

JOB DETAILS:

Job Title	Materials Resource Planning Manager
Reports to (Title of Line Manager)	Head Supplychain
Department	Supplychain
Workstation	Namanve Industrial Park.

JOB OVERVIEW:

The Materials Resource Planning (MRP) Manager is responsible for ensuring that all materials required for manufacturing are available to meet production schedules and customer demand. This role involves managing inventory levels, coordinating with suppliers, and overseeing the procurement process to ensure timely and cost-effective acquisition of raw materials and components.

KEY RESPONSIBILITIES

- 1. Materials Planning and Inventory Management**
 - Develop and implement materials resource planning strategies to ensure optimal inventory levels.
 - Monitor and analyse inventory levels, production schedules, and demand forecasts to maintain balance between supply and demand.
 - Ensure materials availability to support manufacturing schedules and meet customer requirements.
 - Minimize excess and obsolete inventory through effective planning and forecasting.

- 2. Procurement and Supplier Management**
 - Identify and evaluate potential suppliers to ensure reliable and cost-effective sources of materials.
 - Negotiate contracts, prices, and terms with suppliers to secure favorable agreements.
 - Establish and maintain strong relationships with key suppliers, ensuring timely delivery and quality of materials.
 - Manage supplier performance and address any issues related to delivery, quality, or pricing.

- 3. Coordination and Collaboration.**
 - Collaborate with production, quality and logistics teams to ensure seamless coordination of materials flow.
 - Work closely with the R&D department to understand material requirements for new product development and launches.
 - Coordinate with finance to manage budget, cost control, and financial reporting

related to materials procurement.

4. Data Analysis and Reporting

- Utilize the SAP system and other tools to analyse data and generate reports on inventory status, material usage, and supplier performance.
- Develop and track key performance indicators (KPIs) related to materials planning and procurement.
- Provide regular updates and reports to senior management on materials planning and inventory status.

5. Compliance and Quality Assurance

- Ensure all materials meet regulatory and quality standards specific to pharmaceutical manufacturing.
- Maintain compliance with Good Manufacturing Practices (GMP) and other regulatory requirements.
- Implement and monitor quality control processes for incoming materials and manage non-conformance issues.

Academic Qualifications:

- Bachelor's degree in Supply Chain Management, Operations Management, Business Administration, or a related field. Master's degree preferred.
- Certification in CIPs is an added advantage.

Job-Related Experience and Knowledge:

- Minimum of 5 year's experience in materials planning, procurement, or supply chain management within a manufacturing industry.
- At least 2+ years experience in the manufacturing sector.
- Strong knowledge of materials resource planning (MRP) systems and software.
- Experience with Lean or Six Sigma methodologies.
- Familiarity with regulatory requirements specific to the pharmaceutical industry.
- Excellent analytical and problem-solving skills.
- Proficient in data analysis and reporting tools (e.g., Excel, SAP systems).
- Strong negotiation and supplier management skills.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively in a cross-functional team environment.
- Knowledge of regulatory and quality standards in pharmaceutical manufacturing (e.g., GMP).

SIGN OFF.

Name of Supervisor: _____

Signature: _____

Date: _____

Name of Job holder: _____

Signature: _____

Date: __