



## SEKAJJA AGRO FARMS LTD

### JOB DESCRIPTION

<b>JOB DESCRIPTION</b>		
<b>Job Title:</b>	<b>Hatchery Administrator</b>	
<b>Reports To:</b>	<b>Inventory Manager</b>	
<b>Supervises:</b>	<b>Direct:</b>	<b>Indirect:</b>
	None	None
<b>Interacts/Interfaces with:</b>	<b>Internal:</b>	<b>External:</b>
	SAF employees	Hatchery site staff
<b>Job Summary</b>	The role will be responsible for preparing hatchery reports as requested by supervisors, work with the finance department as a stock point of contact and ensure company assets/inventories/resources are safe and secured. The position holder will work under the rules, regulations and guidelines of SAF while ensuring the accomplishment of goals and targets set by Management.	
<b>Key Position Responsibilities</b>	<ul style="list-style-type: none"> <li>• Prepare daily, weekly and monthly hatchery performance and planning schedule reports as requested by management.</li> <li>• Ensure all hatchery transactions are fully documented and posted real time in Nav-Farm.</li> <li>• Lead weekly and monthly hatchery stock counts and ensure Nav-Farm balances agree with counted stocks, this must be reviewed and signed off every week/month</li> <li>• Reconcile all eggs received from the farms, reconcile all reject eggs received from farms and issued to the Distribution Centre, share report with the Chief/stock accountant.</li> <li>• Ensure each setter machine has proper bin card; each cold room and grading room have accurate and updated bin cards.</li> <li>• Act as focal point for both internal and external hatchery communications.</li> <li>• Reconcile all day-old chicks produced at the hatchery, reconcile all DOC issues to customers, branches, third parties and internal farms</li> <li>• Ensure proper and safe custody of all hatchery assets.</li> <li>• Raise and follow up with hatchery requisitions, posting goods received notes in Nav-Farm. Ensure all items received have purchase orders.</li> <li>• Reconcile and expense all hatchery spares/ consumables/vaccines in Nav-Farm.</li> <li>• Prepare and share chick Delivery &amp; loading reports with the commercial team.</li> <li>• Weekly DOC returns and mortality report with explanations.</li> <li>• Compiling staff attendance register for payroll</li> <li>• Daily chick boxes balance report, ensure chick box and paper egg trays consumptions are fully posted in Nav-Farm.</li> <li>• HR support functions;</li> </ul>	



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	<ul style="list-style-type: none"> <li>❖ Cascade required information to the field team as maybe required from time to time.</li> <li>❖ Ensure staff clock in and out of the attendance machine/register and provide required support.</li> <li>❖ Compile and share monthly payroll data to the CFO.</li> <li>❖ Report and follow up with work related injuries.</li> <li>❖ Focal point for both internal and external grievances.</li> <li>❖ Support the field team with HR related documentation and procedures including implementing the notice board policy.</li> <li>❖ Focal point for both internal and external grievances.</li> </ul>
<b>Success Measures</b>	<ul style="list-style-type: none"> <li>• Any other duties assigned by the line manager.</li> <li>• Evidence of daily, weekly and monthly eggs received and issues report.</li> <li>• Evidence of system generated documents for all hatchery transactions.</li> <li>• Weekly reviewed chick production and issues report.</li> <li>• Evidence of Hatchery issues log.</li> <li>• Weekly egg setter report.</li> <li>• Weekly hatchability report</li> <li>• Evidence of reviewed and approved daily, weekly and monthly hatchery stock count sheets.</li> <li>• Weekly DOC and mortality reports.</li> <li>• Weekly copies of bin cards supporting egg movement within the hatchery.</li> </ul>
<b>Financial Responsibility</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Person Specification</b>	
<b>Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• Degree/Diploma in Business Administration (Accounting/Finance).</li> <li>• ACCA/CPA level one</li> </ul>
<b>Skills &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Very good arithmetic skills</li> <li>• Minimum of 1-2 years in similar accounting position in a busy commercial organisation</li> <li>• Computer literacy especially accounting systems</li> <li>• Reporting skills</li> <li>• Excellent analytical skills</li> </ul>
<b>Attitude/Motivation</b>	<ul style="list-style-type: none"> <li>• Value adding</li> <li>• Enthusiasm, passion and encouragement to all.</li> <li>• Strong commitment to the mission and values of SAF</li> <li>• Result driven.</li> </ul>

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_