

PLASTIC LOOP GAMBIA

Advancing Plastic Waste Management Through Circular Economy Approaches

STAFF RECRUITMENT ADVERTISEMENT

(Recruitment in anticipation of donor approval)

Production Supervisor

Location: Project Sites

Employment Type: Full-Time Contract

Duration: 12 months, renewable depending on performance and project funding availability

Remuneration: Competitive, commensurate with qualifications and experience

Reports To: Local Project Lead / Project Manager

ABOUT THE PROJECT

Hustle for Humanity Gambia (HFH-G) and Ayara Foundation Switzerland are pleased to announce the anticipated recruitment of qualified and motivated Gambian professionals for Plastic Loop Gambia, a project entitled “Advancing Plastic Waste Management Through Circular Economy Approaches”. The initiative turns plastic waste into useful products, creates jobs and raises local economic value through collection, recycling, manufacturing and community engagement in the Greater Banjul Area. It supports the government's ongoing commitment to environmental sustainability and public health, and will operate as the country's second organised plastic waste collection point, strengthen stakeholder awareness of sustainable waste management, and generate livelihood opportunities for vulnerable groups.

This initiative is currently pending final approval and funding from our donors. Recruitment will proceed only upon formal approval and disbursement of funds. Only shortlisted candidates will be contacted for an interview.

JOB PURPOSE

The Production Supervisor will oversee daily operations of the production unit to process plastic waste and manufacture recycled products. The role ensures efficient, safe and quality-driven production aligned with circular economy principles.

KEY RESPONSIBILITIES

- Supervise and coordinate production activities, including sorting, processing and manufacturing of recycled plastic products.
- Monitor production processes to ensure they meet quality standards, safety regulations and project objectives.
- Lead, train and motivate production staff to enhance productivity, maintain morale and support adherence to best practices.
- Ensure proper maintenance and operation of machinery and equipment used in recycling and manufacturing.
- Implement and enforce workplace safety protocols and environmental regulations.
- Work closely with quality control teams to promptly address non-conformities or product defects.
- Track production output, manage inventory of raw materials and finished goods, and report performance metrics to management.
- Collaborate with logistics and supply chain teams to streamline material flow and delivery schedules.
- Support continuous improvement initiatives to increase production efficiency and reduce waste.
- Maintain accurate production records and documentation.

Production Planning and Coordination

- Plan and supervise daily production activities.
- Implement production plans, schedules and work orders.

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- Allocate personnel, machinery, materials and other resources effectively.
- Monitor production targets and ensure they are met.
- Coordinate with procurement, maintenance, quality control, warehouse and sales teams.
- Adjust production schedules when required.

Staff Supervision

- Supervise, guide and motivate production employees.
- Assign duties and workstations according to skills and production requirements.
- Monitor employee attendance, punctuality, conduct and performance.
- Provide job instructions, coaching and on-the-job training.
- Conduct performance reviews and identify staff development needs.
- Ensure compliance with company policies and workplace procedures.
- Address staff concerns and resolve routine workplace issues fairly and professionally.

Quality Control

- Ensure products meet approved specifications and quality standards.
- Monitor production processes and conduct regular quality checks.
- Identify, document and report defects, non-conformities and production errors.
- Investigate causes of quality problems and implement corrective actions.
- Ensure rejected or defective products are properly controlled and recorded.
- Work with the Quality Assurance team to improve production processes.
- Maintain accurate production and quality records.

Health, Safety and Environmental Compliance

- Enforce workplace health and safety rules and procedures.
- Ensure employees use appropriate personal protective equipment.
- Conduct or support safety briefings and toolbox talks.
- Identify and report unsafe conditions, hazards, accidents and near misses.
- Ensure machinery and work areas are operated safely.
- Support emergency preparedness and incident investigations.
- Promote proper waste management and environmentally responsible practices.

Equipment and Maintenance

- Ensure machines, tools and equipment are operated correctly.
- Conduct routine inspections of production equipment.
- Report breakdowns, defects and maintenance requirements promptly.
- Coordinate with the maintenance team to minimise downtime.
- Ensure preventive maintenance schedules are followed.
- Verify that equipment is clean, safe and ready for use.
- Monitor proper handling and storage of tools and equipment.

Materials and Inventory Control

- Confirm that required raw materials and supplies are available for production.
- Monitor material usage and reduce waste, damage and losses.
- Verify quantities and quality of materials received from the warehouse.
- Ensure materials are properly stored, labeled and handled.
- Report shortages, excess usage or damaged materials.
- Support stock counts and reconciliation of production materials.

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Production Monitoring and Reporting

- Track production output, productivity, downtime, waste and efficiency.
- Prepare daily, weekly and monthly production reports.
- Compare actual production against targets and identify variances.
- Record labour, materials, machine usage and production losses.
- Escalate delays, operational problems and resource constraints to management.
- Recommend improvements to increase efficiency and reduce costs.

Process Improvement

- Identify opportunities to improve workflow, productivity and product quality.
- Reduce waste, rework, downtime and unnecessary costs.
- Support implementation of standard operating procedures and lean production practices.
- Participate in root-cause analysis and continuous improvement initiatives.
- Encourage employee suggestions and practical improvements.
- Ensure standardised work methods are followed consistently.

Documentation and Compliance

- Maintain accurate production logs, checklists, inspection records and shift reports.
- Ensure work is performed according to approved procedures and policies.
- Support internal and external inspections or audits.
- Ensure compliance with applicable industry standards and regulatory requirements.
- Maintain confidentiality of company information and production records.

Team Communication and Coordination

- Conduct shift handovers and production meetings.
- Communicate production priorities, targets, changes and safety information clearly.
- Coordinate with other departments to resolve operational issues.
- Ensure important information is communicated between shifts.
- Promote teamwork, accountability, discipline and a positive work environment.

KEY PERFORMANCE AREAS

The Production Supervisor may be assessed based on:

- Achievement of production targets.
- Product quality and defect rates.
- Labour and machine productivity.
- Reduction of waste and downtime.
- Compliance with health and safety requirements.
- Timely completion of production schedules.
- Proper use of materials and equipment.
- Accuracy of production records and reports.
- Employee performance and team effectiveness.

The duties outlined above represent the primary functions of the role but are not exhaustive. The position may require additional responsibilities and special projects as assigned by management.

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QUALIFICATIONS AND EXPERIENCE

- Higher Diploma or degree in Mechanical Engineering, Industrial Engineering, Environmental Science or a related field.
- Proven experience (minimum 4 to 6 years) in production supervision, preferably in recycling, plastics manufacturing or waste management sectors.
- Knowledge of plastic recycling processes and circular economy concepts is highly desirable.
- Strong leadership and team management skills.
- Familiarity with health, safety and environmental compliance standards.
- Ability to troubleshoot production issues and implement corrective actions effectively.
- Good organisational and communication skills.
- Proficiency in using production management software and MS Office tools.

COMPETENCIES

- Leadership and people management.
- Process optimisation and quality control.
- Safety awareness and compliance.
- Problem-solving and decision-making.
- Communication and teamwork.
- Commitment to sustainability and circular economy principles.

WORKING CONDITIONS

- Office-based position with occasional travel to project sites and partner locations.
- Standard working hours (8 am – 5 pm) with possible extended hours during peak project periods or audits, including weekends and public holidays.

HOW TO APPLY

Interested candidates are invited to visit the website <https://www.plasticcircles.com> to submit their updated CVs and cover letters detailing their suitability for the anticipated positions to plasticloopgambia@gmail.com on or before 15th November 2026.

Hustle for Humanity Gambia is carrying out this recruitment as the local implementation lead, in partnership with Ayara Foundation Switzerland as the international programme lead.

Hustle for Humanity Gambia and Ayara Foundation Switzerland are equal opportunity employers that value diversity. Women and candidates from underrepresented groups are strongly encouraged to apply.