



## EXTERNAL ADVERT NO. 2 OF 2025

The Presidential Initiative on Banana Industrial Development (PIBID) whose successor entity **Banana Industrial Research and Development Centre (BIRDC)**, was incorporated as a Company Limited by Guarantee on 15th August 2019, is guided by its **Mission** to be the centre of excellence for farmer-focused banana industrial development through strategic public-private partnerships and its **Vision** of becoming a state-of-the-art banana research, development, and competitive business centre for value-added products by FY2025/26.

In order to achieve our mission and vision, we seek to fill vacant positions in the different directorates below;

### **DIRECTORATE OF FINANCE**

#### **1. Job Title: Cost Accountant**

*Responsible to:* Manager, Finance

*Responsible for:* Procurements Officer

**Salary Scale: BRD 4.3**

#### **2. Job Summary**

This position plays a crucial role in the financial management of the PIBID/BIRDC operations by analysing and reporting on various aspects of production costs. It involves monitoring, recording, and analyzing all costs associated with the production process to ensure accurate financial reporting and informed decision-making.

#### **3. Key Results Areas / Accountabilities**

##### **Cost Analysis:**

- a) Conduct detailed analysis of manufacturing costs, including direct labour, direct materials, and overhead expenses.
- b) Regularly review and update cost estimates for new and existing products vs expectations.
- c) Analyse variances between actual and standard costs, identifying and investigating any discrepancies.

- d) Regularly review the Bill of Materials to ensure accuracy with what is happening in all production lines

#### **Inventory Management:**

- a) Oversee the valuation of inventory and ensure accurate recording in the financial statements.
- b) Collaborate with the production team to reconcile physical inventory with accounting records.
- c) Observe and review the inventory processing procedures regularly i.e. Receiving, Inter-warehouse transfers, daily production reconciliation, issues to production etc.
- d) Implement and maintain effective inventory control measures.

#### **Financial Reporting:**

- a) Prepare and present regular financial reports related to manufacturing costs to management.
- b) Provide insights and recommendations based on cost analysis to support strategic decision-making.
- c) Assist in the preparation of budgets and forecasts related to manufacturing activities.

#### **Month-end Close:**

- a) Play a key role in the month-end closing process, ensuring accurate and timely financial reporting.
- b) Reconcile general ledger accounts related to manufacturing costs.

#### **Process Improvement:**

- a) Identify opportunities for cost reduction and operational efficiency within the manufacturing process.
- b) Collaborate with cross-functional teams to implement process improvements and cost-saving initiatives.

#### **Compliance:**

- a) Ensure compliance with relevant accounting standards and regulations.
- b) Assist in internal and external audits related to manufacturing costs.

### **4. Person specification**

#### **(i) Academic/Professional Qualifications**

- An Honours Bachelor's Degree in either Commerce or Business Administration (Accounting/Finance option) from a recognized awarding institution plus a professional qualification such as Certified Management Accountancy OR
- Full Professional qualification in Accountancy such as ACCA, CPA or the equivalent, obtained from a recognized awarding

institution/body accredited by ICPAU. OR Bachelor's degree in accounting, finance, or a related business field, followed by a relevant professional certification like the Certified Management Accountant (CMA)

- MBA (Accounts/Finance option) or a Master's degree in Financial Management /accountancy from recognized awarding institution will be an added advantage

**(ii) Work Experience**

At least 3 years' experience in a similar role in a manufacturing setting

**(iii) Other skills and competences**

- **Analytical Skills:** The ability to look at data, find patterns, and draw logical conclusions.
- **Critical Thinking:** Applying logic to evaluate information and solve complex financial problems.
- **Communication Skills:** Conveying complex financial findings clearly to non-technical audiences.
- **Attention to Detail:** Ensuring the accuracy and integrity of financial data and reports.
- **Problem Solving:** Identifying financial issues and developing effective solutions.

**Directorate: DBED**

**1. Job Title: Marketing Manager**

Responsible to: Director DBED

Responsible for: Marketing Officer

**Salary Scale: BRD 3.3**

**2. Job summary:**

The Marketing Manager will lead our marketing efforts and drive the growth of Tooke Products on the local market. The ideal candidate will possess a deep understanding of the food industry, a passion for creative marketing, and a proven track record in strategic marketing, brand building, and customer engagement.

**3. Responsibilities:**

- a) **Marketing Strategy:** Develop and execute comprehensive marketing strategies to build the Meat Haven brand, drive sales, and enhance customer engagement.
- b) **Brand Management:** Cultivate and maintain the company's brand identity and ensure brand consistency across all marketing channels.
- c) **Product Promotion:** Create and implement marketing campaigns for our range of value-added meat products, targeting diverse customer segments.

- d) Digital Marketing: Oversee the digital marketing efforts, including social media, website management, email marketing, and online advertising.
- e) Market Research: Stay updated on industry trends, conduct market research, and identify opportunities for growth and product development.
- f) Customer Relationship Management: Implement CRM strategies to build and maintain strong customer relationships and loyalty.
- g) Content Development: Oversee the creation of compelling and relevant content for marketing materials, including product descriptions, blog posts, and visuals.
- h) Analytics and Reporting: Analyze marketing performance data and generate reports to measure the effectiveness of marketing initiatives.

#### **4. Person specification**

##### **(i) Academic/Professional Qualifications**

- An Honours Bachelor's Degree in either Commerce or Business Administration (Marketing option) from a recognized awarding institution. OR
- MBA (Marketing option or a related field) from recognized awarding institution.

##### **(ii) Work Experience**

At least 5 years of working experience three of which should have been served at a supervisory role or, an equivalent work experience from a reputable organization.

##### **(iii) Skills/Competencies/Personal Attributes**

- Good leadership, interpersonal and communication skills
- Strict Time Management qualities
- Familiarity with social media and digital marketing and content marketing strategies
- High degree of confidentiality and integrity

#### **1. Job Title: Distribution Sales Manager**

Salary Scale:

Reports to: Director DBED

Salary scale:

#### **2. Job summary:**

The sales and distribution manager provides hands-on leadership and direction to a team of distributors and sales agents that are responsible for distributing our products.

#### **3. Responsibilities for this position include:**

- a) Identify and develop sales into the Direct & Distribution channels
- b) Spearheads the preparation and presentation to client of proposals and all client presentations
- c) Provide demand forecasting
- d) Up-sell other products and secondary placements penetrate new territories and retailers

- e) Act as a liaison with labels and artist management to develop and implement national retail marketing plans for physical releases
- f) Oversee all co-op advertising
- g) Leads and coaches a team of sales representatives to achieve revenue expectations
- h) Works within a matrix environment to achieve cross-functional strategic goals
- i) Oversee work with team through management, action planning, and field operations.
- j) Lead Distribution team to grow the business across
- k) Oversee and evaluate performance of sales agents

#### **4. Person specifications**

##### **(i). Academic/professional Qualifications**

- A bachelor Degree in Commerce, (Marketing option)
- A Masters in Business Administration/Marketing
- A professional qualification in marketing will be an added advantage.

##### **(ii) Work experience**

At least five (5) years of work experience in sales and distribution.

##### **(ii) Skills for Distribution Sales Manager**

- Positive attitude
- Demonstrate a high level of energy, drive, enthusiasm, initiative, commitments and professionalism.
- Detailed understanding of industrial distribution
- General understanding of fluid dynamics and piping specifications
- Strong relationship building skills
- Ability to work proficiently on a cross functional team to achieve project goals
- Excellent time management, communication, Customer services, and interpersonal skills.
- Proficient in reading and interpreting Customer specifications.
- Technical aptitude and familiarity with manufacturing

**DIRECTORATE: DCAO**

Department: ICT

**1. Job Title: ICT Manager**

Responsible to: DCAO

Responsible for: ICT officers

Salary Scale BRD 3.1

**2. Job summary:**

To provide leadership and management in the provision of ICT Service Delivery, Information Governance, and Business Transformation teams to ensure they have the requisite skills and resources to provide a fast and professional service to the organisation and our users; develop and overseeing the ICT strategy and promote business development and improvement in line with the Entity's core objectives and priorities and ensure that the necessary frameworks and standards exist for the entire ICT Services, and information governance controls and procedures are aligned to data protection laws

**3. Main Duties and Responsibilities:**

- a) To lead and manage in the ICT Service delivery function and resources including; Service Desk, Network Infrastructure, Physical Assets, Security of the Network / Environment, Surveillance equipment and monitoring services. To manage physical ICT assets over all sites covering the extent of the borough. Ensuring conflicting priorities are managed effectively whilst maintaining appropriate service levels.
- b) To lead and manage the Information & Quality Management function and resources, assuring the protection, integrity and retention of the entity's data and information assets ensuring legal compliance.
- c) To develop the supply and distribution of information (Business Intelligence) to improve decision-making.
- d) Sourcing, managing and exploiting internal and external information to meet the requirements of the entity.
- e) To lead and manage the Business Transformation function and resources, managing the entity's change programmes and to lead on transforming entity wide business processes, the creation and redesign of systems and setting precedents to achieve significant and realisable efficiency gains.
- f) To lead and manage the Systems Development function and resources, establishing and enforcing site standards. Creating technical specifications, designing solutions and responsible for innovative and bespoke software development to support the implementation of services.
- g) To maintain legal compliance through managing the appropriate Licensing of all Software.
- h) Oversee and assist in the development of surveillance technology across all service areas.
- i) Develop, manage and oversee ICT systems and Surveillance maintenance agreements and contractual terms with suppliers. To lead on proactively

seeking service improvements with third parties where needed and take action to eradicate unacceptable levels of service through commercial negotiation.

- j) Undertake account management role for ICT ensuring ICT is aligned with the business through strategic and tactical management of the service. Build relationships with senior management and members to ensure support is obtained for ICT initiatives
- k) To lead and manage Change Control throughout ICT, Information Management, Produce relevant departmental reports, operational statistics & KPI's ensuring ICT Service Delivery, Information Governance, Development, and Business Transformation achieve their performance targets.
- l) Define the ICT Strategy advising the business on technical direction and best practice operation. Develop supporting Strategies, Policies, Procedures and Guidelines to enable and support ICT, GIS, Information Governance, Development, Business Transformation and Project Management.
- m) Construct the annual Business Transformation Programme and oversee delivery by efficiently managing the ICT, GIS, Development, Information Management and Business Transformation resources.

#### **4. Person specification:**

##### **(i) Academic/Professional Qualifications**

- An honors degree in Information Technology, computer science, computer engineering and other relevant courses from a recognized University
- Professional certification such as ITIL, MCSE, CCDP, or equivalent will be an added advantage.
- Advanced degree qualifications in Computer Science, Computer Engineering.
- Membership with IT/ICT professional body.

##### **(ii) Work Experience**

- A minimum of 5 years' experience in ICT three of which should have been served at senior level in a large organization.
- Demonstrated working experience in managing an organization/business unit with diverse professions.
- Demonstrated knowledge and experience in investigative skills.

##### **(iii) Skills/Competencies/Attributes**

- Proven leadership skills
- Team building and developing subordinates.
- Excellent interpersonal skills
- Excellent oral and written communication skills.
- Strategic and conceptual ability.
- Proven ability of multitasking and meeting timelines.
- High degree of integrity and confidentiality.

**1. Job Title: Head Procurement and Disposal Unit**

*Responsible to:* Manager, Operations

*Responsible for:* Procurements Officer

*Salary Scale:* BRD 4.3

**2. Purpose of the Job:**

To Head the Procurement and Disposal Unit of BIPID/BIRDC and being responsible for planning and managing the Procurement and Disposal Functions of the entity, in line with the Public Procurement and Disposal of Public Assets (PPDA) Act and regulations, Development Partners, procurement rules and regulations and respective Financing Agreements.

**3. Main Duties and Responsibilities:**

- a) Performing the functions of the Procurement and Disposal Unit in accordance with Sec 31 and Sec 32 of the PPDA.
- b) Facilitating and providing technical support on procurement policy review, procurement planning processes, budgetary control of public resources and disposal of public assets of the entity.
- c) Coordinating the process of preparation of Annual Consolidated Procurement Plan and departmental Procurement Plans based on the approved budget and within the required timelines to ensure timely completion in line with the PIBID/BIRDC Business Plan and statutory performance agreement.
- d) Reviewing procurement audit reports to ensure compliance and conformity with legal and regulatory framework governing the procurement and disposal of public assets.
- e) Preparing bidding documents in liaison with the user department(s), implementing actions of the Contracts Committee, issuing approved contract documents, guiding, facilitating and reviewing the evaluation process and due diligence processes in line with the PPDA standards.
- f) Developing appropriate internal controls systems to ensure compliance with regulations governing procurement and disposal of Assets.
- g) Developing and managing the Procurement and disposal documentation process, storage system and registries for procurement related documents and records in line with the PPDA Act and Regulations and the Board's Records Management guidelines.
- h) Preparing procurement and disposal reports; supervising the delegated procurements, and coordinating due diligence exercises.
- i) Responding to internal and external audit queries; developing and implementing a system of managing risks in the procurement process and developing risk mitigation measures.
- j) Managing the negotiation processes and providing specialist advice and guidance on best procurement practice across the organisation.



- k) Coordinating, monitoring and appraising the contract management process in the entity.
- l) Overseeing the inventory management function within an entity;
- m) Facilitating Coordinating effective management of the evaluation process including the constitution of evaluation team, timely evaluation and submission to the Contracts Committee.
- n) Supervising, mentoring, motivating and managing the performance and development of staff in the procurement Unit in line with the Board's goals, objectives, policies and regulations.

#### **4. Person specification**

##### **(i) Academic/Professional Qualifications**

- Hons Bachelor's degree in Procurement and Supplies Management / Procurement and Logistics Management **OR** Bachelor of Business Administration (BBA) Procurement and Supplies Management / Procurement and Logistics Management **OR** a Bachelor's degree in a management related field plus a post graduate Diploma in Public Procurement Management **OR** level 6 of the Chartered Institute of Purchasing and Supplies (CIPS).
- Master's in Business Administration (Procurement and Supplies Management **OR** Procurement and Logistics Management from a recognized institution **OR** Business Administration with specialization in Procurement and Supplies Management **OR** Procurement and Logistics Management
- Full membership of Chartered Institute of Purchasing and Supply Chain Management (CIPS)

##### **(ii) Work Experience**

At least **five (5) years** working experience in the Procurement function in a government organization or a reputable private sector organization **three** of which should have been at the level of **Senior Procurement Officer or equivalent experience in a busy organization setting.**

##### **(iii) Skills/Competencies/Personal Attributes**

- Good leadership, interpersonal and communication skills
- Strict Time Management qualities
- Vast knowledge in Government procurement policies and procedures
- Vast experience in the Procurement, Disposal function;
- Computer literacy especially in word processing and spreadsheets
- High degree of confidentiality and integrity

## **DIRECTORATE OF RESEARCH AND DEVELOPMENT**

### **1. Job Title: Laboratory Technician**

Responsible to: Senior Laboratory Technician

Salary Scale: BRD 5

### **2. Job summary:**

Perform technical work involving laboratory analysis of Food, feed and soil samples. Job duties include a combination of the following responsibilities: extensive and complex steps requiring manual manipulation and pipetting, close monitoring and control, evaluation of data, and careful and accurate work.

### **3. Responsibilities**

- a. Analyse test samples received by laboratory ensuring optimum efficiency of testing and turnaround times of results
- b. Perform quality control and other quality activities to verify performance of reagents, assays, methods and equipment
- c. Maintain equipment by performing assigned maintenance activities and troubleshoot unexpected problems for the equipment
- d. Evaluate inventory of supplies and reagents and communicate order needs
- e. Operate complex equipment and computer programs related to laboratory equipment and other accessories and maintaining daily logs and equipment record books.
- f. Maintain records of test results and archives of data
- g. Ensure a safe, neat and clean work environment is maintained
- h. Archiving and tracking of test samples
- i. Perform proficiency testing to maintain compliance with regulatory agencies
- j. Assist department in writing and maintaining standard operating procedures (SOPs) in the laboratory.
- k. Record data to monitor temperatures and humidity of various equipment and environmental conditions.
- l. Follow all Quality Assurance/Quality Control procedures as outlined in the BIRDC Laboratory Quality Manual.

### **4. Person specifications**

#### **(i) Academic and professional qualifications**

- Diploma in Medical Laboratory Sciences from a recognized tertiary institution or
- Or a Bachelor's degree in biology, chemistry, or a related field with at least one year of experience in a laboratory environment.

#### **(ii) Working experience**

- Working experience operating electrical and nonelectrical laboratory equipment.
- Comfortable handling potentially dangerous substances (flammable liquids, biohazards, etc.)

#### **(iii) Skills and competences**

- Basic knowledge of MS Office Suite and database systems.
- Ability to work autonomously and under pressure.
- Excellent verbal and written communication skills.
- Keen attention to detail.
- Analytical skills.