

PLASTIC LOOP GAMBIA

Advancing Plastic Waste Management Through Circular Economy Approaches

STAFF RECRUITMENT ADVERTISEMENT

(Recruitment in anticipation of donor approval)

Workshop Fabrication Lead

Location: Project Sites, The Gambia

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

Supervises: Fabricators, welders, machinists, fitters, apprentices, and other workshop personnel as assigned

ABOUT THE PROJECT

Hustle for Humanity Gambia (HFH-G), in partnership with Ayara Foundation Switzerland, is preparing to launch Plastic Loop Gambia: Advancing plastic waste Management through circular economy approaches. Based in the Greater Banjul Area, the project will collect and process discarded plastic, turn it into useful products and create employment and income opportunities, particularly for vulnerable groups.

At the centre of the initiative is a planned plastic waste collection point. The project will connect collection, recycling and manufacturing so that materials currently discarded can gain new value within the Gambian economy. Its activities will include:

- establishing practical systems for separating, collecting and recycling plastic waste;
- working with municipal authorities and other stakeholders to improve collection and processing infrastructure;
- engaging residents and local businesses in waste reduction and responsible disposal;
- developing recycled plastic products and building markets for them; and
- raising public awareness of recycling and supporting community participation.

Plastic Loop Gambia aims to reduce the amount of plastic sent to disposal sites, contribute to cleaner and healthier communities, and strengthen local livelihoods. Through collaboration with public authorities, businesses and communities, it will support government efforts on environmental sustainability and help build a circular economy network in the Greater Banjul Area. More effective waste management can also help prevent emissions and strengthen communities' resilience to environmental pressures.

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 Workshop Fabrication Lead is responsible for coordinating and supervising fabrication activities within the workshop. The role ensures that all fabrication work is completed safely, efficiently, on schedule, and in accordance with approved drawings, specifications, quality standards, and applicable regulations.

Lead workshop fabrication operations, manage daily work activities, support the effective use of personnel and equipment, and ensure timely delivery of high-quality fabricated components, structures, and assemblies.

KEY RESPONSIBILITIES

- Lead and coordinate workshop fabrication activities
- Ensure safe, efficient and high-quality production

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- Manage workshop personnel, workload and resources
- Maintain compliance with technical, quality and HSE standards
- Support continuous improvement of workshop processes and productivity
- Coordinate with engineering, procurement, stores and site teams
- Monitor progress, performance and operational risks
- Support staff development, mentoring and skills transfer

WORK PLANNING AND COORDINATION

- Review fabrication drawings, specifications, work orders, and production schedules.
- Plan daily and weekly workshop activities in coordination with the Workshop Manager.
- Allocate tasks to workshop personnel according to skills, workload, and project priorities.
- Monitor progress and identify potential delays, resource constraints, or technical issues.
- Coordinate with engineering, procurement, stores, site teams, and subcontractors as required.
- Ensure that required materials, tools, equipment, and documentation are available before work begins.

FABRICATION SUPERVISION

- Supervise cutting, forming, fitting, welding, machining, assembly, and finishing activities.
- Ensure work is carried out in accordance with approved drawings and procedures.
- Provide technical guidance and practical support to fabrication personnel.
- Verify dimensions, alignment, tolerances, weld quality, and general workmanship.
- Review and resolve fabrication difficulties in consultation with engineering or management.
- Ensure completed items are properly marked, protected, stored, and prepared for dispatch or installation.

HEALTH, SAFETY, AND ENVIRONMENTAL COMPLIANCE

- Promote and enforce safe working practices throughout the workshop.
- Conduct or support toolbox talks, job safety analyses, and risk assessments.
- Ensure personnel use appropriate personal protective equipment.
- Verify that machinery, lifting equipment, welding equipment, tools, and work areas are safe and properly maintained.
- Report incidents, near misses, hazards, and unsafe conditions promptly.
- Ensure compliance with environmental requirements, including waste management, emissions control, and safe handling of chemicals and gases.
- Stop work where an immediate safety or quality risk exists.

QUALITY ASSURANCE AND CONTROL

- Ensure fabrication activities comply with approved quality plans, inspection and test plans, drawings, and applicable standards.
- Conduct or coordinate in-process and final inspections.
- Maintain fabrication records, inspection checklists, weld logs, material certificates, and non-conformance reports.
- Identify defects and coordinate corrective and preventive actions.
- Support testing, inspection, and certification activities where required.
- Ensure traceability of materials and fabricated components.

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PEOPLE LEADERSHIP AND DEVELOPMENT

- Lead, motivate, and support workshop personnel.
- Provide clear instructions and monitor individual and team performance.
- Identify training needs and support skills development.
- Mentor apprentices and less experienced employees.
- Promote teamwork, discipline, accountability, and continuous improvement.
- Participate in recruitment, performance reviews, and disciplinary processes when required.

EQUIPMENT, MATERIALS, AND COST CONTROL

- Monitor the use and condition of workshop tools, machinery, consumables, and equipment.
- Report breakdowns and coordinate maintenance or repairs.
- Minimise material wastage, rework, idle time, and unnecessary overtime.
- Verify material quantities and report shortages or discrepancies.
- Support stock control and proper storage of materials and consumables.
- Recommend improvements to workshop layouts, processes, tools, and equipment.

REPORTING

- Provide regular updates on production progress, workforce requirements, safety, quality, and delays.
- Prepare or contribute to daily and weekly workshop reports.
- Escalate technical, commercial, safety, or resource issues promptly.
- Maintain accurate records of work completed and outstanding activities.

DELIVERABLES

The Workshop Fabrication Lead is expected to deliver:

- Fabrication work completed in accordance with approved drawings and specifications.
- Work completed safely, within agreed schedules and budgets.
- Accurate production, inspection, and quality records.
- Properly managed workshop personnel and resources.
- Reduced rework, waste, downtime, and non-conformances.
- Well-maintained tools, equipment, and work areas.
- Timely escalation and resolution of operational issues.

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.

QUALIFICATIONS AND EXPERIENCE

- Technical degree, certification or qualification in welding, fabrication, mechanical fitting, machining, or a related field.
- Proven supervisory or lead-hand experience (minimum 5 to 8 years) in a fabrication or engineering workshop, preferably in waste management, recycling, sustainability or related sectors.
- Strong understanding of circular economy principles and plastic waste challenges.
- Excellent communication, negotiation and interpersonal skills.
- Ability to work independently and as part of a multidisciplinary team.
- Results-driven mindset with a proven track record of meeting sales targets.

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- Familiarity with local and international environmental regulations and standards is an advantage.
- Proficiency in English and relevant local languages, and MS Office tools.

COMPETENCIES

- Leadership and Ownership
- Strong Organisational Skills
- Problem-Solving Mindset
- Clear and Respectful Communication
- Reliability and Accountability
- Teamwork and Collaboration
- Coaching and Mentoring Ability
- Adaptability and Continuous Improvement

COMPLIANCE AND PROFESSIONAL CONDUCT

- Follow organisation policies, procedures, and ethical standards
- Protect confidential customers and company information
- Ensure accurate and transparent sales documentation
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TYPICAL QUALIFICATIONS AND SKILLS

- Degree or diploma in Marketing, Business Administration, Sales, Communications, or a related field
- Relevant experience in sales, marketing, business development, or customer relations
- Strong communication, negotiation, presentation, and interpersonal skills
- Good knowledge of marketing and customer relationship management tools
- Ability to analyse data and prepare reports
- Good planning, organisation, and time-management skills
- Target-driven, proactive, and results-oriented approach
- Ability to work independently and as part of a team
- Computer literacy, including Microsoft Office and digital marketing platforms

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.

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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.