



SOSOMA Industries Ltd

P.O. Box 6779 KIGALI - RWANDA Tel: (+250)788384189 - 0788383189

E-mail: sosoma@sosoma.rw / web site: www.sosoma.rw

JOB ANNOUNCEMENT

1. Background Information

SOSOMA Industries Ltd is a Limited Company established on November 1st, 2008 registered as a Domestic Company n° 101767471 with an Investor Certificate N°C/658/2009.

SOSOMA Industries Ltd sells nutritious high-quality products especially to infant, young and elder people including pregnant women, vulnerable people such as people affected by humanitarian crisis, chronic diseases.

Vision

To be a leader in provision of safe, quality nutritious foods towards elimination of malnutrition in the region.

Mission

To produce and supply safe, high-quality, and value-added nutritious food products that meet customer needs and comply with national and international food safety standards.

SOSOMA Industries Ltd seeks to recruit a competent, experienced, results-oriented, and integrity-driven Production Officer. The position is based in Kigali (Kicukiro) under a fixed-term contract of two (2) years, renewable based on performance.

2. Job Description

Job Title : Production Officer

Department : Production department

Reports to : Managing Director

Job Purpose : Responsible for planning, coordinating, and supervising production operations to ensure efficient, safe, and cost-effective manufacturing in compliance with food safety and quality standards. The role focuses on process optimization, productivity improvement, and quality assurance integration, supported by effective production reporting and analysis for management decision-making. The position requires strong performance in Operational Performance Indicators (OPI) and Overall Equipment Effectiveness (OEE), coordination of raw material planning and procurement, oversight of plant and utility upgrades, and contribution to cost reduction initiatives (CRI) and business planning.

MJ

3. Performance areas

1. Define, implement, and continuously improve production policies, procedures, and strategies aligned with SOSOMA Industries Ltd objectives and food safety requirements.
2. Plan, coordinate, and control manufacturing processes to ensure timely delivery of products within approved budgets, as practiced in high-performing food factories.
3. Ensure production activities are carried out efficiently, safely, and consistently, in compliance with established FSMS and HACCP.
4. Identify production needs and make evidence-based proposals for acquisition, upgrading, and modernization of production equipment, and ensure their proper use and preventive maintenance.
5. Monitor and analyze productivity indicators, yields, losses, downtime, and product quality standards, and implement corrective actions where necessary.
6. Oversee preparation of daily, weekly, monthly, quarterly, and annual production reports, including production forecasts and input into the annual production budget.
7. Consolidate and analyze production data and present clear, actionable reports to line management and top management.
8. Work closely with quality assurance and laboratory teams to ensure compliance with food safety management systems (e.g. GMP, HACCP, ISO-based systems).
9. Support internal audits, inspections, and continuous improvement initiatives, as commonly required in modern agro-processing plants.

4. Person Specifications:

4.1. Academic & professional qualifications:

- Bachelor's degree in Food Science and Technology or a related field from a recognized institution; a Master's degree is an added advantage.

4.2. Experience:

- Work experience for at least 2 years in a food processing company as production officer or quality officer.
- Experience with quality control, food laboratory testing, food safety management, production management and internal audit will be an added advantage.

4.3. Essential Skills and Competencies

- Strong analytical skills with high attention to detail;
- Effective planning, time management, and organizational skills;
- Excellent oral and written communication skills;
- Proficiency in English, with strong report-writing ability; knowledge of French and Kinyarwanda is an added advantage;

- Proficiency in MS Office applications (Word, Excel, PowerPoint), especially for production reporting and data analysis;
- Demonstrated team leadership and coordination skills;
- Ability to multitask and prioritize in a production environment.

4.4. Personality:

- Sociable, mature, decisive, and professional with strong integrity and objectivity;
- Self-driven and capable of working under minimum supervision;
- Ability to work under pressure and strict deadlines while maintaining accuracy and quality standards.

5. How to apply:

Interested and qualified candidates are invited to submit their applications **not later than Monday, 2nd February 2026**.

Applications should be submitted **by email only** to: recruitment@sosoma.rw

Please indicate **“Production Officer”** in the subject line and attach the following documents:

- Motivation/Application Letter;
- Detailed Curriculum Vitae (CV);
- Copies of academic and professional certificates.

Only shortlisted candidates will be contacted and invited for further assessment.

Done at Kigali, 27th January 2026

MUSAFIRI Jean Pierre
Managing Director

