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## Position Description

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Vacancy Title: **General Manager**

Location: **Laucala Beach - Suva**

### Objective

The General Manager Viti Foods is accountable for the leadership, management and control of all activities within Viti Foods Pte Limited in accordance to the strategic direction of the CJ Patel Group and VFPL's commercial viability, product quality, people safety and environmental sustainability. This position reports to the Group General Manager Manufacturing, CJ Patel Pte Limited.

### Outcomes

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#### Capital Stakeholders (Owners)

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##### 1. Well informed management

- Timeliness, quality and accuracy of daily, weekly, monthly and quarterly reports ensured
  - Weekly reports to Group General Manager Manufacturing
  - Board Paper submitted timely and supports business decision making
  - Monthly KPI Reports and monthly reports to COO/CFO/CEO submitted timely and supports business decision making
  - Quarterly management and board meetings
  - Company Operational / Financial Reports submitted timely and supports business decision making
- Quality production related advice, both general and technical provided to management as and when required
- Ad-hoc information requests by board, management and shareholders, for decision-making purposes, addressed in a timely manner and accuracy of information maintained at all times

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#### Organisational Stakeholders

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##### 1. Strategically focused organisation

- Strategic plan for one - three years developed, implemented and managed
- Commercial viability ensured
  - Manufacturing and operational strategic plans developed and implemented to ensure maximum capacity utilization
  - Policies, programs and objectives affecting the schedule, quality and cost of manufacturing products formulated on an accurate and timely basis
- Corporate risk management plan ensured
- Corporate image of the organization managed
  - Public relation strategies developed and implemented to optimize relationships with stakeholders

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##### 2. Operations efficacy ensured

- Procurement, production, marketing, field and technical services and policies established and managed
  - Ethical business practices enforced
- Supplier relationship for all plant inputs managed
- Export operations managed
- Stakeholders managed
- Relations maintained with the following stakeholders
  - Bio-security of Fiji
  - Ministry of Health
  - Ministry of Economy
  - Ministry of Agriculture
  - Ministry of Labour
- Factory operations optimized at all times
  - Technological advances
  - Good manufacturing practices to be developed, implemented and managed at all times
  - New manufacturing initiatives

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##### 3. Profitability maximized

- Annual budgets are prepared, managed and met
- Department costs managed to optimize value for money at all times
- Annual financial audit ensured and confirms full compliance
- Profitability of individual units ensured by meeting and exceeding performance targets

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##### 4. Business Development ensures growth and broadening consumer base for VFL products

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- New projects utilizing new technology and financial opportunities developed and managed
- Marketing and quality assurance sections managed
- New product development ensured
- New initiatives for competitive operation developed and implemented on a timely basis

#### 5. Statutory and operationally compliant organisation

- Factory certifications, British Retail Consortium (BRC), Food and Drug Administration (FDA), HACCP, ISO and external audits managed
- GMP system managed at all times
- Factory maintenance program is ensured on an accurate and timely basis
- Third party processors meet required standards at all times

#### 6. Effective Human Capital Management ensures a productive, stable and increasingly capable workforce

- Supervision of and professional guidance to all staff ensured
- Training needs and competency gaps of staff assessed and managed in partnership with management and HR Department
- Succession planning ensured

#### 7. Safe work environment promoted and ensured at all times

- 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

#### 8. Viti Foods Pte Limited's values upheld and promoted 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>	
Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
<b>Customer</b>	
Commercial Focus	Optimize the commercial viability of the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.
<b>People</b>	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Self-Management	Manage your priorities and objectives efficiently and effectively
<b>Operational</b>	
Health and Safety	Establish and maintain a safe and healthy work environment.

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Degree	Science	Food Technology
<b>Desirable</b>		
Higher Degree incl. Post Grad Cert or Dip	Business Management or Business Administration or related fields	

## Work Knowledge and Experience

- Track record as a strong leader and change manager
- Demonstrated experience in strategic planning and human capital management
- Minimum of eight to ten years' experience in a Management role in a food processing factory

Computer literate and good documentation skills  
Analytical thinking ability and good communication skills  
Knowledge in Food Safety Management System, Good Manufacturing Practices, labour handling, root cause analysis

## Requirements

### Regulatory Compliance Requirements

Driver's License  
Police Clearance

## Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Management Team	
	All employees	
	Board of Directors	
<b>External</b>		
	Regulators	
	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.  
Accountable Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.

### Interpersonal Styles

Team Enjoys being with others as part of a group or team.  
Oriented  
Realistic Shows concern for facts and reality, rejecting the impractical.  
Objective Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.

### 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.  
Well organised Controls tasks in a well thought out and critical manner.

## How To Apply

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## Contact for Enquiries

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Further Contact Information: --

Closing Date: 24 Dec 2025