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## Position Description

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Vacancy Title: **Assistant Process Engineer**

Location: **Suva**

Reports To: **Plant Manager (v 2.01)**

### Objective

The Manufacturing Process Engineer is responsible for continuous improvement of work process and equipment at Fiji Dairy Pte Limited. This position reports to the General Manager, Fiji Dairy Pte Limited.

### Outcomes

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#### Organisational Stakeholders

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##### 1. Product quality is ensured

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- Good manufacturing practices are ensured
    - Manufacturing operations and best practices ensured
    - Work flow, space requirements and equipment layout is ensured
    - New equipment selection and implementation is timely and managed
    - Personal hygiene is ensured at all times
  - Critical control points are managed at all time
    - HACCP ensured
    - ISO ensured
    - GMP ensured
    - Standard Operating Procedures (SOP's) ensured
  - Audits managed
    - Zero major audit defects at all times
    - Audit recommendations managed on an accurate and timely basis
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##### 2. Cost of production ensured

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- Lean and continuous improvement principles implemented and managed at all times
    - manufacturing processes improved and implemented on an on-going basis
    - Debottleneck identification managed
  - Cost of production reviewed on an on-going basis
    - Material cost
    - Production and labor requirements
    - Production schedules
    - Future work requirements
  - Cost and time of production managed within agreed budget
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##### 3. Process engineering ensured

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- Processes defined, characterized and new process implementation is timely
  - Engineering and validation principals applied to process design at all times
  - Manufacturing processes developed ensures zero defect concept at all times
    - Process controls managed
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##### 4. Well informed management

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- Daily, monthly and quarterly report is timely and accurate
    - Performance against targets for production efficiency, recovery and production losses
    - Completion percentage of the planned preventative maintenance works
    - Status of all upgrade or capital works
    - Product and process report presented is timely
    - Process documentation and operating instructions
  - Ad-hoc information requests by management, for decision-making purposes, managed on a timely manner
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##### 5. Effective Human Capital Management ensures a productive, stable and increasingly capable workforce

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- Supervision of and professional guidance to departmental staff ensured
  - Training needs and competency gaps of staff assessed and managed in partnership with General Manager and HR Department
  - Succession planning ensured
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##### 6. Safe work environment promoted and ensured at all times

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- Work place safety is ensured
  - Communication of Safety, Health and Environment to all team members are on an on-going basis
  - Occupational Health & Safety systems promote zero workplace injury at all times
  - Local environmental regulation is aligned with work place safety on an on-going basis
- Workplace hazards eliminated at all times
  - Systems assist in the identification and elimination of work place hazards on an on-going basis

#### 7. Fiji Dairy Limited values upheld and demonstrated at all times

- Collaborate with other teams for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values

## Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
Change Management	Implement and manage changing situations resulting from a change in strategic/business.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
<b>Customer</b>	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Commercial Focus	Optimize the commercial viability of the organisation.
Quality Focus	Deliver quality.
<b>People</b>	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Problem Solving	Develop practical solutions to a situation.
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.
Learning	Develop the competencies of self and others to enhance performance.
<b>Professional</b>	
Technical Strength	Demonstrate knowledge of a specialist discipline.
<b>Operational</b>	
Equipment Operation	Control the operation of specialised equipment, plant or vehicles to satisfy the demands of the assignment.
Health and Safety	Establish and maintain a safe and healthy work environment.

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Degree	Engineering, Manufacturing/Production/Logistics	Manufacturing or process Engineering

## Work Knowledge and Experience

- Minimum of five years' work experience in process engineering or similar capacity
- Knowledge in Good Manufacturing Practices and Food Safety Management, HACCP, ISO standards
- Analytical thinking ability and proper communication skills
- Computer literate and good documentation skills

## Requirements

### Other Required Requirements

- No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Management Team	

Type	Interaction	Comments
	Finance Team	
	Production Team	
	General Manager	
<b>External</b>		
	Contractors	
	Suppliers	

## Attributes

### Behavioural Styles

Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Innovative	Devises new and creative ways to do things comes up with original ideas.
Enthusiastic	Shows high levels of excitement and interest, and expresses positive feelings.

### Interpersonal Styles

Team Oriented	Enjoys being with others as part of a group or team.
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Self-sufficient and assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.

### Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.
Initiative	Takes action and makes decisions without the help or advice of other people.

## How To Apply

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## Contact for Enquiries

Contact Name: HR Fiji Dairy

Contact Email: [hr@fijidairy.com.fj](mailto:hr@fijidairy.com.fj)

Further Contact Information: --

**Closing Date:** 18 Sep 2025