procedure Cleaning the hatcher rooms, trolleys and egg flats after transfer Checking the distiller and hygiene of distilled water containers Reporting any faults and problems to the superior Upholds company values, rules and regulations	A	A2

	Complies with bio-security and hygiene standards as laid down in the procedure's SOPs and company guidelines. 3. Decisions Makes routine operational decisions 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months 7. Essential Skills Communication skills Numerical skills Organizational savvy		
Transfer and Vaccination Supervisor	1. Key Result Area Transfer and vaccination 2. Activities Ensuring that chicks are well ventilated soon after hatch and dispatched in time	B	B5

	Supervising Vaccinators, Transfer Hands and Foreperson Ordering of vaccines Mixing vaccines as per instructions Ensuring high standards of hygiene in all processes Ensure that all vaccination equipment is in good working condition Ensure that vaccination equipment service is up to date Identifying training needs Recording of vaccines Monitoring of vaccine storage according to SOPs and WIS. Conducting vaccination stock takes on weekly and monthly basis. Ensure FIFO for vaccines Upholding company values, rules and regulations Complies with company bio-security and hygiene standards as laid down in the procedures, SOPs and company guidelines 3. Decisions Decides on transfer times Decides on the reorder level of vaccines and vaccination items. Decides on disciplinary cases. Planning Plans transfer times Plans daily tasks and duties for subordinates 5. Minimum Education Five O level Passes including Maths & English Internal supervisory training 6. Minimum Experience		

	1 year experience 7. Essential Skills Communication skills Numerical skills Organizational savvy Supervisory skills		
Tree Budder	1. Key Result Area Tree budding 2. Activities Budding of trees such as oranges and lemon trees De-suckering on trees Soaking of tree seeds for planting Applying of fertilizers in the tree plantation 3. Decisions Decides on tree budding process 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience	A	A2

	3 months on the job experience 7. Essential Skills Communication skills Organizational savvy		
Trotters Cutter	1. Key Result Area Cutting of trotters and package for sale 2. Activities Chicken trotters cutting (8000-9000 per day) Send trotters for packing and selling Attend to any other duties as may be assigned 3. Decisions Decides on qualities of trotters and separate defective trotters for petty food 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience	A	A2

	Three months		
	7. Essential Skills Communication skills Organizational savvy		
Truck Driver	1. Key Result Area Truck driving 2. Activities Receiving instructions from the Transport Foreman after the morning safety talk. Check the condition of the vehicle, ticking checklist Oils Water Lubricants Pressure Lights Brakes, etc. Loading chicks/chickens or other materials to be ferried to different places Continuously checking temperatures when transporting chicks Verifying quantities to be transported Securing feed or other items to be transported Clearing the vehicle with authorities Safekeeping of tools Monitoring service schedule of vehicle and sending it for service Writing reports when called upon to do so. 3. Decisions Decides on load levels which will be safe for the road	B	B4

	Routine operational decisions 4. Planning Routes on a daily basis 5. Minimum Education Class 2 Drivers licence O level passes 6. Minimum Experience 1 year 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Technical 4. Good driving 5. Defensive driving		
Truck Loader	1. Key Result Area Loading and offloading of crates from delivery vehicles 2. Activities Switch machine (pressure wash) for cleaning boxes Receive empty crate and take them to the washing bay Clean wash the crate and the delivery trucks Load trucks with crates manually 3. Decisions	A	A2

	Decides on height of crates when loading trucks for safety 4. Planning N/A 5. Minimum Education O level 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Numerical skills Organizational savvy		
Truck Off loaders- Chicken	1. Key Result Area Offloading of chickens on deliveries 2. Activities Off load crates of chickens from out growers Load crates of chickens on the conveyor belt Attend to any other duty as may be assigned from time to time in the Pet section of the operations 3. Decisions N/A	A	A2

	4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience Three months 7. Essential Skills Communication skills Organizational savvy Chicken handling skills		
Tyre Fitter	1. Key Result Area Attend to fitting of tyres on tractors, motor bikes and motor vehicle 2. Activities Attend to tractor clutches Fitting of tyres on motor vehicles, tractors and motor bikes Attend to breakdowns on machines that supply feeds into chickens Request new tyres from Supervisor Assist in repairing of farm tractors 3. Decisions	A	A3

	Decides on the state of tryres before repairs and maintenance 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Ability to read and write Mechanical skills Good practical skills Knowledge of cars and how they work Ability to work in teams		
Upholstery Supervi- sor	1. Key Result Area Upholstery work 2. Activities Cutting and designing of hatchery and harvest canvassing. Carrying out pan extension Making crocodile and hessian bags Check specifications of products to be manufactured and come up with bill of quantities Allocation of work to subordinates in the Crocodile Pans	B	B5

	Request for the required materials from stores Do the purchase requisitions Cutting and preparing canvassing. Do all the repairs for tents and canvassing 3. Decisions Decides on bill of quantities for materials Decides on the cutting and designing Decides on type of sewing to be done Decides on quality of materials 4. Planning Work schedule on a daily basis 5. Minimum Education Passes at O Level 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Cutting and designing skills Supervisory skills		
Vaccinator	1. Key Result Area Vaccinating chicks	A	A3

	2. Activities Receive instructions from the Foreman on the vaccination programme for the day. Collecting the vaccines from Stores Injecting the chickens according to the vaccination programme Receiving chicks for vaccination Recording the details of the chicks Cleaning the houses using the pressure washer 3. Decisions N/A 4. Planning Plans to vaccinate chickens according to the vaccination programme 5. Minimum Education Five O level passes plus internal training programmes 6. Minimum Experience 1 year Experience 7. Essential Skills Communication skills Organizational savvy Good knowledge of chicken rearing		
Vaccination Foreman	1. Key Result Area	B	B4

	Supervising the vaccination process		
2.	Activities Planning all the vaccination tasks to be done at the chicken houses Training all the new vaccinators Ordering of vaccines from stores Checking the availability of vaccines Consult with the Production Manager on all the vaccination activities De-beaking chickens when they start packing for C.S and out-growers. Servicing of syringes to be used Vaccinating the chickens Supervising the Vaccinators ensuring that the vaccination is done according to instructions		
3.	Decisions Makes routine operational decisions		
4.	Planning Plans the vaccination programmes on a weekly basis		
5.	Minimum Education Certificate in Agriculture Passes at O level		
6.	Minimum Experience 1 year		
7.	Essential Skills 1. Communication skills 2. Organizational savvy		

	3. Supervisory skills and team building 4. Good knowledge of chicken rearing		
Vaccine Mixer	1. Key Result Area Mixing vaccines 2. Activities 1. Compile stock of all vaccines at the Hatchery Section 2. Mixing vaccines using given instructions 3. Compile figures of vaccines used 4. Assisting at transfer/setting 5. Cleaning and preparation of vaccinating equipment 3. Decisions Makes routine operational decisions 4. Planning Plans daily tasks 5. Minimum Education O level passes 6. Minimum Experience 6 months 7. Essential Skills 1. Communication skills 2. Organizational savvy	A	A2

	3. Good knowledge of use and administration of live vaccines		
Vaccinator-Hatchery	1. Key Result Area Vaccinating chicks 2. Activities Grading, counting, packing chicks Vaccinating chicks using spray cabinets, Spray cox, Bio-jector and Novatech machine. Cleaning vaccination machinery/equipment Receiving and storing vaccines in FIFO order Maintaining the hygiene of vaccine storage rooms and monitoring of fridge temperatures at 2-8°C Maintains Nitrogen levels as recommended Returning vaccine empties to ZIMVET Offloading packaging and neatly stacking it Upholds company values, rules and regulations Complies with bio-security and hygiene standards as laid down in the Procedures SOPs, and company guidelines. Reporting problems within the system to the immediate Superior. Check temperatures of vaccines in refrigerators Collection of vaccines and mixing. Administration of Vaccines to all chickens as per vaccination program. Assist with cleaning of poultry houses. Assist with chick placement and point of lay transfer. Attend to any other duty as may be assigned from time to time. 3. Decisions Makes routine operational decisions	A	A2

	4. Planning Calibrations of vaccination equipment before and after use. Calculating number of vaccine doses to be used against number of chicks to be vaccinated. 5. Minimum Education Ordinary level 6. Minimum Experience 1 year 7. Essential Skills Communication skills Numerical skills Organizational savvy		
Van Assistant	1. Key Result Area Loading vans going for delivery 2. Activities Loading vehicles Checking for wrong picks during the loading process Checking expiry dates on the packages Reporting any anomalies Checking the cleanliness of the vehicles to be loaded Reporting any dirty vehicles to the Foremen Arranging pallets on which to put the loads Determining the load levels and arranging the load as appropriate	A	A3

	Careful handling of meat to be loaded Loading deliveries according to what appears on the invoices and delivery notes Ensure that seals have been put on the doors 3. Decisions Decides on the load levels 4. Planning N/A 5. Minimum Education O level passes 6. Minimum Experience 3 months 7. Essential Skills Communication skills Numerical skills Organizational savvy		
Van off Loader	1. Key Result Area Loading and off-loading of delivery vehicles within the section 2. Activities Load paper trays into vehicles going to the farms Check the seal and lock key on all deliveries Offload eggs from vehicles into the processing plant Count eggs with Security personnels	A	A2

	Account for all breakages during offloading process 3. Decisions Decides on intactness of the seal and key on eggs during receiving and offloading 4. Planning N/A 5. Minimum Education O level 6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Numerical skills Organizational savvy Egg handling skills		
Vent Gun Operator	1. Key Result Area Operate vent operator machine to cut open chickens 2. Activities Operate vent operator machine to cut open chickens Assist in other production processes with regard to offal removing 3. Decisions N/A	A	A2

	4. Planning N/A 5. Minimum Education O Level 6. Minimum Experience Three months 7. Essential Skills Communication skills Organizational savvy Chicken handling skills		
Water Plant Attendant	1. Key Result Area Portable water production and distribution 2. Activities Operates and monitors the water treatment plant Attend to all pumps that supplies water to the treatment plant (checking for mechanical and electrical faults) Monitors and maintains water level in the main reservoir tank Monitors water delivery and supply lines Adding treatment chemicals to the water Maintains the water treatment plant area to set standards Cleaning of water holding tanks Distribute water for both industrial and domestic use Stock the water in the main reservoir tank Maintains a record keeping system for the process (water production, chemical usage and breakdowns)	B	B3

	Implements Food Safety procedures and water treatment requirements 3. Decisions Decides on when to distribute water in order to maintain the required tank level Decides on quantities of chemicals to dose in order to maintain required chemical concentration Decides on when to clean the tanks 4. Planning Plans tasks on a daily basis 5. Minimum Education Five 'O' level passes Certificate in water treatment operations 6. Minimum Experience year experience in a similar position 7. Essential Skills Must have good communication skills Ability to define problems, collect data and draw valid conclusions		
Weighbridge Operator	1. Key Result Area Weighing chemicals 2. Activities Weighing and capturing weights of vehicles Monitoring all trucks⁸ going over the weighbridge	B	B3

	Writing and checking goods receipt vouchers Maintaining accurate and up to date records⁸ Reporting weighbridge downtime timely Housekeeping, cleaning the weighbridge clean Alerting superiors of any discrepancies on weights⁸ 3. Decisions Decides which bridge to use according to SOPs 4. Planning N/A 5. Minimum Education 5 O' levels⁸ 6. Minimum Experience 3 months on job training 7. Essential Skills Communication skills Organizational savvy Numerical skills Microsoft packages		
Welder	1.Key Result Area Welding 2. Activities Receiving welding requirements from users be they new works or repairs. Make assessments of the welding work to be done. Request for materials to use from stores.	B	B5

	Carry out the welding works as required. Repairing tanks and pipes Constructing roofs to specifications Constructing any structures needed as per specifications. Carrying out repairs and maintenance throughout the company using gas welding and arc welding. Checking the condition of machinery and equipment with a view to mend any loose or broken parts		
3.	Decisions Decides on bill of quantities and materials to be used in repairs Decides on specifications of structures Decides on performance of juniors		
4.	Planning Prioritisation of work to be done		
5.	Minimum Education O Level passes. Class 3 Journeyman		
6.	Minimum Experience 1 year		
7.	Essential Skills 1. Communication skills 2. Organizational savvy 3. Technical 4. Numerical		

	5. Estimation		
Welder -skilled	1. Key Result Area Attend to welding works at the Estate under supervision of workshop supervisor 2. Activities Load gas into cylinders for welding Attend to all breakdowns that needs welding (structures such as tractor trailers, lawn mowers, fuel tanks, and other equipment's) Attend to welding and modification of tanks for diesel and petrol Attend to fabrication of new structures, modifications and installations of new machines where welding is required. Attend to all fabrication work at the farm Cutting of steel as per specification required in developing of tanks stands Assist in repairs and maintenance in the workshop Attend to repairs and maintenance of Boats including spray painting and fibre glass painting Attend to accommodation (change of steel on boats & spray) Repair and maintain leaking boats Periodic inspection of boats each time they come from the lake Maintaining of the 15 access small boats Attend to rust on trailers (scratch and spray all trailers) Attend to leaking pipes in the farm Assist in welding in the workshop 3. Decisions 1. Decides on welding frames 4. Planning N/A	C	C1

	5. Minimum Education 1. Journey man class 2 (Welding) 6. Minimum Experience 1. 3 months on the job experience 7. Essential Skills Communication skills Good technical ability Ability to interpret diagrams Ability to lift heavy objects like tyres. Welding skills		
Welfare Assistant	1. Key Result Area Welfare 2. Activities 1. Allocating duties to Garden services staff 2. Supervising and monitoring performance of garden services staff 3. Allocation of staff accommodation for A and B grades and staff 4. Supervise the maintenance of all estate accommodation 5. Attend to staff queries in respect the following staff relations issues, industrial relations issues, retirees, etc. 6. Recruitment and selection of staff in the Section 7. Oversee the relocation of retirees 8. Assist the Wages Clerk as Necessary 9. Reporting to HRM Administrator on an ongoing basis	B	B3

	3. Decisions Decides on the allocation of staff accommodation Decides on the allocation of duties to Section staff Decides on daily work schedule 4. Planning Plans the allocation of staff accommodation Plans the daily duties for the Section staff 5. Minimum Education Five O level passes including English and Mathematics Diploma in Human Resources Management 6. Minimum Experience 1 year 7. Essential Skills Communication skills Organizational savvy Management skills Supervisory Report writing ICT skills		
Workshop Assistant (semiskilled)	1. Key Result Area Repair and maintenance of machinery and equipment 2. Activities 1. Housekeeping and cleaning	B	B2

	2. Ensure that reverse osmosis is working properly in the water tanks 3. Maintain chlorine levels in the water tanks 4. Repair compressed air systems 5. Maintain proper drainage and soak away and gutter systems in the premises 6. Maintain all hot water systems 7. Conducting stock take monthly 8. Attend breakdowns 9. Repair and maintain all equipment and machinery 10. Identifying hazards and reporting to Management 11. Requesting fuel for generators 12. Take electricity and water meter readings and compile the record 13. Receiving fuel and maintain its documentation. 14. Assisting Electricians, plumber and mechanical fitter. 15. Maintain of multistage incubators. 16. Topping up of fuel in gensets. 17. Collection of hatchery orders from central stores 18. Blowing and cleaning of HVAC filters. 19. Draining of water in compressor reservoir tanks. 20. Servicing, maintenance and changing of multistage machines sprays. 21. Cleaning all plant humidifiers		
	3. Decisions Makes routine operational decisions		
	4. Planning		

	N/A 5. Minimum Education Five O level passes 6. Minimum Experience Year 7. Essential Skills Communication skills Numerical skills Organizational savvy		
Workshop Clerk	1. Key Result Area 1. Provide clerical services and generate clerical reports for accountability and decision making 2. Activities Issue fuels to Farm vehicles and third part transports Record fuel issued on daily basis and maintain records Charge all internal section for fuel issued Distribution of fuel for generators on the Estate Receive fuel from suppliers and update records Write goods received vouchers (GRVs) for fuel received Issue spares to mechanics from different sections of the Estate Conduct stock take of spare parts Order and receive new spare parts from suppliers Assist the buyer in the procurement process of workshop requirements Issue workshop reports on monthly basis	B	B3

	Activities 1. Recording all servicing carried out by Fitters and Motor Mechanics. 2. Receive requests from users and completes requisitions for the purchase of materials and submits to procurement after authorization. 3. Collecting requested materials from Stores 4. Update inventories 5. Completes attendance register for the Department and submit to HR for payroll processing every month end 6. Processing of the time off and leave applications for the Department and submit to Human Resources Department 7. Maintain asset and equipment register for fixed assets and tools.		
3.	Decisions 1. Decides on reorder levels for fuel and spare parts		
4.	Planning N/A		
5.	Minimum Education 1. 5 O levels including English and Maths + inhouse training		
6.	Minimum Experience 1. Three months on the job experience		
7.	Essential Skills Communication skills Numerical ability Organizational savvy		

	Computer literacy Report writing skills		
Yard Maintainer	1. Key Result Area Maintain the premises clean 2. Activities Cleaning/sweeping the premises Cutting the lawn using lawnmower or grass cutter Cutting the hedge using hedge cutter Ensuring the cutter is in proper working condition Requesting fuel 3. Decisions Makes routine operational decisions 4. Planning N/A 5. Minimum Education O level 6. Minimum Experience 3 months 7. Essential Skills Communication skills Numerical skills Organizational savvy	A	A1

Drumming Attendant	1. Key Result Area Blending of juice as per orders received 2. Activities Drumming and blending of all products Selection of suitable drums for drumming Cleaning of lids of drums before packing Blending of drums as per the customer order received (eg 25 bricks, or 50 bricks) Remove old stickers and place new stickers on drums Report any faults on scales 3. Decisions Decides on usability of drums before use Decides on quantities of bricks depending on order for the client 4. Planning N/A 5. Minimum Education 1. O levels + internal training 2. Certificate in food processing 6. Minimum Experience 1. 1 year on the job experience 7. Essential Skills Communication skills Organizational savvy	B	B2

Feed Loader	1. Key Result Area Loading and offloading 2. Activities 8. Housekeeping 9. Receiving instructions from Foreman 10. Loading and offloading the following; maize, soya beans, stockfeed, chicken feed 11. Checking and recording tonnage being loaded and offloaded 3. Decisions 9. Routine operational decisions 4. Planning 8. N/A 5. Minimum Education General knowledge plus ability to read and write 6. Minimum Experience 8. 3 months 7. Essential Skills	A	A2

	1. Communication skills 2. Organizational savvy		
Feed Weigher	1. Key Result Area Weighing of stock feeds 2. Activities 4. Receive stock feeds and check the quantities on delivery notes 5. Carry stock feeds in pen house 6. Weigh three (3) tones for nine (9) pen house per day 7. Record quantities of feeds in books for record maintenance 8. Collect samples and keep 9. Attend to any other duty as may be assigned from time to time 3. Decisions 4. Decides on intervals for distribution of feeds into pen houses 4. Planning 10. N/A 5. Minimum Education 8. Passes at O level 6. Minimum Experience	A	A2

	5. 3 months on the job experience 7. Essential Skills 3. Communication skills 4. Organizational savvy 5. Weighing and report writing skills		
Assistant Refrigeration Operator (semi skilled)	1. Key Result Area Controlling of temperatures in the cold room 2. Activities 4. Record temperatures in the cold room 5. Service air conditioning in the cold room 6. Repair and maintenance of the cold room 7. Monitor the plant room which generates cold air into to the cold room 8. Assist in packing chickens in the cold room 3. Decisions 12. Decides on repairs and maintenance of cold room and air conditions 13. Decides on temperatures to maintain in the cold room such as 18 degrees 4. Planning 4. N/A 5. Minimum Education	B	B2

	5 O Levels 6. Minimum Experience 4. 3 months on the job experience 7. Essential Skills 13. Communication skills 14. Organizational savvy 15. Technical skills		
Assistant Technician	1. Key Result Area Provide technician services on refrigeration and other equipment in use at the Estate 2. Activities 3. Attend to breakdowns of refrigeration and repair 4. Repair and service all refrigeration in all sections of the estate 5. Repairs compressors of refrigeration 6. Identify refrigeration spares and request from fabrication foremen 7. Assist in other fabrication works at the Estate 3. Decisions 11. Decides on task prioritization on reported faults and job cards opened 4. Planning	B	B4

	8. N/A 5. Minimum Education O levels + refrigeration and air-condition training Class 4 journeymen 6. Minimum Experience 5. 3 months on the job experience 7. Essential Skills 4. Communication skills 5. Organizational savvy 6. Technical and mechanical skills		
Bandsaw Operator	1. Key Result Area Operating the bandsaw machine 2. Activities 4. Checking the condition of the bandsaw machine every morning 5. Check for any irregular signs during test run 6. Receiving timber from the dry mill 7. Checking the quality of the timber 8. Take all timber with windboards and reprocess removing all the blemishes 9. Recording the volume of timber reprocessed 10. Fitting the saw onto the saw machine	B	B2

	3. Decisions 11. Decides on quality of timber to reprocessed. 4. Planning 5. Work schedule 5. Minimum Education 3. O Level passes 6. Minimum Experience 4. 3 months 7. Essential Skills 12. Communication skills 13. Organizational savvy 14. Technical skills 15. Knowledge of timber production		
Foreman Chicken House	1. Key Result Area Allocation of work to general workers and supervise them on daily activities at the farm 2. Activities 4. Mark attendance register every morning	B	B4

5. Allocate work to egg pickers and supervise them
6. Report any defects on the chicken house for repairs and maintenance
7. Place orders of stock feeds and equipment's required in the chicken house
8. Supervise the feeding of chickens
9. Loading of eggs into the trucks for hatchery
10. Oversee the cleaning process and changing of water and chemicals for foot-bath, soaps for shower room
11. Order chicken feeds every day and update reports
12. Monitor the growth of chickens
13. Production of egg production reports on daily, weekly and monthly basis

3. Decisions

14. Decides on work activities for general workers
15. Decides on content for training programs for new comers

4. Planning

13. N/A

5. Minimum Education

3. Levels + Poultry Management certificate

6. Minimum Experience

4. 6 Months on the job Experience

7. Essential Skills

	5. Communication skills 6. Organizational savvy 7. Egg Handling Skills 8. Report writing and Supervisory skills		
Foreman Layers	1. Key Result Area Allocate work to house attendants and supervise them accordingly 2. Activities 3. Unlocking the section every morning 4. Check staff compliance to biosecurity system measures 5. Allocation of work activities to house attendances 6. Supervise house attendance in activities such as feedings of layers, supplying of water and collection of eggs from the house 7. Receive all incoming stock feeds and update records 8. Attend to vaccination of layers 9. Weigh layers and records weights 10. Off-loading of off layers and supervise thorough cleaning in the house before an new batch come in 11. Conduct stock take and compile reports for accountability 3. Decisions 8. Decides on task to be done in the layers section and work allocation 9. Decides on the growth weight of layers 4. Planning	B	B4

	3. N/A 5. Minimum Education 7. 5 O levels + internal foremen training 6. Minimum Experience 4. 1 year on the job experience 7. Essential Skills 3. Communication skills 4. Organizational savvy 5. Layers and egg handling skills		
Foreman Crate Washing	1. Key Result Area Supervising basket carriers 2. Activities 8. Marking the attendance register and reporting to the Clerk accordingly 9. Checking if the Quality Controller has put soap in the crate washing machine 10. Deploying workers along the conveyer belt 11. Starting the machine 12. Supervise the cleaning of baskets 13. Recording the number of baskets washed 3. Decisions	B	B4

	8. Makes routine operational decisions 4. Planning 8. N/A 5. Minimum Education Passes at O level 6. Minimum Experience 3 months 7. Essential Skills 9. Communication skills 10. Organizational savvy 11. Supervisory skills		
Paltral Clerk	1. Key Result Area Records generation and keeping 2. Activities 8. Mark the attendance register 9. Produce stickers to be put on the packaging using the following information; count, date code, box/trays, weight, wrapped/not wrapped, target market. 10. Prepare documentation for dispatch and for the border	B	B3

	11. Prepare Phyto documents for the Ministry of Agriculture Plant Protection Division 12. Conduct stock take of packaging every Monday 13. Maintain reorder levels 3. Decisions 8. Decides on reorder levels 9. Decides on the ordering of packaging 4. Planning 8. Plans daily tasks 5. Minimum Education 8. Five O level passes 6. Minimum Experience 8. 3 months 7. Essential Skills 8. Communication skills 9. Organizational savvy		
Pasteurizing Attendant	1. Key Result Area Controlling of temperatures in the factory	A	A3

	2. Activities 1. Control temperatures and record (maintain temperatures at 95-100) 2. Conduct hourly recording of temperatures and adjust accordingly 3. Cleaning of the machine in the factory 3. Decisions 1. Decides on temperature levels in the factory 4. Planning 1. N/A 5. Minimum Education 1. O Levels 6. Minimum Experience 1. 3 months on the job experience 7. Essential Skills 10. Communication skills 11. Organizational savvy		
Plant Maintenance (Pack House)	1. Key Result Area 1. Maintaining the packhouse 2. Activities 1. Check the condition of the machines i.e. the fruit grading machine	B	B2

	2. Attend to breakdowns and repair the machines as necessary 3. Welding implements as required 4. Recommend any machines for repairs in Harare where there is no capacity to do so at the estate. 5. Checking gear boxes, oil, loose nuts fans, 6. Adhere to safety and health standards 3. Decisions 1. Makes routine operational decisions 4. Planning 1. Plans the prioritisation of work 5. Minimum Education 1. O level passes 6. Minimum Experience 1. 1 year 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Technical skills		
Pump Attendant	1. Key Result Area 1. Operate the pivot for water supply 2. Activities 1. Checking all pumps before starting work everyday 2. Check water pressure from the pump	A	A3

	3. Monitor the flowing of water 4. Set the speed of pivot in supplying of water 5. Assign areas of irrigation to irrigators 6. Monitor the flowing of water in the fields 7. Report any faults on the pumps a 8. Safeguarding of pumps for the Estate 9. Assist in fertilizer application in the field 3. Decisions 1. Decides on speed and pressure the pivot in water supplying 4. Planning 1. N/A 5. Minimum Education 1. General Knowledge 6. Minimum Experience 1.0 3 months on the Job Experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Pump operating skills		
Quality Controller (Mill)	1. Key Result Area Quality control 2. Activities	B	B3

17. Ensuring that Samplers collect samples from incoming trucks
18. Grading all the incoming raw materials
19. Send to the Mill Manager and Manufacturing Executive for approval
20. Signing the outgoing finished feeds
21. Inspection for the cleanliness of the Mill
22. Check storage raw materials on a daily basis
23. Write daily hygiene reports
24. Inspect trucks during washing and write truck dedication breach
25. Doing samples for the whole plant on weekly basis to check for salmonella.
26. Sending samples of raw materials to South Africa for testing
27. Sending same to ZIMVET for testing
28. Sending finished feed sample to ZIMVET for testing
29. Do recalls in case of outbreaks
30. Writing concession forms

3. Decisions

10. Decides on samples to send to ZIMVET and SA for testing
11. Decides on quality of raw materials based on tested samples
12. Decides on rejecting samples

4. Planning

4. Plans samples on a daily basis

5. Minimum Education

11. Five O level passes
12. Degree in Food Sciences

	6. Minimum Experience 4. 1 year 7. Essential Skills 2 Communication skills 3 Organizational savvy		
Canteen Foreman	1. Key Result Area 8. Canteen supervision 2. Activities 1. Housekeeping 2. Supervising the cleaning of utensils and canteen equipment 3. Supervising the cutting of meat and tomatoes 4. Boiling and roasting meat 5. Preparing tea and serving staff 6. Cooking lunch and serving staff 7. Supervising the cleaning of the canteen 8. Supervising staff and monitoring their performance 3. Decisions 8. Decides on menus to be prepared 9. Decides on the performance of staff in the canteen 4. Planning 1. Plans menus on a daily basis 5. Minimum Education	B	B4

	1. Passes at O level 6. Minimum Experience 1. 1 year 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Supervisory skills		
Charge Hand	1. Key Result Area Oversee the activities in the chicken house including stock feeds and water supply 2. Activities 4. Feed chickens in the chicken house 5. Put feeds into bins and start machine that supply the feeds 6. Sweep stocks on the area of feeding 7. Change water from foot dips 8. Change chemicals in the foot dips 9. Sweep in the control rooms and the entire chicken house 10. Cleaning of walls 11. Supervise house men on activities in the chicken house 12. Weigh chickens and submit records to supervisor 13. Attend to any other duties as may be assigned from time to time 3. Decisions 4. Decides on activities to be done in the chicken house	B	B1

	4. Planning 11. N/A 5. Minimum Education 8. General Knowledge + internal training 6. Minimum Experience 4. 6 months on the job experience 7. Essential Skills 8. Communication skills 9. Organizational savvy 10. Chicken handling skills		
Check Grader	1. Key Result Area Grading tobacco 2. Activities 9. Verification of graded tobacco 10. Removing not properly graded tobacco 11. Regrading the not properly graded tobacco 12. Submitting the graded tobacco to the Super Blender 3. Decisions	A	A3

	10. Decides on the grade of the cured tobacco 4. Planning 4. N/A 5. Minimum Education 3. General knowledge 6. Minimum Experience 13. 3 months 7. Essential Skills 3. Communication skills 4. Organizational savvy		
Chemical Handler - field	1. Key Result Area 8. Pest control 2. Activities 8. Issuing chemicals to all Departments 9. Compiling total chemicals issued and calculate balances 10. Controlling rodents and flies 11. Checking bait stations and see if there any activities 12. Checking the stations which will be active and those not active 13. Scraping where bait has been eaten so that next time would check to see if there will be further activity	A	A3

	14. Rebaiting until there is no more activity 15. Picking and disposing dead rodents, pests and insects 16. Counting and recording dead pests 17. Checking for areas where there is a possibility of finding snakes and place chemicals or pills 18. Changing foot dips 19. Identify safety hazards and inform Supervisor 20. Conduct monthly stock take 21. Record keeping 22. Writing reports to Management 3. Decisions 8. Decides on new bait stations 4. Planning 8. Plans daily tasks 5. Minimum Education 8. Ordinary level passes 6. Minimum Experience 8. 1 year 7. Essential Skills 8. Communication skills 9. Organizational savvy		
Chemical Handler Processing Plant	1. Key Result Area Mixing and issuing chemicals	A	A3

	2. Activities 8. Checking if the chemicals available are enough for the day 9. Report any shortage of chemicals to the Supervisor 10. Using the SOPS to mix the chemicals to produce cleaning solutions 11. Receiving requests for cleaning materials 12. Submit requests to Supervisor 13. Issuing out cleaning chemicals and tools 14. Checking if all equipment issued has been returned 15. Checking all the Cleaners and provide assistance where necessary 16. Providing PPE to Cleaners 17. Safekeeping of cleaning equipment 3. Decisions 8. Makes routine operational decisions 4. Planning 8. N/A 5. Minimum Education 8. Passes at O level 6. Minimum Experience 8. 3 months 7. Essential Skills 8. Communication skills 9. Organizational savvy		
Foremen Chemical	1. Key Result Area 8. Allocate work to general workers and supervise them accordingly	B	B4

	2. Activities 8. Assign duties to farm workers into the areas such as chemical spraying, fertilizers applications, nursery and tomatoes 9. Supervise farm workers (contract workers, permanent and students on attachment) 10. Issue tools for use by workers on daily basis 11. Mark attendance register of staff everyday 12. Request for inputs from the stores 13. Supervise the piggery section of the farm 14. Supervise the growing of cabbage, onions, maize, sorghum, potatoes up to the stage of harvesting 15. Contact scouting in the field and recommend spraying on areas with pest and crop diseases 16. Reconciliation of all chemicals and fertilizers used in each field on daily basis and update records 3. Decisions 8. Decides on staff required in the field on activities 9. Decides on work to be done in the field 4. Planning 8. N/A 5. Minimum Education 8. Levels 9. Diploma in Agriculture 6. Minimum Experience		

	8. 1 year on the job experience 7. Essential Skills 8. Communication skills 9. Organizational savvy 10. Supervising skills		
Chicken Weigher	1. Key Result Area Accounting for chickens slaughtered and packed on daily basis 2. Activities 8. Weigh chickens and record in books for records 9. Calculate all chickens weighed 10. Clean the slaughter room 11. Attend to any another duty as may be assigned from time to time 3. Decisions 8. Decides on cleaning in the slaughter room 4. Planning 8. N/A 5. Minimum Education Passes at O Level 6. Minimum Experience	A	A2

	8. 3 months on the job experience 7. Essential Skills 8. Communication skills 9. Organizational savvy 10. Report writing skills		
Citrus Production Supervisor	1. Key Result Area Citrus growing 2. Activities 8. Marking the attendance register 9. Supervise the planting of citrus trees 10. Supervise the checking pests and disease 11. Allocate duties to subordinates 12. Mixing chemicals for spraying 13. Supervising the General Worker and monitoring the work processes 14. Training employees 15. Maintain high standard of hygiene 16. Determine the ripeness of fruits 17. Supervising the grading process 18. Writing performance reports 19. Participate in Recruitment and selection of General Hands 20. Packing and monitoring the packing process 21. Marking the attendance and submitting to Farm Clerk for compilation of time sheets	B	B5

	3. Decisions 8. Setting performance targets for the General Workers 9. Decides on daily tasks 4. Planning 8. Daily tasks for the General workers 5. Minimum Education Passes at O Level 6. Minimum Experience 8. 1 year 7. Essential Skills 8. Communication skills 9. Organizational savvy 10. Supervisory skills 11. Knowledge of citrus production		
Fruit Quality Checker	1. Key Result Area Quality Checking 2. Activities	B	B3

3. Attend safety talk meeting on a daily basis.
4. Deploy delegate and assign duties to Packers
5. Check the quality of fruit in terms of size, quality, chemicals used, dipping, blemishes, readiness to be ripened.
6. Checking the quality of packaging.
Check the quality of produce by; removing rejects, removing poor quality or damaged , wrong sizes, from the boxes or prepacks, replacing the damaged fruits with good quality fruits, closing the packaging.
7. Supervision of Packers
8. Compile packaging and other reports
9. Requesting stationery and other requirements.

3. Decisions

11. Decides on the performance of Packers.
12. Decides on the quality of fruits
13. Decides on performance of workers.

4. Planning

3. Plans work tasks and schedule for Packers

5. Minimum Education

4. General knowledge
5. Ability to read and write

6. Minimum Experience

	8. 1 year 7. Essential Skills 4. Communication skills 5. Organizational savvy		
Game Park Attendant	1. Key Result Area Game scouting 2. Activities 4. Ensuring the security of game life 5. Conduct handover/takeover 6. Receiving instructions from the Seargent 7. Conducting patrols on a daily basis 8. Looking out for poachers 9. Recording any incidences 10. Communicating using the radio 11. Handling weapons 12. Accompanying arrested people to ZRP 3. Decisions 4. Making routine operational decisions 4. Planning 6. N/A	A	A3

	5. Minimum Education 4. Ability to read and write 5. Security training 6. Minimum Experience 5. 3 months 7. Essential Skills 4. Communication skills 5. Organizational savvy		
General Hand Administration	1. Key Result Area 8. Provide General Work to the Administration section of the Estate 2. Activities 8. Cleaning of office facilities and village facilities 9. Picking of litter at the offices 10. Collect litter from the village and dump in places that are environmentally friendly from the village 11. Cutting of grass at the Office and in the farm compound 12. Attend to any other duty as assigned from time to time by the Administration Clerk 3. Decisions 8. Decides on cleaning priorities	A	A1

	4. Planning 8. Plan on yard maintenance 5. Minimum Education 8. General Knowledge 6. Minimum Experience 8. 3 Months on the Job Experience 7. Essential Skills 8. Communication skills 9. Organizational savvy		
General Work Field	1. Key Result Area 8. Carry out general work as assigned by supervisors on daily basis 2. Activities 8. Weeding in different fields as assigned from time to time 9. Slashing grass in the field of oranges and lemon 10. Harvesting of oranges as assigned from time to time 11. Packing of oranges into pallets ' 12. Assist in loading tucks with oranges 13. Attend to brick moulding at the Estate 14. Attend to any other general duty as may be assigned from time to time 3. Decisions 8. Decides on changing of irrigation pipes after assessing of moisture content in the field. 4. Planning	A	A2

	8. N/A 5. Minimum Education 8. General Education 6. Minimum Experience 8. 1 months on the Job Experience 7. Essential Skills 8. Communication skills 9. Organizational savvy		
Grader Operator	1. Key Result Area 8. Operating the grader 2. Activities 8. Receiving instructions from the Clerk 9. Checking the condition of the grader 8. Do the following operations, Roads rehabilitation in the estate roads, fields etc. 10. Closing potholes with the assistance of the General workers 11. Cleaning the grader 12. Ensuring that the grader is serviced 3. Decisions 8. Makes routine operational decisions 4. Planning 8. N/A 5. Minimum Education	B	B3

	8. Class 5 Drivers License 6. Minimum Experience 8. 1 year 7. Essential Skills 8. Communication skills 9. Organizational savvy		
Gyro Machine Operator	1. Key Result Area Machine operation 2. Activities 8. Housekeeping and checking if the machine is working properly 9. Receiving meat from portion cutters 10. Setting the injector machine with regards to size of packs 11. Operating the machine, continuously monitoring if the injector machine will be working properly 12. Putting the brine into the injector machine 13. Operating the Gyro machine 14. Attend to minor breakages of the machine 15. Giving updates to IQF on progress 16. Replacing oil if need be 17. Setting temperatures for the Gyro machine 18. Monitoring the temperatures for the gyro machine 3. Decisions	B	B1

	8. Decides on removing poor quality meat from being processed 4. Planning 8. N/A 5. Minimum Education 8. Passes at O level 6. Minimum Experience 8. 3 months 7. Essential Skills 8. Communication skills 9. Organizational savvy		
Hand Grader	1. Key Result Area 8. Egg grading for quality package 2. Activities 8. Grading of eggs by standard (small, medium and large) 9. Seal boxes with seal tape 10. Assist in separating of egg trays 11. Attend to any other duty as may be assigned from time to time including but not limited to cleaning in the Egg room and offloading of eggs	A	A2

	3. Decisions 8. Decides on quality and size of eggs for characterization into small, medium and large eggs. 4. Planning 8. N/A 5. Minimum Education 8. Passes at O level 6. Minimum Experience 8. 3 months on the job experience 7. Essential Skills 8. Communication skills 9. Organizational savvy 10. Egg handling skills		
Reconciliation and Payments Clerk	1. Key Result Area 8. Reconciliation of Grower accounts and process payment for the net supplies of Broiler 2. Activities 8. Management of bank account for Grower's scheme 9. Manage funds draw-downs from the main account 10. Assess the use of the funds drawn down eg for purchase of inputs for broilers 11. Reconciliation of accounts and process payment to growers 12. Manage growers income and expenditures 13. Reconciliations of entries posted in the system against each grower on monthly basis	B	B3

	14. Adjust double invoices or duplicated entries in the system 15. Prepare the payment schedule for authorization and payment to the Grower 16. Prepare weekly and monthly cash flow projection 17. Debt management (follow up of debts) through age analysis 3. Decisions 8. Decides on accuracy of accounts during the reconciliation process 4. Planning 8. N/A 5. Minimum Education 8. 5 O levels 9. Degree in Accounts and knowledge of SAGE system 6. Minimum Experience 8. 3 months on the job experience 7. Essential Skills 8. Communication skills 9. Organizational savvy 10. Accounts reconciliation skills 11. Computer literacy		
Field Scout	1. Key Result Area 8. Scouting for pests and diseases 2. Activities 8. Using scouting sheets to record the presence of diseases and pests 9. Selecting the trees to be scouted 10 trees out of 2400 trees	B	B1

	10. Selecting the 10 points from each tree to be scouted 11. Inspect each point of the 10 points and 10 trees of the orchard 12. Looking for and identifying particular pests or diseases as instructed and record on the scout sheet 13. Record other observed pests and insects on the scout sheet 14. Scouting for observed pests 15. Writing report and submitting to Manager 3. Decisions 8. Decides on the scouting points and plants in the orchard 9. Makes other routine operational decisions 4. Planning 8. Plans own scouting schedule 5. Minimum Education 8. Ordinary level passes 6. Minimum Experience 8. 1 year 7. Essential Skills 8. Communication skills 9. Organizational savvy 10. Observant 11. Scouting skills		
Scouting and Spraying Foremen	1. Key Result Area 8. Overseeing the process of scouting and chemical spraying in the plantations	B	B4

	2. Activities 8. Receive report from Scouters every day 9. Conduct field patrols to also identify crop diseases and pest affecting oranges 10. Compile and consolidate scouting reports to the Crop Manager twice per week 11. Decides on the type of chemicals required to spray on the identified pest and disease in the field 12. Organize and assign chemical sprayers into the specific fields for spraying 13. Supervise chemical sprayers in the field and assess the quality of work done on daily basis 3. Decisions 8. Decides on the type of chemicals required for spraying on identified pest and crop diseases 9. Decides on the diseases and pest thresholds that require spraying in the field 4. Planning 8. Plan on spraying after receiving scouting reports should the need be 5. Minimum Education 8. O Levels 6. Minimum Experience 8. 1 year on the job experience 7. Essential Skills 8. Communication skills 9. Organizational savvy - Scouting and supervisory skills 10.		

Section Clerk	1. Key Result Area 8. Generate and maintain records from the field 2. Activities 8. Mark the attendance registers for General Workers in the field on a daily basis 9. Compile or workout payroll/paysheet for the General Workers 10. Compile requisitions for materials to use at the field 11. Compiling paperwork for breakdown equipment which need repairs at the workshop 12. Safekeeping of materials to be used in the field 13. Record keeping for the Department of crops 14. Ensure safety and health standard are adhered to 15. Sending injured workers for treatment 3. Decisions 8. Makes routine operational decisions 4. Planning 8. Work schedule on a daily basis 5. Minimum Education 8. Five O Level passes 6. Minimum Experience 8. 3 months 7. Essential Skills 8. Communication skills 9. Organizational savvy	B	B3

Senior Clerk	1. Key Result Area 8. Preparation of clerical reports for growers' assessments and decision making 2. Activities 8. Stock feeds management (plan on grower's feeds and dates using placing schedule) 9. Communicate with growers on stock feeds to be delivered 10. Prepare stock feed delivery schedule in consultation with the Mill section 11. Prepare requisitions for the feeds 12. Attend to growers' queries 13. Receive broilers from growers and update records 14. Maintain communications with growers on dates for collecting chickens 15. Maintain communication with the transport section for logistical arrangements 16. Maintain communication with the slaughtering section on deliveries of chickens from growers for slaughtering 17. Attend to sampling of chickens with the growers 18. Prepare and submit weekly production reports 19. Prepare KPI reports for management meetings and grower's audit report 3. Decisions 8. Decides on feed management schedule and date of deliveries 9. Decides on schedule of broiler collection from growers 4. Planning 8. Plan on feed management schedule and date of deliveries 9. Plan on schedule of broiler collection from growers 5. Minimum Education 8. +5 O levels + inhouse clerical training 9. Diploma in Administration or equivalent	B	B5

	6. Minimum Experience 8. 6 months on the job experience 7. Essential Skills 8. Communication skills 9. Organizational savvy 10. Accounting and report writing skills		
Senior Foreman	1. Key Result Area 8. Supervision of spraying process 2. Activities 8. Allocate and assign duties to the Junior Foremen and Sprayers 9. Monitoring and supervising the Junior Foremen and Sprayers ensuring that they spray flowers according to instructions 10. Measuring chemicals to be used in the spraying according to hectarage to be sprayed 11. Ensure adherence to safety and health standards 3. Decisions 8. Decides on daily tasks for the Junior Foreman and Sprayers 9. Decides on the chemicals to be used 10. Decides on manpower requirements on a daily basis 4. Planning 8. Tasks for juniors on a daily 9. Report to Management on a weekly and monthly basis 5. Minimum Education	B	B4

	8. Passes at O level 6. Minimum Experience 8. 1 year 7. Essential Skills 8. Communication skills 9. Organizational savvy 10. Supervisory skills		
Clerk Orders	1. Key Result Area Accounting for orders as requested by different clients 2. Activities 8. Mark time book for workers at the farm general workers 9. Place orders for packaging and other materials required at the farm 10. Record all dispatched materials and issue weekly reports 11. Report on all scales not working and needs repairs and maintenance 12. Placing best before stickers on all packaging 13. Managing the first aid kit at the farm 3. Decisions 13. Decides on best before dates stickers on package 4. Planning 8. Plan on stock taking and issuing of stock reports 5. Minimum Education	B	B3

	4. Passes at O level 6. Minimum Experience 3. 3 months on the job experience 7. Essential Skills 7. Communication skills 8. Organizational savvy		
Crocodile Pan Builder	1. Key Result Area Building of Crocodile Pans 2. Activities 8. Building of Crocodile pans and dams 9. Mix chemicals with paint and paint croco pens and dams 10. Maintain +160 dams at the Estate 11. Building and maintaining crocodile incubators 12. Build and maintain boiler 13. Maintaining of offices and company houses and in the village 14. Maintenance of hatching ponds 15. Maintain the drainage system in the farm 3. Decisions 4. Decides on all building works on the Estate	B	B5

	4. Planning 8. N/A 5. Minimum Education 8. Level + Building certificate class 3 6. Minimum Experience 3. 3 months on the Job Experience 7. Essential Skills 4. Communication skills 5. Organizational savvy 6. Crocodile Handling skills		
Crocodile Skin Grading Supervisor	1. Key Result Area Supervising the grading of Croco skins 2. Activities 1. Supervise the Crocodile skinning (500-600) during harvest time 2. Supervise in packing of crocodile meat for both local and exports 3. Oversee the evisceration of crocodile intestines 4. Train contract workers on skinning 5. Oversee the cleaning of the working rooms 6. Assessment of the fence and report any breaking of the fence 7. Supervise the prepare crocodile feeds every day	B	B5

	8. Supervise the feeding of crocodiles once per day 9. Oversee the treatment of all injured crocodiles 10. Attend to all escaped crocodiles 11. supervise the plumbing in all crocodile pens and ponds 12. Supervise crocodile feeders and handlers 13. Oversee the scanning crocodile skins and pass on to Graders 14. Lay Crocodile skins on the table 15. Scan and grade crocodile skins 16. Assess defects on crocodile skins and grade 17. Grouping of Crocodile skins by grade (1,300-1,500) per day 18. Grouping of skins by sizes and batch according to orders from customers 19. Supervising other skin graders in the process of grading and salting the skins		
	3. Decisions Decides on training content and technique to use when training contract workers Decides on quantities of crocodile feeds Decides on crocodile treatment		
	4. Planning Plan on days for harvesting crocodiles		
	5. Minimum Education 5-O Levels Internal training		
	6. Minimum Experience		

	1 year experience 7. Essential Skills 1. Communication skills 2. Organizational savvy 3. Crocodile Handling skills 4. Supervising skills		
Crocodile Breeder Attendant	1. Key Result Area Crocodile attendant 2. Activities 3. Inspection of pens every days and remove any mortalities 4. Clean and drain water from crocodile pens 5. Administer medication to injured crocodiles 6. Feed crocodiles once per week 7. Collect crocodile eggs from hatchery to the incubators 3. Decisions 3. Decides on medication for treating injured crocodiles 4. Decides on quantities of crocodile feeds on each pen on assigned areas 4. Planning 6- N/A 5. Minimum Education	B	B1

	3. General knowledge plus ability to read and write 6. Minimum Experience 8. 6 months on the Job Experience 7. Essential Skills 4. Communication skills 5. Organizational savvy 6. Crocodile Handling skills		
Crocodile Clipper	1. Key Result Area Trimming of crocodile teeth 2. Activities 3. Careful handling of crocodile with bags 4. Placing the crocodile on the table 5. Trimming of lower and upper teeth of crocodiles 6. Assist graders driving out crocodiles due for slaughtering 3. Decisions 8. Decides on level of upper and lower crocodile teeth when cutting 4. Planning 4. N/A	B	B1

	5. Minimum Education 4. General Knowledge 6. Minimum Experience 11. 1 year on the Job Experience 7. Essential Skills 4. Communication skills 5. Organizational savvy 6. Crocodile Handling skills		
Crocodile Foreman	1. Key Result Area Supervision Feeding Crocodiles 2. Activities 3. Verifying if available labour will be enough for the day's tasks 4. Checking feed waste (how much feed was consumed previous day) and weigh it. 5. Checking how much feed was left over and weigh it 6. Calculate percentage consumed and amount of food that may be needed next. 7. Supervise and monitor performance of Pan Attendants ensuring that they adhere to Standard Operating Procedures 8. Ensuring that Pan Attendants drain the pans correctly and that water levels are correct	B	B4

3. Ensuring that the crocodiles are fed properly
4. Ensuring that Pan Attendants don't harass crocodiles during the feeding process
5. Ensuring that water in the pans is flashing for oxygen purposes

3. Decisions

8. Decides on manpower requirements
9. Decides on days prioritizations
10. Decides on work schedule for Pan Cleaners
11. Decides on Security of crocodiles and Pan Cleaners
12. Decides on Performance of Pan Cleansers and discipline of same

4. Planning

4. Plans on daily tasks and Prioritisation of work

5. Minimum Education

3. O level passes

6. Minimum Experience

4. One year

7. Essential Skills

9. Communication skills
10. Organizational savvy
11. Knowledge of crocodile farming

	12. Supervisory skills		
Crocodile Skinner	1. Key Result Area Crocodile skinning 2. Activities 3. Receive crocodiles for slaughtering 4. Supervise the crocodile slaughtering process 5. Supervise the crocodile skinning during harvest time 6. Assist in packing of crocodile meat for both local and exports 7. Evisceration of crocodile intestines 8. Train contract workers on skinning ⁸ 9. Pack crocodile tails and keep in refrigeration 10. Cleaning of the working rooms 11. Compile and submit production reports on daily basis 3. Decisions N/A 4. Planning N/A 5. Minimum Education 3. Ability to read and write plus internal training 6. Minimum Experience	A	A3

	8. 3 months on the Job Experience 7. Essential Skills 3. Communication skills 4. Organizational savvy 5. Crocodile Handling skills		
Crop Guard	1. Key Result Area Security of crops 2. Activities 8. Receive instructions from supervisor at deployment parade 9. Checking round the field in the morning to see if there were no intrusion the previous night. 10. Conducting handover/takeover with the other Crop Guard going off. 11. Patrolling the field checking for 9. Bush pigs 10. Cattle 11. People 12. Baboons and other wild animals which may damage crops 12. Report any incidents to the Scouts or Supervisor 13. Weapon handling 14. Safekeeping of weapons 15. Servicing of weapons 3. Decisions 8. Routine operational decisions	A	A3

	4. Planning 8. Patrolling intervals 5. Minimum Education 8. General knowledge 6. Minimum Experience 8. 1 month 7. Essential Skills 8. Communication skills 9. Organizational savvy 10. Observant 11. Attention to detail		
Crop Supervisor	8. Key Result Area Supervision 9. Activities 8. Ensuring that the register is compiled by Foremen 9. Marking the main attendance register and establishing how many workers will have reported for duty 10. Allocate duties and supervise Foremen accordingly 11. Assign tasks to General Workers 12. Attend meetings with Management 13. Establish manpower requirements 14. Training new workers 15. Counselling workers	B	B5

	16. Recommending disciplinary action 17. Ensure that all workers have PPE 10. Decisions 8. Decides on daily tasks for the field work 9. Decides on targets 10. Decides on manpower requirements 11. Decides on disciplinary 4. Planning 8. Plans tasks on a daily weekly and monthly basis 9. Plans manpower requirements on a daily basis 12. Minimum Education 8. Fives O level Passes 9. Diploma in Agriculture 13. Minimum Experience 8. 2 years 7. Essential Skills 8. Communication skills 9. Organizational savvy 10. Supervisory 11. Report writing		

Heavy Duty Mechanic	1. Key Result Area Attend to all repairs and maintenance at the farm 2. Activities 12. Receive all reported mechanical breakdowns at the farm 13. Service heavy duty vehicles at the Estate 14. Prepare vehicles for VID vehicle test 15. Repair and maintenance of motor vehicles and tractor at the farm 16. Request for spare parts from Workshop Manager 17. Maintain repairs records 18. Assist in other repairs and maintenance in the workshop 3. Decisions 9. Decides on all mechanical repairs and maintenance at the farm 4. Planning 3. N/A 5. Minimum Education 13. Journeymen class 1 6. Minimum Experience 3. 1 year on the job experience 7. Essential Skills	C	C2

	5. Communication skills 6. Organizational savvy 7. Mechanical skills		
Incinerator Operator	1. Key Result Area 8. Operating the incinerator 2. Activities 8. Receiving the materials to be burnt from all the farms one after the other 9. Recording weight of materials to be burnt 10. Reweighing the materials upon placing in incinerator 11. Checking time to be taken for the burning process in relation to the fuel needed and weight of materials (100 kgs at a time) 12. Turning the materials to ensure that the materials are completely burnt 13. Removing ashes 14. Monitoring of incinerator temperatures during the burning process (800 degrees Celsius 1300 degrees Celsius) 15. Ensure that there is no overheating and no under heating 16. Housekeeping 17. Requesting fuel 18. Record keeping 3. Decisions 8. Decides on time to be taken for burning materials 9. Decides on fuel requirements 10. Decides on prioritization of tasks at hand 4. Planning	B	B1

	8. Work schedule on a daily basis 5. Minimum Education 8. Ability to read and write 6. Minimum Experience 8. 3 months 7. Essential Skills 8. Communication skills 9. Organizational savvy		
Invoicing Clerk	8. Key Result Area Rasing of requisitions and invoices for good movement from the warehouse 2. Activities 8. Receive all requisitions from all sections of the Estate 9. Categorize batches of invoices by products on request 10. Check the quantities of goods being requested and determine what can be issued from the warehouse and what requires direct purchase from suppliers 11. Raise requisitions in the system and handover to stores men to issue stocks 12. Raise invoices to all sections depending on what they ordered from the store (departmental costing) 3. Decisions 8. Decides on what can be issued from the warehouse and what requires direct purchase from suppliers 4. Planning	B	B3

	8. Plan on schedule of issuing stocks to department 5. Minimum Education 8. 5 O levels 9. Diploma in Accounting 13. Minimum Experience 8. months on the job experience 14. Essential Skills 8. Communication skills 9. Organizational savvy 10. Accounting and report writing skills		
Irrigation Hand	8. Key Result Area Irrigation 9. Activities 8. Checking the condition of the generator 9. Conduct test run 10. Switching on the pump 11. Checking if all lines are working properly 12. Ensuring that every sprinkler is operational and turning correctly 13. Repairing any minor leaks 14. Report major leaks to the Supervisor 15. Removing weeds from the fields	A	A3

	16. Changing positions of sprinklers after every 6 hours to another line. 17. Checking for any blockages in the micro-jets and take corrective measures. 18. Ensuring that all parts of the field are being irrigated i.e. water is reaching all the parts of the field. 10. Decisions 8. Decides on when to change lines during irrigation 9. Decides on other routine operations 11. Planning 6. Plans own work schedule 12. Minimum Education 4. Ability to read and write 13. Minimum Experience 8. 3 months 14. Essential Skills 8. Communication skills 9. Organizational savvy 10. Technical skills		
Irrigator	8. Key Result Area	A	A3

Irrigation

9. Activities

- 8. Assess the sprinklers every morning if they are supplying water
- 9. Check water pressure from the pump
- 10. Operate the pivot to circulate at least three times before stopping it
- 11. Monitor the flowing of water in the fields of oranges
- 12. Attend to burst pipes in the estate
- 13. Repairs and maintenance of irrigation pipes
- 14. Attend to other duties such as fertilizer application and chemical spraying in the orange field

10. Decisions

- 8. Decides on speed and pressure the pivot in water supplying

11. Planning

- 8. N/A

12. Minimum Education

- 8. General Education

13. Minimum Experience

- 8. 3 months on the Job Experience

	14. Essential Skills 7. Communication skills 8. Organizational savvy 9. Irrigation skills		
Laundry Foreperson	1. Key Result Area Washing uniforms 10. Activities 8. Issuing uniforms to Departments and individuals and visitors 9. Matching uniforms using company numbers 10. Supervise the laundry staff 11. Checking the visitors at Head Office 12. Collecting dust coats from Managers' offices and returning them after being washed 13. Accompanying visitors to the lobby 14. Requesting new uniforms to replace the torn uniforms 15. Keeping records at the Laundry 11. Decisions 8. Makes routine operational decisions 11. Planning 8. Plans daily duties for laundry staff	B	B4

	12. Minimum Education 8. Passes at O level 13. Minimum Experience 8. 1 year 7. Essential Skills 8. Communication skills 9. Organizational savvy		
Senior Production Clerk	1. Key Result Area Management of production figures 2. Activities 15. Receiving production figures from different Sections 16. Compiling production plan 17. Submitting figures for the ensuing week to Production Supervisor 18. Receiving feedback on what has been produced 19. Generating daily production figures and submitting to Mill manager, Mill Executive, Stock Controller, Accountant and Transport Manager 20. Mark attendance register for Feed Mill staff 21. Ordering, receiving, issuing stationery and computer consumables 22. Update payroll input, e.g., leave days, hours worked and overtime hours 23. Act as the Receptionist and Messenger for the Mill 24. Writing requestions for transport for the Mill 3. Decisions	C	C1

	4. Decides on the Production level for the ensuing week 5. Decides on manpower requirements 4. Planning 2 Plans manpower requirements 3 Plans production schedule on a weekly basis 4 Plans update payroll input on a monthly basis 5. Minimum Education 6. Five O level passes including English and Mathematics 7. Diploma in Accounting 6. Minimum Experience 4. 1 year 7. Essential Skills 2- Communication skills 3- Organizational savvy 4- Numerical skills 5- Estimation skills 6- Supervisory skills		
Shower Inspector	1. Key Result Area Cleaning of the change rooms and wash laundry for staff	A	A2

	2. Activities 13. Cleaning facilities at the site 14. Attend to washing of overalls for site members of staff 15. Inspect members to bath properly before starting work 16. Carry mortalities into the Bin (PBU) 17. Packing of clothes into cages 18. Assist chicken house attendances in feeding chickens 19. Assist in grading of eggs 20. Assist in chicken vaccination 3. Decisions 9. Decides on shower inspection and general cleaning of facilities 4. Planning 3. N/A 5. Minimum Education 7. Passes at O level 6. Minimum Experience 3. Three months 7. Essential Skills 2. Communication skills		

	3. Organizational savvy Shower inspection skills		
Salting Formen	1. Key Result Area Supervise the salting of crocodile skins 2. Activities 8. Monitor the salters on salting of crocodile skins 9. Remove all crocodile skins from salt after 8 days 10. Remove salt for recycling 11. Sock crocodile skins as they come from skimmers 12. Attend to wet grading of crocodile skins 3. Decisions 2 Decides on the quality of salt before recycling 4. Planning 4. N/A 5. Minimum Education 8. O level + on the job training 6. Minimum Experience 5. 3 months on the Job Experience 7. Essential Skills	B	B4

	12. Communication skills 13. Organizational savvy 14. Crocodile Handling skills		
Stock Controller	1. Key Result Area Oversee the procurement of workshop stocks 2. Activities 3. Receive purchase orders from mechanics for spares required 4. Generate internal requisitions from central stores 5. Obtain quotations from suppliers (from approved suppliers list) 6. Negotiate with suppliers on payments 7. Collect samples from departments and specifications of what they want to be procurement 8. Process invoices into the system for payments by the Accounts department 9. Conduct suppliers' evaluation and selection of suppliers that can be added on the suppliers list 10. Assist on stock take in the storers 11. Process reconciliations for VAT returns 3. Decisions 4. Decides on suppliers to add on the suppliers list 5. Decides on suppliers to engage after negotiation of payments and price 4. Planning  Plan on receiving the procured goods from different suppliers	B	B3

	5. Minimum Education 13. 5 O levels 14. Diploma in Stores Management or CIPPS 6. Minimum Experience 3. 1 year job experience 7. Essential Skills 9. Communication skills 10. Organizational savvy 11. Mechanical skills 12. Report writing skills		
Storesman Trainer	1. Key Result Area Training new members of staff in the central stores section of the Estate 2. Activities 4. Designing content for training new comers in line the changes in standard operating procedures of the organization 5. Train new comers on the operations of the business and activities in the central stores 6. Train new comers on product knowledge and accountability in the central stores 7. Train new comers and established on standard operating procedures of the organization	B	B4

	8. Monitor staff compliance of staff on SOPs 3. Decisions 8. Decides on course content to train new comers and established workers 4. Planning 4. N/A 5. Minimum Education 7. 5 O levels + internal train the trainer program 6. Minimum Experience 8. 1 year on the job experience 7. Essential Skills 4. Communication skills 5. Organizational savvy 6. Training skills		
Stunner Operator-Crocodile	1. Key Result Area Operate the stunner machine to facilitate clipping of crocodile teeth 2. Activities 3. Assess the condition of the crocodile	A	A1

	4. Connect stunner machine to electricity power supply 5. Operate the stunner machine during the process of clipping crocodile teeth 6. Attend to 800 crocodiles per day 7. Attend to 4-5 pens per day 3. Decisions 8. Decides on which crocodile to attend to depending on the health condition 4. Planning 4. N/A 5. Minimum Education 10. O Levels 6. Minimum Experience 5. 1 year on the Job Experience 7. Essential Skills 3. Communication skills 4. Organizational savvy 5. Crocodile Handling skills		
Supervisor Rearing	1. Key Result Area - Supervision - Feeding Crocodiles	B	B5

Piling

2. Activities

4. Verifying if available labour will be enough for the day's tasks
5. Checking feed waste (how much feed was consumed previous day) and weigh it.
6. Checking how much feed was left over and weigh it
7. Calculate percentage consumed and amount of food that may be needed next.
8. Supervise and monitor performance of Pan Cleaners ensuring that they adhere to Standard Operating Procedures
9. Ensuring that Pan Cleaners drain the pans correctly and that water levels are correct.
10. Ensuring that the crocodiles are fed properly
11. Ensuring that Pan Cleaners don't harass crocodiles during the feeding process
12. Ensuring that water in the pans is flashing for oxygen purposes
13. Ensuring that all feed is well piled
14. Ensuring that all equipment used during feeding is well cleaned and stored
15. Ensuring security of the whole farm
16. Securing feed from predators, intrusion or stress
17. Ensuring fogging is done correctly
18. Checking if there is enough water for next day's work
19. Record keeping

3. Decisions

8. Decides on manpower requirements
9. Decides on days prioritizations
10. Decides on work schedule for Pan Cleaners
11. Decides on Security of crocodiles and Pan Cleaners

	12. Decides on Performance of Pan Cleansers and discipline of same. 4. Planning 4. Plans on daily tasks and Prioritisation of work 5. Minimum Education 12. O level passes 6. Minimum Experience 4. One year 7. Essential Skills 7. Communication skills 8. Organizational savvy 9. Knowledge of crocodile farming 10. Supervisory skills		
Trainee Buyer	1. Key Result Area Facilitate the procurement process of the organization on Estate requirements 2. Activities 12. Receive requisitions from all departments 13. Source for quotations from suppliers of goods 14. Analyze quotations on prices and quality of goods and generate orders 15. Seek approval to purchase from the Procurement Manager	B	B2

	16. Submit weekly procurements requirements for decision making on cash flows 17. Receive approved orders and submit to cash office for payments 18. Make follow ups for delivery of goods from suppliers on payments 19. Periodic update of suppliers list 20. Hire trucks that transport products such as fertilizers and chemicals to the Estate 21. Compile and submit report of weekly purchases 3. Decisions 13. Decides on suppliers to engage on procurement 4. Planning 4. N/A 5. Minimum Education 15. 5-O Levels 16. Diploma (CIPPS) or equivalent 6. Minimum Experience 4. 3 months on the job experience 7. Essential Skills 2- Communication skills 3- Organizational savvy		

Trainer Hatchery	1. Key Result Area Training 2. Activities 8. Conducting induction training for new employees, visitors, Trainee Managers, 9. Conduct training programmes for SOP for old employees and new employees as well 10. Adhering to the training calendar 11. Assisting in the crafting of the training calendar 12. Generating training records 13. Following up on implementation of training initiatives 14. Attend document review meetings 15. Attend monthly safety meetings 16. Conduct peer education campaigns on health issues, drug and alcohol abuse and stress management 3. Decisions 8. Decides on the training calendar 9. Decides on training materials 4. Planning 8. Plans training calendar on a yearly basis 9. Plans training programmes on a monthly basis 5. Minimum Education	B	B4

	8. Five O level passes 9. Internal training programmes 6. Minimum Experience 8. 1 year 7. Essential Skills 8. Communication skills 9. Organizational savvy		
Drum Cleaner	1. Key Result Area Drum cleaning 2. Activities 8. House keeping 9. Confirming the number of tanks to be emptied on the day 10. Establishing the number of drums needed for the day 11. Cleaning the drums both inside and outside using chemicals or washing powder 12. Cleaning _+60 drums a day 13. Assembling the bolts and nuts from Production Section 14. Receiving requests fir drums from, Production Issuing out the drums as requested 15. Reconditioning damaged drums 16. Painting the drums 17. Checking if the drums are cleaning during the filling up process 18. Monitor the storage of the filled drums	A	A2

	19. Checking if the filled drums are not leaking 20. Monitor the dispatch process cleaning all the dirt 3. Decisions 8. Decides on condemning obsolete drums 4. Planning 8. N/A 5. Minimum Education 8. General Knowledge 6. Minimum Experience 1. 3 months 7. Essential Skills 8. Communication skills 9. Organizational savvy		
Driller	1. Key Result Area Drilling and installations of steel fabrication on the Estate 2. Activities 4. Drilling steel, trusses, channels, powerline, tower light and nest box bottoms	A	A3

	5. Attend to painting of steel in fabrications 6. Cutting of steel according to fabrication specifications 7. Assist in other workshop duties and assignments as may be assigned from time to time 3. Decisions 3. Decides on drilling assignments and frameworks 4. Planning 6. N/A 5. Minimum Education 4. General Knowledge 6. Minimum Experience 11. 3 months on the job experience 7. Essential Skills 5. Communication skills 6. Organizational savvy 7. Mechanical and fabrication skills		
Driver Class D	1. Key Result Area Driving trucks	B	B4

	2. Activities 8. Driving 7 tonne truck 9. Checking the condition of the vehicle, oil, water, tyres, damages, dents, loose nuts, cleanliness 10. Writing job cards where necessary 11. Doing the checklist 12. Cleaning the truck 13. Receiving instructions from Supervisor 14. Supervising the loading process 15. Counting the feed being loaded 16. Obtain weighbridge pass From the Loading Foreman 17. Fastening the ropes 18. Drive the truck to the weighbridge and have it weighed and obtain the weigh-bridge ticket 19. Submit weighbridge ticket to Mill Office and get an invoice for load 20. Get load documentation from the laboratory 21. Carry out security checks and drive 3. Decisions 8. Makes routine operational decisions 4. Planning 8. N/A 5. Minimum Education		

	8. Class 2 Drivers License 9. Defensive Driving Course 6. Minimum Experience 8. 12 months 7. Essential Skills 8. Communication skills 9. Numerical skills 10. Organizational savvy		
Egg Sampler	1. Key Result Area Handling samples 2. Activities 8. Ordering samples from ZIMVET 9. Taking and recording fluff and eggs after every hatch 10. Sending the samples to ZIMVET 11. Collect hygiene samples for both hatcheries and generate record 12. Take water samples and send them to ZIMVET and generate record 13. Checking water chlorine levels three times a day 14. Take rectal swabs and send to ZIMVET 15. Collect samples from Hatchers , chick vans, egg vans and generate record 16. Collect samples from vaccination machines and generate records and send to ZIMVET 17. Filing all records	A	A2

	3. Decisions 6. Makes routine operational decisions 4. Planning 4. Sending samples to ZIMVET as and when the samples are available 5. Minimum Education 3. Five O level passes 6. Minimum Experience 5. 1 year 7. Essential Skills 4. Communication skills 5. Organizational savvy		
Lodges Attendant	1. Key Result Area Lodges Attendant 2. Activities 9. Cleaning of guest lodges 10. Prepare breakfast for management and guests 11. Prepare lunches for management and guests 12. Prepare dinner for guests	A	A3

	13. Clean dishes for all meals served 14. Wash and iron clothes for guests 15. Prepare teas and eats for operations meetings 3. Decisions 3. Decides on menu of meals for both management and guests 4. Planning 3. N/A 5. Minimum Education 19. O levels + 20. Certificate in catering 6. Minimum Experience 8. 1 year on the Job Experience 7. Essential Skills 5. Communication skills 6. Organizational savvy 7. Cooking skills		
Logistics Supervisor	1. Key Result Area Oversee the logistics of the Estate and production in the process	B	B5

2. Activities

8. Receive fruits from the field and update records for accountability
9. Mark staff attendance register
10. Arrange tasks for the day and allocate work to truck drivers and tractor drivers
11. Record tonnage of oranges collected per day
12. Driver trucks with orange to the factory for processing
13. Driver farm workers to their areas of deployment
14. Produce juice in the factory from the oranges
15. Oversee two lines of production in the factory
16. Monitor the filling of bottles with and Marlon
17. Supervise the cleaning of the factory

3. Decisions

8. Decides on the number of general workers required in the field and in the factory
9. Decides on tasks to be done on daily basis

4. Planning

8. Plan on bottling of production reports
9. Plan on work to be done in the field and in the factory

5. Minimum Education

8. Levels + class 2 Driver's License
9. Diploma in Transport and Logistics

	6. Minimum Experience 8. 1 year on the job experience 7. Essential Skills 8. Communication skills 9. Organizational savvy 10. Supervisory skills 11. Report writing skills		
Machine Operator	1. Key Result Area Operate the Shrink machine in wrapping trays of packed eggs 2. Activities 3. Check machine working status every morning 4. Load paper on the machine before operations 5. Operate machine in wrapping of packed trays of eggs 6. Assist in grading and regrading of eggs before packaging 3. Decisions 8. Decides on removing of spoiled eggs at the point of wrapping 4. Planning 4. N/A 5. Minimum Education	A	A2

	Passes at O level 6. Minimum Experience 5. Three months 7. Essential Skills 7. Communication skills 8. Organizational savvy 9. Egg handling skills		
Maid	1. Key Result Area Provide general work/ services to Administration team 2. Activities 11. Clean all offices, storeroom and facilities 12. Clean the abattoir 13. Attend to laundry for the abattoir staff 14. sweeping the farm premises 15. Make teas for members of staff 16. Provide refreshments to members of staff 17. Clean dishes 18. Request for detergents from stores as of when they are needed 3. Decisions 15. Decides on work/ cleaning prioritization	A	A2

	4. Planning 5. N/A 5. Minimum Education 4. General Knowledge 6. Minimum Experience 2- Three months 7. Essential Skills 5. Communication skills 6. Organizational savvy		
Maintenance Fitter (Implements)	1. Key Result Area Maintenance and service of plant and machinery 2. Activities 3. Deploy, delegate and assign duties to Maintenance Operators. 4. Checking the general condition of the plant and efficiency of the machinery in use. 5. Taking corrective measures in cases of malfunctions 6. Conduct breakdown analysis in terms of; 4. Nature 5. Cause 6. Possible remedies	B	B4

	7. Seek materials for use in any corrective action to be taken. 8. Modification of all implements to be repaired e.g. tools, springs, spare parts 9. Establish design shortfalls if any. 10. Assist in redesigning 11. Supervising of Maintenance Operators and Assistant Fitters 12. Monitoring and assessing performance of Operators 13. Planning daily work 3. Decisions 4. Decides on designs 5. Decides on Manpower and logistics for the Department 6. Decides on materials to be used 4. Planning 3. Manpower requirements on a daily basis 4. Plans the Prioritization of tasks at hand 5. Materials to be used on a daily basis 5. Minimum Education 4. 5 O level passes - Class 4 Journeymen 5. 6. Minimum Experience 4. 1 year experience 7. Essential Skills		

	4. Communication skills 5. Organizational savvy 6. Technical skills 7. Numerical skills 8. Supervisory skills		
Meat Handler	1. Key Result Area Verification of packed meats 2. Activities 4. Housekeeping, arranging equipment e.g. scales, sealers 5. Checking if the batch code is the correct one for the products being packed on the particular day. 6. Checking if the packaging is clean 7. Checking if there is no ice in the packaging 8. Removing any objects if any 9. Vitrifying if the product written on the package is the one which is in the packaging 10. Checking the correctness of the weight of the chickens 11. Checking if the packaging is correctly sealed 12. Scaling the packaging 13. Checking if all the parts are in the mixed portions 3. Decisions 4. Decides on the appropriateness of the packaging and the products in the packaging	A	A2

	4. Planning 3. N/A 5. Minimum Education 3. Passes at O level 6. Minimum Experience 13. 3 months 7. Essential Skills 4. Communication skills 5. Organizational savvy		
Mechanical Fitter Skilled	1. Key Result Area Mechanical Fitting 2. Activities 9. Ensure proper working of HVACV 10. Maintaining and repairing blowers and dumpers, humidifiers, macerators, trolleys, gears and conveyer systems, hatcher dollies, incubator trolleys 11. Replacing v-belts 12. Attending to all hatchery doors 13. Training apprentices and attachees 14. Conducting monthly maintenance stock take 15. Identifying safety hazards and reporting	B	B5

	16. Supervision of workers 17. Acting as Manager on duty during the weekend 18. Fabricating, welding, gas cutting 19. Assembling plants		
	3. Decisions 4. Decides on type of repairs to be done to systems 5. Decides on appropriate materials to be used 6. Decides on bill of quantities 7. Decides on manpower requirements for the tasks at hand		
	4. Planning 4. Plans reports on a monthly basis		
	5. Minimum Education 2. Five O level passes 3. Journeyman Class 3		
	6. Minimum Experience 3 1 year		
	7. Essential Skills 13. Communication skills 14. Organizational savvy		

Mill Sampler	1. Key Result Area Quality sampling of stock feeds being delivered before packing in the warehouse 2. Activities 5. Collect samples of raw materials from every truck 6. Submit samples to the quality control for dry lab testing 7. Collect 2 kgs of samples from each truck on delivery of stock feeds 8. Test for salmonella from all samples collected 9. Submit swabs for testing by Zimvet 10. Dispatch feeds (compile delivery notes) 3. Decisions 15. Decides on areas to collect samples from packed trucks on delivery 4. Planning 4. N/A 5. Minimum Education 3. Passes at O level 6. Minimum Experience 3. 3 months on the job experience 7. Essential Skills	A	A2

	20. Communication skills 21. Organizational savvy 22. Sampling skills		
Milling Shed Foreman	1. Key Result Area Supervising General Hands 2. Activities 8. Planning duties for the day for the General Workers 9. Receiving weekly requests or orders of feed. 10. Compile total of what is needed for the following week 11. Ensuring that there is enough maize 12. Advising Management on stock levels 13. Milling and mixing feed 14. Compile daily stock report and submit to Management 15. Supervising General to ensure that targets are met 16. Ensuring packing and sealing of bags 17. Dispatching feed according to orders 18. Requesting transport to carry feed to the farm 19. Compile production reports 3. Decisions 9. Decides on the prioritisation of work 4. Planning 5. Plans tasks for the day	B	B4

	6. Reports on a daily, weekly and monthly basis 5. Minimum Education 5. Passes at O Level 6. Minimum Experience 9. 1 year 7. Essential Skills 24. Communication skills 25. Organizational savvy 26. Supervisory skills 27. Knowledge of milling and mixing feed		
Mixing Tank Attendant	1. Key Result Area Mixing water and brine for processing chicken 2. Activities 8. Housekeeping 9. Checking availability of brine 10. Requesting for brine 11. Collecting brine from Stores 12. Putting water in the pot 13. Mixing 25 kgs of brine with 1000 litres of water for 15 minutes 14. Shifting the mixture into storage tanks 15. Advising users and Operators of the readiness of the brine	A	A3

	16. Mixing the chemicals 8 times a day depending on the requirements 17. The process is continuous. 3. Decisions Decides on the number of times of mixing brine 4. Planning N/A 5. Minimum Education General knowledge 6. Minimum Experience 3 months 7. Essential Skills Communication skills Organizational savvy		
Workshop Storesman	1. Key Result Area Workshop maintenance and accounting for stock items 2. Activities 1. Compile orders of all goods bought	B	B1

	2. Submit orders compiled to the Buyer 3. Issuing of tools to members of staff and account for the tools 4. Offloading of diesel into tanks and account for the liters bought 5. Issuing of petrol to motor bikes and vehicles and update records 6. Assist mechanic and the Welder in the workshop 7. Stock taking of tools in the workshop and update records 3. Decisions Decides on re-order levels of diesel and petrol 4. Planning Plan on ordering stocks for the workshop 5. Minimum Education O levels 6. Minimum Experience 6 months on the job experience 7. Essential Skills Communication skills Organizational savvy Report writing skills		
Workshop Assistant Semi-Skilled	1. Key Result Area Repair and maintenance of machinery and equipment	B	B2

2. Activities

1. Housekeeping and cleaning
2. En sure that reverse osmosis is working properly in the water tanks
3. Maintain chlorine levels in the water tanks
4. Repair compressed air systems
5. Maintain proper drainage and sock away and gutter systems in the premises
6. Maintain all hot water systems
7. Conducting stock take monthly
8. Attend breakdowns
9. Repair and maintain all equipment and machinery
10. Identifying hazards and reporting to Management
11. Requesting fuel for generators
12. Take electricity and water meter readings and compile the record

3. Decisions

Makes routine operational decisions

4. Planning

N/A

5. Minimum Education

5-O level passes

6. Minimum Experience

	Apprenticeship trained 7. Essential Skills Communication skills Organizational savvy		
Wax Attendant	1. Key Result Area Wax polishing of oranges before packaging 2. Activities 1. Mixing of 24D maculate and thiamazole to produce wax 2. Place wax into the tanks 3. Apply polish to oranges and polish them accordingly 4. Receive oranges through conveyor belt and polish as they come out to pre-serve them 5. Pass the polished oranges through the conveyor belt for packaging 3. Decisions Decides quantities of wax content during the mixing process 4. Planning N/A 5. Minimum Education O Levels	A	A2

	6. Minimum Experience 3 months on the job experience 7. Essential Skills Communication skills Organizational savvy		
Waste Peel Spreader	1. Key Result Area Peel spreading 2. Activities 1. Spreading the waste peels of oranges in the field 2. Waiting for the peels to dry 3. Transporting the dried peels to the grinder 4. Grinding the peels 5. Weighing and packing the ground peels into 50kg bags 6. Stacking the bags into tones 3. Decisions 9. Decides on the dryness of the peels 4. Planning 3. N/A 5. Minimum Education	A	A2

	General knowledge 6. Minimum Experience 3-Months 7. Essential Skills Communication skills Organizational savvy		
Waste Collector	1. Key Result Area Waste collection from crocodiles 2. Activities 1. Remove all fats from slaughtered crocodiles 2. Keep crocodile fats in storerooms for sale 3. Collect all waste from crocodile intestines and Croco head for burning 3. Decisions 3. Decides on fats for sale and what constitute wastes 4. Planning N/A 5. Minimum Education	A	A2

	General Knowledge 6. Minimum Experience 3 months on the Job Experience 7. Essential Skills Communication skills Organizational savvy Crocodile Handling skills		
Vector Controller	1. Key Result Area Chemical spraying to control laver and mosquitoes 2. Activities 1. Mixing of chemicals (vector bulk) 2. Spraying of laver by the side of the Lake Kariba 3. Spraying around the farm to control mosquitoes 4. Spraying indoors to control mosquitoes 5. Remove all waste by the lake 6. Garden maintenance 3. Decisions 4. Decides on quantities when mixing chemicals for spraying 4. Planning	A	A2

	4. N/A 5. Minimum Education 7. General Knowledge 6. Minimum Experience 8. 3 months on the Job Experience 7. Essential Skills 4. Communication skills 5. Organizational savvy		
Aqua- Technical Officer	1. Key Result Area Fish health monitoring 2. Activities Carried out water quality monitoring and analysis both that the Lake and Farm. Provide technical support in the production of fish at the Estate Supervise the Assistant Technical personnel Compile the fish production plan for the Estate Compilation and circulation of reports to head of sections Conduct the reviewing of Standard operating procedures (SOPs) Regular monitoring and maintenance of technical equipment Conduct monthly sampling of fish for analysis purposes	C	C4

	Carrying out trainings and refresher courses on SOPs and biosecurity Conducting fish health monitoring and treatments. Implementing fish health management plans which include disease diagnosis and treatment, veterinary consultations, disease prevention etc. Assist in conducting research and development, to improve procedures and practices on fish husbandry Ensuring all biosecurity measures within the section are observed (Bio security Audits) Production of combined farm reports for both the Lake and Farm 3. Decisions Decides on whether it is safe to carry out fish movement and other planned activities on the Farm and Lake 4. Planning Fish health management plans 5. Minimum Education 5 O levels + On the job training Degree or Diploma in Agriculture 6. Minimum Experience 1 Year on the Job Experience 7. Essential Skills 1. Communication skills		

	2. Organizational savvy 3. Knowledge of fish handling		
Security Operations Supervisor (Consider changing title to Security Officer)	1.Key Result Area Provide security Administration services at the Estate 2. Activities Monitor the day to day running of security at the Farm and in the Lake Check all attendance registers and time sheets from Security Admin Supervisor and Control Room Supervisor Attend to security issues at the Lake throughout the Estate Attend to emergence cases as may be reported from time to time by Security Supervisors & CCTV footages Conduct risk assessments for staff at the Farm and in the Lake including wind/storm in the lake Analyze reports from all Security Supervisors including CCTV reports and liaise with the ITC personnel Interpret operational plans of the Estate and determine and recommend to HR the number security personnel required at any given point in time. Interpret operational plans of the Estate and determine and recommend to IT on the ICT security requirements for the Estate. Conduct induction of new employees from a security point of view including Boat Captains Conduct random Boat patrol in the Lake Attend to staff rescue in the Lake in the event of any reported accidents/ disasters Frequent updating of Department Managers on Security issues at the Farm and Estate to safeguard both equipment and fish in ponds and at the Lake Monitor CCTV at the control room Patrols at the farm ponds during the day and night	C	C4

Compile monthly security reports for management decisions

3. Decisions

Decide on security surveillance at the farm ponds
Decides on boat security patrols on sites within the lake

4. Planning

Plan on random lake – Boat patrols
Plan on production of monthly security reports
Plan on security manpower in line with production plans of the Estate

5. Minimum Education

5-O levels +
Diploma in Administration/ Diploma in Security studies
Lunch Master License

6. Minimum Experience

+2 Years experience in similar Role

7. Essential Skills

Communication skills
Organizational savvy & Security skills
ICT skills
Swimming skills

Control Room Security Supervisor	1.Key Result Area Provide ICT security services at the Estate 2. Activities Monitor the day to day running of security at the Farm and in the Lake through CCTV Monitor the CCTV system and raise security alarm on any identifies anomalies Allocate security duties to +28 security personnel Prepare security duty roaster Capture gate passes into the system and follow up on deliveries of sales and all re- turns Attend to security issues at the Lake throughout the Estate and advise Operations Continuous monitoring of ponds and Lake sites and cages through CCTV system Attend to emergence cases as may identified through the CCTV system Conduct risk assessments for staff at the Farm and in the Lake including wind/storm in the lake and advise of best safety measures Analyze reports from all movements in the Farm and at the Lake (both Hub and Cage sites through CCTV. Monitor movements at the premises including the Factory side and provide across board digital surveillance Conduct induction of new employees from a security point of view including Boat Captains Conduct random security Boat patrol in the Lake Attend to staff rescue in the Lake in the event of ant reported accidents/ disasters Frequent updating of Department Managers on Security issues at the Farm and Es- tate to safeguard both equipment and fish in ponds and at the Lake 3.Decisions	C	C3

Decide on security surveillance at the farm ponds
Decides on boat security patrols on sites within the lake

4. Planning

Plan on random lake – Boat patrols
Plan on security duty rosters
Plan on security on submission of daily security reports

5. Minimum Education

5-O levels +
Diploma in Administration/ Diploma in Security studies
Lunch Master License
ICT skills
Supervisory & Swimming skills

6. Minimum Experience

+2 Years experience in similar Role

7. Essential Skills

Communication skills
Organizational savvy & Security skills
ICT skills
Swimming skills

Security Administration Supervisor	1.Key Result Area Provide security Administration services at the Estate 2. Activities Record mileages of vehicles on their way in and out of Lake Harvest Monitor the movement of goods with gate passes Prepare the security duty roster and administer the deployment of security personnel in the estate (Farm and Lake) Supervise security personnel on their sites of deployment through periodic patrols Record all outgoing goods Check the gate passes against goods being dispatched Record all engines going for repairs Search all members of staff on their way out Log in all visitors that comes to Lake Harvest Monitor CCTV at the control room Update occurrence book Check all staff going to the lake and ensure that they all have lifesaving jacket Monitor all visitors as they move the premises Conduct patrols (Boat patrol at the lake) Safeguard the sites in the lake Patrols at the farm ponds during the day and night 3.Decisions Decide on security surveillance at the farm ponds Decides on boat security patrols on sites within the lake 4. Planning	C	C3

	Plan on random lake – Boat patrols Plan on security duty rosters Plan on security on submission of daily security reports 5. Minimum Education 5-O levels + Diploma in Administration/ Diploma in Security studies Lunch Master License 6. Minimum Experience +2 Years experience in similar Role 7. Essential Skills Communication skills Organizational savvy & Security skills ICT skills Swimming skills		
Receptionist	1.Key Result Area Front Office Administration and Switchboard Operating 2. Activities 1. Facilitates smooth communication in the Estate by:-	B	B1

	(a) Receiving incoming calls and transfer to respective offices (b) Make outgoing calls as requested by Office staff and record all outgoing calls (c) Take telephone messages for staff and relay such information 2. Receive visitors/ customers of Irvines and direct them to respective Offices 3. Provide basic information to clients over the phone on inquiries 4. Assist in typing of documents as may be requested by Office Managers 5. Carry out all photocopying and printing of office documents 6. Request for bond paper on need basis 7. Receive and distribute incoming mails 8. Assign deliveries to messengers 9. Report any faults on the switchboard to the IT department for repairs and maintenance 10. Clean and maintain the reception area 3. Decisions 1. Decides on who to direct customers to, depending on the inquiry 2. Decides on frequency to clean and tidy the reception area 4. Planning N/A 5. Minimum Education 1. 5-O levels 2. Diploma in Administration		

	6. Minimum Experience 6 months on the job experience 7. Essential Skills Communication skills Organizational savvy Customer care skills Report writing skills		
Mechanical Installer	1.Key Result Area Attend to installations, repairs and maintenance in the chicken houses 2. Activities - Attend to breakdowns in all sections of the estate and repair and maintain:- - Feeding systems - Cage system - Manure system - Egg collection system - Auger system - Attend to new projects system installations within the Estate and to the Out-growers - Attend to Out Growers calls on system break downs for repairs and maintenance Assist in plumbing and repairs of nipple drinkers	B	B2

	3. Decisions 1. Decides on material requirements on installations 2. Decides on work prioritization as per job cards opened 4. Planning Plan on project timelines on all reported breakdowns 5. Minimum Education 5 O levels + internal training 6. Minimum Experience At least 6 months on the job experience 7. Essential Skills 9. Communication skills 10. Organizational savvy 11. System installation skills 12. Mechanical skills		
Hatchery Worker	Purpose of the job	A	A3

Handling of hatchery eggs and chicks in the Hatchery

Key Result Area

Egg grading

1. Pulling of eggs from delivery van
2. Loading and offloading of eggs and packaging materials
3. Cleaning and washing egg boxes and farm racks
4. Candling eggs from specified flocks
5. Labelling the egg boxes
6. Lining and flocking of eggs
7. Fumigating the eggs and recording on fumigation sheet
8. Packing eggs for the kiosk and export
9. Receiving egg trays and flocking and setting
10. Identifying safety hazards and reporting accordingly
11. Switching eggs on stage five and six

Chick grading

1. Grading, feather sexing GP FL chicks and counting chicks correctly
2. Pulling chicks from the hatcher
3. And place them on the conveyor belt
4. Cleaning the conveyor belt, chick boxes, hatcher baskets, waste bins, and disposing waste to Render Plant
5. Cleaning hatcher machines after every hatch
6. Preparing for next hatch
7. Constructing chick carton boxes.
8. Loading and offloading materials, chicks and chick boxes
9. Any other duties as assigned by the Superior

Cleaning and maintenance

1. Clean and sanitize hatchery equipment, including incubators, hatchers, and work areas, to maintain biosecurity standards.
2. Dispose of waste materials, such as eggshells and unhatched eggs, in accordance with company and environmental guidelines.
3. Macerate hatch residues
4. Clean and sanitize hatchery equipment, including incubators, hatchers, and work areas, to maintain biosecurity standards.
5. Dispose of waste materials, such as eggshells and unhatched eggs, in accordance with company and environmental guidelines.
6. Macerate hatch residues

Transferring of eggs

1. Prepare the Embrex machine, before and after transfer
 2. Checking the condition of the baskets and ensure that they are dry
 3. Transferring eggs from the incubator to the hatchery via the embrex machine using the correct procedure
 4. Cleaning the hatcher rooms, trolleys and egg flats after transfer
 5. Checking the distiller and hygiene of distilled water containers
 6. Reporting any faults and problems to the superior
 7. Upholds company values, rules and regulations
- Complies with bio-security and hygiene standards as laid down in the procedure's SOPs and company guidelines

Setter and Hatcher Operator

	1) Verify and calibrates setters weekly, hatchers after every transfer and when high or low temperature /humidity alarm rings for notification. 2) Calibrates cold room temperatures weekly. 3) Thoroughly cleans reservoirs, setter doors, space saver behind position 1 and removal of bangers on stage 5 and 6. 4) Levels eggs on position 5 &6 correctly. 5) Thoroughly cleans, filters, fans, exhaust rooms, ceilings in hatcher cabinets and rooms. 6) Thoroughly cleans on top of incubators in the exhaust and intake rooms once every week. 7) Cleans upon top of setter doors every day turns wicks upside down every shift change. 8) Performs cross bar temperatures for all the machines. 9) Performs and records hatch window and change water in the reservoir. 10) Apply formalin in hatcher machines. 11) Fumigates the hatchery plant rooms after hygiene and every hatch day using triazolol L&F 12) Complies with Bio-security and hygiene standards as laid down in the procedures, Standard Operating Procedures and company guidelines. 13) Identifies safety hazards and reports to supervisor. 14) Performs any other general hand duties as and when assigned by superior. 15) Upholds company rules and regulations 16) Ensuring that quality and product safety programmes are being followed as laid down in the procedures, SOPs, PRPs and company guidelines 17) Reporting problems within the system to the immediate superior. 18) Checks and records temperature, pressure, turning and humidity in setter/hatcher machines correctly. 19) Monitors egg setting of machines in the setters such that it is done correctly according to the SOP. 20) Monitors the turning of machines hourly in each and every setter machine		

- 21) Monitors the transfer process so that trolleys are removed from the setter machines correctly without damaging the pressure and sensor cables.
- 22) Correct step-down procedure is done and adhered so that the chicks are not compromised.
- 23) Ensures that chicks are pulled on time before dehydration to the chicks

Decisions

1. Decides on when to seek assistance from supervisors for complex health issues.
2. Decides on reporting equipment malfunctions or safety hazards to supervisors.
3. Decides on how to handle and care for chicks during processing (e.g., vaccination, sorting, and boxing).
4. Decides quality of eggs when grading.
5. Decides on identifying and separating weak or unhealthy chicks from healthy ones.

Minimum Qualifications

5- Ordinary level passes
Internal training

Minimum Experience

At least 6 months experience in a similar working environment.

Essential Skills

13. Communication skills
14. Organizational savvy

	15. Egg handling skills 16. Chick handling skills. 17. Biosecurity measures compliance. 18. Ability to perform physically demanding tasks, including lifting, bending, and standing for extended periods. Strong attention to detail		

Summary of Agro Subsector Jobs

Job Title	Broad Band	Band/ Sub-grade
Factory Cleaner	A	A1
Bag Sorter	A	A1
Basket Carrier	A	A1
Canteen Cleaner	A	A1
Cleaner	A	A1
Cleaner- Eggroom	A	A1

Despatch Cleaner	A	A1
Feeders (cattle)	A	A2
Assistant Builder	A	A2
Assistant fitter (semiskilled)	A	A2
Artisan's Assistant	A	A2
Assistant Painter	A	A2
Feather Mill Bagger	A	A2
Feed Mixer	A	A2
Fence Attendant	A	A2
Neck Remover	A	A2
Neck Slitter	A	A2
Offal Collector	A	A2
Office Cleaner/Tea Maker	A	A2

Office Orderly	A	A2
Orange Packer	A	A2
Bag Sealer	A	A2
Beef Skinner	A	A2
Bin Puller	A	A2
Boiler Assistant	A	A2
Fencer	A	A2
Cook	A	A2
Carcas Washer	A	A2
Cattle Feeder	A	A2
Chemical Handler	A	A2
Chick Grader	A	A2
Chicken Bleeder	A	A2

Chicken Catcher	A	A2
Chicken Cutter	A	A2
Chicken Hanger	A	A2
Chicken Keeper	A	A2
Chicken Packer	A	A2
Chicken Trimmer	A	A2
Cook - Commercial Mill	A	A2
Crocodile Feed Preparation Hand	A	A2
Crocodile Eviscerator	A	A2
Crocodile Skin Handler	A	A2
Crop Remover	A	A2
Flower Cutter	A	A2
Domestic Maid	A	A2

Domestic Cleaner	A	A2
Domestic Worker	A	A2
Egg Collector	A	A2
Egg Grader	A	A2
Tractor Assistant	A	A2
Fish Harvester	A	A3
Fish Feeder	A	A3
Truck Driver Assistant	A	A3
Cage Assembler	A	A3
Cage Attendant	A	A3
Feed Plant Assistant	A	A3
Night Watchman	A	A3
Offal Transporter	A	A3

Oil Separator	A	A3
Order Assembler-Central Stores	A	A3
Order Assembler – Despatch	A	A3
Boiler Attendant	A	A3
Boilerman	A	A3
Breeder Attendant	A	A3
Brood Stock Feeder	A	A3
Brooder	A	A3
Canteen Attendant	A	A3
Chainsaw Operator	A	A3
Chemical Hadler- Hatchery	A	A3
Chemical Handler-Non controlled Houses	A	A3
Chemical Handler-Twig Lane	A	A3

Chemical Handler -IODC	A	A3
Chicken Recorder	A	A3
Crocodile Pan Attendant	A	A3
Crocodile Rearing At- tendant	A	A3
Deboner	A	A3
Effluent Irrigator	A	A3
Irrigator	A	A3
Hatchery Worker	A	A3
Fish Transferer	B	B1
Fish Grader	B	B1
Fish Breeder	B	B1
Fence Installer	B	B1
Assistant FMC Operator	B	B1

Batching Operator	B	B1
Boiler Operator	B	B1
Canteen Cook (Management Staff)	B	B1
Canteen Cook (General Staff)	B	B1
Creeche Attendant	B	B1
Customer Support Clerk	B	B1
Decanter	B	B1
De-denter	B	B1
Tractor Driver	B	B2
Builder Semi skilled	B	B2
Assistant Electrician- (semi-skilled)	B	B2
Assistant Fitter	B	B2
Scuba Diver	B	B2

Assistant Welder	B	B2
Balancing Tanks Operator	B	B2
Brine Machine Operator	B	B2
Browner Finisher	B	B2
Builder – Semi Skilled	B	B2
Carpenter (semiskilled)	B	B2
Cooker Operator	B	B2
Driver Egg van	B	B2
Driver (Light vehicles)	B	B2
Accounts Clerk	B	B3
Accounts Clerk – Transport and Logistics	B	B3
Fish Breeder Foremen (not leading Hand)	B	B3
Feed Change Hand	B	B3

Administration Clerk - Security	B	B3
Assistant Foreman	B	B3
Farm Clerk (crocodiles)	B	B3
Nurse Aide	B	B3
Assistant Stores Clerk	B	B3
Culing Clerk	B	B3
Clerk- Pet Food	B	B3
Clerk (Chicken Abattoir)	B	B3
Corporal	B	B3
Customer Care Clerk	B	B3
Data Capture Clerk	B	B3
Data Capturer	B	B3
Despatch Clerk	B	B3

Driver Class C	B	B3
Eggroom Clerk	B	B3
Security Supervisor	B	B4
Boat Captain	B	B4
Executive Driver	B	B4
Feed Mill Trainer	B	B4
Order Assembling Foreman	B	B4
Assistant Refrigeration Technician	B	B4
Carpenter (skilled)	B	B4
Cattle Foreman	B	B4
Driver Class B	B	B4
Eggroom Foreperson	B	B4
Fabrication Supervisor	B	B5

Farm Supervisor (cattle)	B	B5
Builder Supervisor (crocs)	B	B5
Driver Class A	B	B5
Audit Assistant	C	C1
Electrician(skilled)	C	C2
Motor Mechanic (Skilled)	C	C2
Farm Clerk	C	C2
Auto Electrician Class 1	C	C2
Builder skilled	C	C2

Horticulture – Subsector

Job Title	Broad Band	Band/ Sub-grade
Cleaner	A	A1
Crop Guard	A	A1
Doek Tiers	A	A1

Flower Cutter	A	A1
Gardener	A	A1
General Hand (Production)	A	A1
General Hand(Pruning)	A	A1
General Worker (Branch Care	A	A1
General Worker (Stem Clearing)	A	A1
General Worker (String picking)	A	A1
Banana Cutter	A	A2
Banana Harvester	A	A2
Banana Packer	A	A2
Box Maker	A	A2
Brush Cutter	A	A2
Chemical Mixer	A	A2
Chemical Sprayer	A	A2
Citrus Packer	A	A2
Citrus Pruner	A	A2
Domestic Maid	A	A2
Farm Cleaner	A	A2
Fencer	A	A2
Flower Budder	A	A2
Flower Buncher	A	A2
Flower Counter	A	A2
Flower Packer	A	A2
Fruit Packer	A	A2
General Hand – Field & Factory	A	A2
General Hand (Banana Field)	A	A2

General Hand (Green House)	A	A2
General Hand (Herb Drying)	A	A2
General Hand (Maintenance)	A	A2
General Hand (Oil Pressing)	A	A2
General Hand (Palletisation)	A	A2
General Worker	A	A2
General Worker (field)	A	A2
General Worker (Livestock)	A	A2
General Worker (Pack shed)	A	A2
General Worker (Pack shed) 2	A	A2
General Worker (Petal removing)	A	A2
General Worker (Tobacco)	A	A2
General Worker Propping)	A	A2
Grader (Export)	A	A2
Grafter	A	A2
Herbs Grader	A	A2
Irrigator 2	A	A2
Loader	A	A2
Maid	A	A2
Nursery Hand	A	A2
Packer 1	A	A2
Packer 2	A	A2
Pest Controller	A	A2
Petal Remover	A	A2
Pocketer	A	A2
Potato Grader	A	A2
Pre Grader	A	A2

Pre-Wax Attendant	A	A2
Pump Operator	A	A2
Safari Camp Maid	A	A2
Skinner	A	A2
Spray Painter	A	A2
Sprayer	A	A2
Tobacco Grader	A	A2
Tobacco Reaper	A	A2
Tractor Assistant/ Trailer Assistant	A	A2
Assistant Truck Driver	A	A3
Banana Ripener	A	A3
Caretaker	A	A3
Chainsaw Operator	A	A3
Checkman	A	A3
Compound Caretaker	A	A3
Game Scout	A	A3
Hammer Mill Operator	A	A3
Irrigator 1	A	A3
Lorry Assistant	A	A3
Maintenance Assistant	A	A3
Pivot Operator	A	A3
Pump Attendant 1	A	A3
Pump Attendant 2	A	A3
Scale Boy/Operator	A	A3
Security Guard	A	A3
Shed Maker	A	A3

Shredder Operator	A	A3
Tagging and Bells Hand	A	A3
Tyre Fitter	A	A3
Assistant Stores Clerk	B	B1
Bee Keeper	B	B1
Cable Operator- Banana Plantation	B	B1
Citrus Scout	B	B1
Crèche Attendant	B	B1
Crop Scout	B	B1
Field Scout	B	B1
First Aider	B	B1
FMC Scout Monitor	B	B1
Forklift Operator	B	B1
Oil Press Operator	B	B1
Pump Mechanic	B	B1
Quality Controller (Field)	B	B1
Scout	B	B1
Scout Researcher	B	B1
Time Keeper	B	B1
Tobacco Blender	B	B1
Assistant Mechanic	B	B2
Assistant Mechanic(semiskilled)	B	B2
Assistant Welder	B	B2
Builder(semiskilled)	B	B2
Carpenter (semiskilled)	B	B2

Curer	B	B2
Electrician (semi-skilled)	B	B2
Health and Safety Worker	B	B2
Mechanic (semiskilled)	B	B2
Plumber (semiskilled)	B	B2
Production Clerk	B	B2
Receptionist	B	B2
Security Corporal	B	B2
Tractor Driver (Implements)	B	B2
Tractor Driver (Trailer Work)	B	B2
Welder	B	B2
Workshop Assistant	B	B2
Check Roll Clerk	B	B3
Clerk	B	B3
Clerk Citrus	B	B3
Clerk Livestock	B	B3
Data Collection Clerk	B	B3
Despatch Clerk	B	B3
ECD Teacher	B	B3
Export Clerk	B	B3
Farm Clerk- Non qualified	B	B3
Farm Health Worker	B	B3
Field Clerk	B	B3
Finished Product Recorder	B	B3
Grading Clerk	B	B3
Junior Foreman	B	B3

Junior Foreman (Spraying)	B	B3
Junior Foremen (Tobacco)	B	B3
Nurse Aide	B	B3
Pack shed Clerk	B	B3
Pack shed Stores Clerk	B	B3
Pre-Harvest Auditor	B	B3
Quality Checker	B	B3
Quality Checker (Pack shed)	B	B3
Quality Checker 2	B	B3
Quality Controller (Finished Products)	B	B3
Quality Controller 1	B	B3
Quality Controller 2	B	B3
Reaping Clerk	B	B3
Receiving Clerk	B	B3
Security Corporal	B	B3
Stores Clerk 1	B	B3
Stores Clerk 2	B	B3
Team Leader	B	B3
TLB Operator	B	B3
Village Health Worker 1	B	B3
Village Health Worker 2	B	B3
Workshop Foreman (semiskilled)	B	B3
Foreman (Cattle)	B	B4
Foreman (Composter)	B	B4
Foreman (Crops)	B	B4
Foreman (Fence Construction)	B	B4

Foreman (flowers)	B	B4
Foreman (Grading Shed)	B	B4
Foreman (Packshed)	B	B4
Foreman (Propping)	B	B4
Foreman (Pump House)	B	B4
Foreman (Tobacco Field)	B	B4
Foreman Cold Rooms	B	B4
Foreman Field	B	B4
Foreperson	B	B4
Foreperson (Berries)	B	B4
Foreperson (Green House Maintenance)	B	B4
Foreperson (Propagation)	B	B4
Head Foreman	B	B4
Irrigation Foreman	B	B4
Section Head (Citrus)	B	B4
Security Seargent 1	B	B4
Security Seargent 2	B	B4
Truck Driver	B	B4
Wages Clerk	B	B4
Welder Foreman	B	B4
Citrus Supervisor	B	B5
Despatch Supervisor	B	B5
Export Supervisor	B	B5
Farm Supervisor	B	B5
Field Supervisor	B	B5
Irrigation Supervisor	B	B5

Receiving Supervisor	B	B5
Security Officer	B	B5
Senior Foreman (field)	B	B5
Senior Foreman (Spraying)	B	B5
Senior Foreman/Foreperson	B	B5
Supervisor	B	B5
Supervisor (Berries)	B	B5
Supervisor (Field)	B	B5
Supervisor (Pack Shed) 1	B	B5
Supervisor (Pack Shed) 2	B	B5
Supervisor (Production)	B	B5
Supervisor (Propagation)	B	B5
Supervisor (Quality Control)	B	B5
Supervisor (Tagging and Flower Count)	B	B5
Traceability Supervisor	B	B5
Builder -Skilled	C	C2
Diesel Plant Fitter	C	C2
Electrician	C	C2
Mechanic (Skilled)	C	C2
Plumber (skilled)	C	C2
Senior Mechanic	C	C2
Teacher	C	C2

Timber Subsector

Job Title	Broad Band	Band/ Sub-grade
Electrician – Skilled	C	C3
SHEQ Officer	C	C2
Mechanic	C	C2
Plumber	C	C2
Carpenter Skilled	C	C2
Fitter and Turner Skilled	C	C2
Saw Mill Supervisor	B	B5
Silvi Culture Supervisor	B	B5
Supervisor Plantation	B	B5
Nursery Supervisor	B	B5
Maintenance Supervisor	B	B5
Harvesting Supervisor	B	B5
Green Chain Supervisor	B	B5
Supervisor Boilers and Kilns	B	B5
Artisan/ Shift Man	B	B4

Assistant Electrician	B	B4
Assistant Saw Doctor	B	B4
Plumber – Skilled	B	B4
Boiler Operator	B	B4
Fire Truck Driver	B	B4
Labour Truck Driver	B	B4
Security Corporal	B	B3
Enumerator	B	B3
Estate Clerk	B	B3
Plantation Clerk	B	B3
Dispatch Clerk	B	B3
Production Clerk	B	B3
Tools Clerk	B	B3
Tally Clerk Deck Input	B	B3
Tally Clerk	B	B3
Harvesting Clerk	B	B3
Nurse Aide	B	B3
Storeman	B	B3
Crane Operator	B	B3
DBS Operator	B	B3
De-Barker	B	B3
Timber Quality Controller	B	B3
ECD Teacher	B	B3

Front End Loader Operator	B	B3
Inventory Clerk	B	B3
Sales Clerk	B	B3
Moulder Operator	B	B2
Arbour- Edge Operator	B	B2
Board Edge Operator	B	B2
Welder Semi- Skilled	B	B2
Bend Saw Operator	B	B2
Builder Semi- Skilled	B	B2
Painter	B	B2
Driver	B	B2
Tractor Driver implements	B	B2
Chain Saw Operator – Timber	B	B2
Chipper Operator	B	B2
DLE Machine Operator	B	B2
Press Operator	B	B2
Finger Joint Operator	B	B2

Press Operator Finger Joint	B	B2
Profile Operator	B	B2
Resaw Operator	B	B2
Plumber Semi-Skilled	B	B2
Telle Logger Operator	B	B2
Timber Grader	B	B2
Tools Clerk	B	B2
Assistant Mechanic	B	B2
Chain Saw Operator	B	B2
Assistant Welder	B	B2
Gang leader	B	B2
Nursery Charge Hand	B	B2
Carpenter – Semi skilled	B	B2
Assistant Arbour- Edge Operator	B	B1
Assistant Board Edge Operator	B	B1
Assistant Crane Operator	B	B1
Cross Cutter Operator	B	B1

Trim Saw Operator	B	B1
Trimming Table Operator	B	B1
Pool Table Operator	B	B1
Forklift Operator	B	B1
Frame Saw Operator	B	B1
Guest House Attendance	B	B1
Chain Saw Mechanic	B	B1
Head Rig Operator	B	B1
Kiln Operator	B	B1
Chipps Feeder	A	A3
Conveyor Attendant	A	A3
Timber Bundler	A	A3
Timber Chocker	A	A3
Timber Sorter	A	A3
Glue Mixer	A	A3
Handman Fitter	A	A3
Fire Tower Attendant	A	A3
Security Guard	A	A3
Patrol Guard	A	A3

Security Guard (dog handling)	A	A3
Assistant Boiler Attendant	A	A2
Log Feeder	A	A2
Crop Guard	A	A2
General Hand Administration	A	A2
General Hand Mill	A	A2
General Hand Plantation	A	A2
General Hand Veneer	A	A2
Assistant Log Edger	A	A2
General Hand Saw Mill	A	A2
Timber Stalker	A	A2

General Agriculture Subsector

Job Title	Broad Band	Band/ Sub-grade
Gardener	A	A1
General Hand Cleaner	A	A1
General Worker – Laboratories	A	A1

General Worker Village	A	A1
Scarer	A	A1
Banana Cutter	A	A2
Banana Packer	A	A2
Banana Proper	A	A2
Banana Reaper	A	A2
Banana Waiter	A	A2
Barn Loader	A	A2
Boiler Assistant	A	A2
Box Pressor	A	A2
Canteen Cook	A	A2
Cattle Feeder	A	A2
Chemical Mixer	A	A2
Chemical sprayer	A	A2
Citrus Reaper	A	A2
Clinic Maid	A	A2
Coal Feeder	A	A2
Compost Maker	A	A2
Cook main Office	A	A2
Dairy Cleaner	A	A2
Egg Grader	A	A2
Fencer	A	A2
Flower Collector	A	A2
General Hand Abattoir	A	A2
General Hand Banana	A	A2
General Hand Cattle Herd-boy/ Cattle Attendant	A	A2

General Hand Crops	A	A2
General Hand Dry Saw Attendant	A	A2
General Hand Factory BD	A	A2
General Hand Hatchery	A	A2
General Hand Milling Shed	A	A2
General Hand Mixing	A	A2
General hand Office	A	A2
General hand pig House Attendant	A	A2
General Hand Poultry	A	A2
General Hand Sewing Machine Operator	A	A2
General Hand Stack Master	A	A2
General Hand Stores	A	A2
General Worker – Calves	A	A2
General Worker - Gromix Production Site	A	A2
General Worker – Pig - Artificial inseminator	A	A2
General Worker Artificial insemination	A	A2
General Worker Bed Making	A	A2
General Worker Broilers	A	A2
General Worker Chilies and Roses	A	A2
General Worker Citrus	A	A2
General Worker Counters- Potatoes tubers	A	A2
General Worker Dairy	A	A2
General Worker Field	A	A2
General Worker Health	A	A2
General Worker Layers	A	A2
General Worker Manurer	A	A2
General Worker Milling	A	A2

General Worker Nursery	A	A2
General worker Pre School	A	A2
General Worker Seed	A	A2
General worker Seed Bed Cultural Operations	A	A2
General Worker Seed Bed Fence Construction	A	A2
General worker- Tobacco	A	A2
General Worker Tray Filling and Sewing	A	A2
General Worker Trays	A	A2
General Worker Trollies	A	A2
General Worker Vegetable Garden	A	A2
General Worker Winners Rearing	A	A2
General Workers Macadamia	A	A2
Grader Seed Potatoes	A	A2
Headsman	A	A2
Heat Spotter	A	A2
House Maid	A	A2
Land and Pasture Attendant	A	A2
Loader	A	A2
Milker	A	A2
Offal Cleaner	A	A2
Office Cleaner	A	A2
Orange Pruner	A	A2
Pest Controller	A	A2
Piggery Attendant	A	A2
Pressure Washer Operator	A	A2
Seed Processor	A	A2
Stock feed sweeper	A	A2

Tobacco Baler	A	A2
Tobacco Clipper Handler	A	A2
Tobacco Grader	A	A2
Tobacco Packer	A	A2
Tobacco Reaper	A	A2
Tobacco Rough Grader	A	A2
Tobacco Seed Harvester	A	A2
Tobacco Sweeper	A	A2
Trailer Loader	A	A2
Vaccinator	A	A2
Vegetable Reapers	A	A2
Vegetables Grader	A	A2
Boiler Attendant	A	A3
Boiler Operator	A	A3
Caretaker	A	A3
Chain Saw Operator -Agro	A	A3
Check Grader	A	A3
Farrowing Attendant	A	A3
Game Scouter	A	A3
Irrigator	A	A3
Miller	A	A3
Oder Assembler	A	A3
Order Marker	A	A3
Pivot Attendant	A	A3
Pivot Operator	A	A3
Pump Attendant	A	A3

Security Guard Dog Handling	A	A3
Security Guard Field	A	A3
Security Guard Premises	A	A3
Seed Treater	A	A3
Stock feed mixer	A	A3
Truck Assistant	A	A3
Tunnel Pusher	A	A3
Tyrer Fitter	A	A3
Vaccine Mixer	A	A3
Weaner House Attendant	A	A3
Workshop Assistant	A	A3
Auger Machine Operator	B	B1
Bagging Machine Stitching Operator	B	B1
Blending Machine Operator	B	B1
Child Minder	B	B1
Crop Breeder	B	B1
Crop Scout	B	B1
EPS Machine Operator	B	B1
Fuel Attendant	B	B1
Haploids Pollinator	B	B1
Hatchery Machine Operator	B	B1
Horse Groom	B	B1
Seed Packer (Palleted Seed)	B	B1
Seed Packer (Raw Seed)	B	B1
Skid Steer Operator	B	B1
Tobacco Pollinator	B	B1

Treatment Controller	B	B1
Tunnel Loader	B	B1
Animal Veterinary	B	B2
Bar Attendant	B	B2
Builder – Semi Skilled	B	B2
Carpenter – Semi skilled	B	B2
Chief Skinner	B	B2
Cold room Controller	B	B2
Community Health Worker	B	B2
Documentation Clerk	B	B2
Driver Messenger	B	B2
Electrician – Semi Skilled	B	B2
Farm Butcher man	B	B2
Farm Shop Keeper	B	B2
Feed Weigh Clerk	B	B2
Filling Clerk	B	B2
Lance Corporal	B	B2
Mechanic – Semi Skilled	B	B2
Merchandiser	B	B2
Moulder Operator	B	B2
Plumber – Semi Skilled	B	B2
Receptionist	B	B2
Stock Attendant Clerk	B	B2
Stock Feeds - Dispatch Clerk	B	B2
Super Blender/ Master Blender	B	B2
Tobacco Curer- Tunnel	B	B2

Tractor Driver – Implements	B	B2
Tractor Driver Trailer Works	B	B2
Weigh-Room Clerk	B	B2
Welder – Semi Skilled	B	B2
Accounts Clerk	B	B3
Banana Quality Checker	B	B3
Buyer	B	B3
Clerk Egg Room	B	B3
Clerk Hatchery	B	B3
Clerk Orders	B	B3
Clerk Tobacco Grading Shed	B	B3
Combine Harvester Operator	B	B3
Data Capture Clerk	B	B3
Debtors Clerk	B	B3
Dispatch/ Records Clerk	B	B3
Field Recorder	B	B3
Flower Collection Leader	B	B3
Front End Loader Operator	B	B3
Head Tractor Driver	B	B3
Health Worker	B	B3
Human Resources Clerk	B	B3
Junior Foremen	B	B3
Main-site Data Clerk	B	B3
Main-site Records Clerk	B	B3
Marketing Clerk	B	B3
Milk Records Clerk	B	B3

Pack House Clerk	B	B3
Production Clerk	B	B3
Quality Controller	B	B3
Receiving Clerk	B	B3
Sales Consultant	B	B3
Scaler	B	B3
Section Leader Mill Shed	B	B3
Section Leader Potatoes seeding	B	B3
Security Corporal	B	B3
Shed Clerk	B	B3
Shift Leader	B	B3
SIR Clerk	B	B3
Stores Clerk	B	B3
Team Leader Seeding	B	B3
TLB Operator	B	B3
Tobacco Seed plot team Leader	B	B3
Workshop Clerk	B	B3
Farm Secretary	B	B4
Foreman	B	B4
Foreman Calves	B	B4
Foreman Dryer	B	B4
Foreman Field	B	B4
Foreman Grading	B	B4
Foreman Irrigation and Spraying	B	B4
Foreman Tobacco Field	B	B4
Foremen Agriculture	B	B4

Foremen Greenhouse	B	B4
Foremen Maintenance	B	B4
Livestock Foremen	B	B4
Security Sergent	B	B4
Truck Driver	B	B4
Vaccination Fore-man	B	B4
Abattoir Supervisor	B	B5
Chemical Supervisor	B	B5
Crop Supervisor	B	B5
Curing Supervisor	B	B5
Irrigation supervisor	B	B5
Livestock Supervisor	B	B5
Nursey Supervisor	B	B5
Piggery Supervisor	B	B5
Pivot Supervisor	B	B5
Security Sergeant Major	B	B5
Site Supervisor	B	B5
Supervisor Chicken House	B	B5
Supervisor Citrus	B	B5
Supervisor Crops	B	B5
Supervisor Double Haploids	B	B5
Supervisor Farming	B	B5
Supervisor Feeding	B	B5
Supervisor Gardens	B	B5
Supervisor Heat Spotting	B	B5
Supervisor High Care	B	B5

Supervisor Irrigation and Spraying	B	B5
Supervisor Mill	B	B5
Supervisor Pack House	B	B5
Supervisor Winners	B	B5
Builder Skilled	C	C1
Disel Plant Fitter Skilled	C	C1
Electrician Skilled	C	C1
Head Foreman	C	C1
Human Resource Officer	c	C1
Mechanic – Skilled	C	C1
Panel Beater – Skilled	C	C1
Plumber Skilled	C	C1
Security Officer / General	C	C1
Security Supervisor	C	C1
Senior Foremen	C	C1
Welder Skilled	C	C1
Farm Clerk	C	C2
Senior Mechanic	C	C3
Workshop Fore-men	C	C4

Tea and Coffee – Subsector

Job Title	Broad Band	Band/ Sub-grade
Cattle Header	A	A1
Crop Guard	A	A1
General Hand Macadamia	A	A1
Chemical Sprayer	A	A2
Shed Man	A	A2
Tea Plucker	A	A2
Macadamia Pickers	A	A2
Village Cleaner	A	A2
Compound Ranger	A	A2
Watchmen	A	A2
Ablution Worker	A	A2

Sanitary Hand	A	A2
General Worker Field	A	A2
General Hand Factory	A	A2
General Hand Tea Sorting	A	A2
General Hand Hammer Mill	A	A2
Gardener	A	A2
Gardener Vegetables	A	A2
Boiler Stalker	A	A2
Chemical Sprayer	A	A2
Office Messenger	A	A2
Pallet Maker	A	A2
Cook	A	A3

Brush Cutter Operator	A	A3
Bush Trimmer / Prunner	A	A3
Green Leaf Loader	A	A3
Tea Monitor	A	A3
Tryer Fitter	A	A3
Security Guard	A	A3
Dog Handler	A	A3
Dog Kennelmen	A	A3
Cleaner / Office Orderly	A	A3
Ranger	A	A3
Crop Scout	B	B1
Machine Operator	B	B1

Dryer Operator	B	B1
Baby Seater	B	B1
Creche Attendant	B	B1
Rotter Vena Operator	B	B1
Pump Attendant -Tea & Coffee	B	B1
Miller	B	B1
Plucker MCH	B	B1
Chain Saw Operator	B	B1
Fan Attendant	B	B1
Bee Keeper	B	B1
Crèche Attendant	B	B1
Forklift Driver	B	B1

Scale Clerk	B	B1
Seamster /Tailor	B	B1
Issuing clerk factory	B	B2
Tools Clerk	B	B2
Welfare Assistant	B	B2
Ambulance Driver	B	B2
Mechanic – Semi Skilled	B	B2
Welder – Semi Skilled	B	B2
Electrician – Semi Skilled	B	B2
Capenter -Semi skilled	B	B2
Plumber – Semi Skilled	B	B2
Painter	B	B2

Beerhall Cashier	B	B2
Domestic Worker	B	B2
Factory Driver	B	B2
Tractor Driver	B	B2
Fitter and Turner – Semi Skilled	B	B2
CTC Sharpener/MCH Mechanic	B	B2
Farm Health Worker	B	B2
Butcherman	B	B2
Gang Supervisor	B	B2
Security Corporal	B	B3
Junior Supervisor	B	B3
Accounts Clerk	B	B3

Assistant Procurement Officer	B	B3
Field Clerk	B	B3
Payroll Clerk	B	B3
Wages Clerk	B	B3
Welfare Clerk	B	B3
Stores Clerk	B	B3
Weigh Bridge Clerk	B	B3
Switchboard Operator	B	B3
Nurse Aide	B	B3
TLB Operator	B	B3
Tea Quality Controller	B	B3
Sorting Room Controller	B	B3

Factory Time Keeper	B	B3
Bin Clerk	B	B3
Dispatch Clerk	B	B3
Green Leaf Clerk	B	B3
Senior Scouter	B	B3
Temperature Controller	B	B3
Workshop Clerk	B	B3
Building Clerk	B	B3
Clerk Bulk Stores	B	B3
Clerk Out-growers	B	B3
Green Leaf Clerk	B	B3
Tea Sampler	B	B3

Senior Security Ranger	B	B3
Weighing Clerk	B	B3
Secretary	B	B4
Factory Foremen	B	B4
Field Foremen	B	B4
Foremen Green Leaf	B	B4
Foremen Herbicides	B	B4
Foremen Macadamia	B	B4
Foremen Tea & Fields	B	B4
Charge Hand Foremen	B	B4
Security Sargent	B	B4
Senior Tractor Driver	B	B4

Truck Driver	B	B4
Boiler Attendant	B	B4
Hand Held Machine Trainer	B	B4
Daily Foreman	B	B4
Water Plant Overseer	B	B4
Overseer Bulk Stores	B	B4
Senior Supervisor	B	B5
Supervisor Macadamia	B	B5
Supervisor Green	B	B5
Overseer Divisional	B	B5
Irrigation supervisor	B	B5
Fuels Supervisor	B	B5

Factory Supervisor	B	B5
Leaf House Controller	B	B5
Leaf House Supervisor	B	B5
Lodge Supervisor	B	B5
Rolling Room Supervisor	B	B5
Safety Marshall	B	B5
Sorting Supervisor	B	B5
Warehouse Supervisor	B	B5
Welfare Officer	B	B5
Administration Clerk	B	B5
Bulk Stores Supervisor	B	B5
Rolling Room Controller	B	B5

Sorting Supervisor	B	B5
Supervisor Cattle	B	B5
Supervisor Charlie One	B	B5
Sister in Charge	C	C1
Out Grower Overseer	C	C1
Head Clerk Fields	C	C2
Head Clerk	C	C2
Mechanic – Skilled	C	C2
Welder Skilled	C	C2
Electrician – Skilled	C	C2
Builder Skilled	C	C2
Plumber – Skilled	C	C2

Maintenance Operator / Fitter and Tuner	C	C2
Fitter and Turner – Skilled	C	C2
Plant Fitter – Skilled	C	C2
Factory Overseer	C	C3
Transport and Logistics Officer	C	C3
Machine Shop Supervisor	C	C3

Sugarcane Subsector

Job Title	Broad Band	Band/ Sub-grade
Cane Cutter	A	A1
Club Cleaner	A	A1
Gardener	A	A1
General Worker- Stone Picker	A	A1
General Worker- Tree Stumping	A	A1
Officer Cleaner	A	A1

Canal Checker	A	A2
Chain Hand	A	A2
Chemical Sprayer	A	A2
Crop Guard – Sugar-Cane	A	A2
General Worker – Field	A	A2
General Worker – Gap Filling	A	A2
Herbicides/ Chemical Sprayer	A	A2
Herdsmen	A	A2
Office Orderly	A	A2
Dam Attendant	A	A3
Hot Water Plant Attendant	A	A3
Irrigator – Sugarcane	A	A3
Pivot Operator	A	A3
Pump Attendant	A	A3
Pump Hand Operator	A	A3
Security Guard	A	A3
Tyre Fitter	A	A3
Crop Scouter	B	B1
Drip Maintenance Hand	B	B1
Assistant Electrician	B	B2
Bar Attendant	B	B2
Builder Semi-skilled	B	B2
Carpenter Semi skilled	B	B2
Drip Installer	B	B2

Fitter Semi-skilled	B	B2
Guest House Maid/ Cook	B	B2
Painter Semi Skilled	B	B2
Plumber Semi-skilled	B	B2
Tractor Driver – Traylor Works	B	B2
Tractor Driver -Implements	B	B2
Water Recorder	B	B2
Welder Semi-skilled	B	B2
Agronomy Clerk	B	B3
Bulldozer Operator	B	B3
Chain Issuer – Zone	B	B3
Crane Operator	B	B3
Farm Health Worker	B	B3
Production Clerk	B	B3
Receipting Clerk	B	B3
Section Clerk	B	B3
Security Corporal	B	B3
Senior Water Bailiff	B	B3
TLB Operator	B	B3
Welfare Clerk	B	B3
Administration Clerk	B	B4
Block Foremen	B	B4
Engineering Administration Clerk	B	B4
Field Foreman	B	B4
Security Sargent	B	B4

Supervisor Parks Gardens & Amenities	B	B4
Truck Driver	B	B4
Cattle Supervisor	B	B5
Drip Maintenance Foremen	B	B5
Gap filling Supervisor	B	B5
Infield Supervisor	B	B5
Irrigation Supervisor	B	B5
Pump Operator Supervisor	B	B5
Supervisor Horticulture	B	B5
Supervisor Sugarcane	B	B5
Welder – Skilled- Sugar Cane	B	B5
Welfare Supervisor	B	B5
Zone Clerk	C	C1
Accounts Clerk	C	C2
Agronomy Supervisor	C	C2
Builder Skilled	C	C2
Farm Clerk	C	C2
Mechanic	C	C2
Plumber Skilled	C	C2
Zone Supervisor	C	C3

Kapenta Subsector

Job Title	Broad Band	Band/ Sub-grade

Capenter Dryer	A	A2
General Hand	A	A2
Estate Agent	A	A3
Net Maker	A	A3
Fishermen	B	B1
Mechanic Semi skilled	B	B2
Welder Semi Skilled	B	B2
Human Resource Clerk	B	B3
Stores Clerk	B	B3
Foremen Fishing	B	B4
Boat Captain	B	B4
Supervisor Drying	B	B5
Welder Skilled	C	C1
Accounts Clerk	C	C2
Transport and Logistics Officer	C	C3
Mechanic Supervisor	C	C3
Accountant	C	C5

Schedule of Skilled Artisans in the Agriculture Industry

Artisans	Class	Broad Band	Sub-Band
Skilled Artisans- Such as Electrician, Mechanic, Plumber, Builder, Welder, Fitter and Tuner, Boiler Maker etc	1	C	C2
	2	C	C1
	3	B	B5
	4	B	B4
Semi-Skilled Such as Electrician, Mechanic, Plumber, Builder, Welder, Fitter and Tuner, Boiler Maker	Without trade test	B	B2





