



Agro-Chemical and Food Company Limited

EMPLOYMENT OPPORTUNITIES

Agro-Chemical and Food Company Limited is a leading manufacturer and supplier of Spirits, Bakers' Yeast and CO₂ located in Muhoroni in Western Kenya. We are looking for qualified, experienced and self-driven Kenyans with excellent interpersonal, communication, analytical, report writing and ICT skills to fill the following positions:

1. **GENERAL MANAGER (FACTORY) – GRADE ACFC 2 (1 POST) – ACFC/03/2022/001**

Terms of Service

Five-year contract, renewable once based on performance.

(a) Duties and Responsibilities

- i. Evaluate strategic management plans and budgets aimed at improving performance standards and organizational effectiveness.
- ii. Authorize and approve the purchase of materials, chemicals and spare parts in the department needed for efficient production.
- iii. Participate in the recruitment of staff in order to ensure that the candidates selected have the required job competencies and are provided with orientation and induction program necessary for effective job performance.
- iv. Carryout training needs assessment and formulate training programs in conjunction with the General Manager, Human Resource and Administration (GM, HRD&A) aimed at equipping staff with appropriate job competencies in order to improve their productivity.
- v. Plan, monitor and evaluate the performance of staff against set targets and objectives and implement development action plans aimed at building the capacity of individuals and multi-disciplinary teams.
- vi. Develop daily, monthly, quarterly and annual production targets and prepare progress reports showing achievements against planned targets as well as providing justification for performance variances and also defining areas of improvement.

- vii. Prepare annual maintenance and capital budgets for the department and ensure that expenditure in Engineering, Production, Quality Control Divisions and Environment and Safety section are controlled and remain within agreed budgets.
- viii. Ensure that proper maintenance schedules are implemented to improve on plant and equipment availability and efficiency.
- ix. Plan and co-ordinate programs to ensure compliance with Environment, Health and Safety statutory requirements.
- x. Plan and coordinate the Quality Assurance programs to ensure effective operations of the Quality Management Systems (QMS) at the factory in accordance with the requirements of ISO 9001:2008 International Standards.
- xi. Plan and coordinate the manufacturing, maintenance and Quality Assurance programs to ensure production of safe products, fit for human consumption.
- xii. Continually assess technical capabilities of existing manufacturing facilities and other Company infrastructure, plan for modifications, upgrading, rehabilitation and improvement of the plant and equipment and supervise the implementation to ensure completion according to quality specifications, within specified time frame and budget.
- xiii. Advise the Chief Executive on changes in production, operations, instrumentation, quality control, environmental issues, additional capacity (projects) which may be necessary for optimization of production.
- xiv. Ensure that all contractors working within the factory premises meet safety requirements.
- xv. Ensure correct and timely preparation of all daily, monthly and annual operational reports and ensure proper dispatch and distribution of reports as necessary.
- xvi. Review incidents of violations against organizational policy and regulations as well as handle employee disputes and take appropriate action in line with approved policies, procedures and regulations.
- xvii. Initiate and participate in organizational performance reviews and business process improvement programs as well as undertake special investigations aimed at improving organizational effectiveness.

(b) Person Specification

- i. A minimum of fifteen (15) years' working experience, five (5) of which should have been in senior management level.
- ii. Masters Degree in any of the following disciplines: Chemical Engineering, Production Engineering, Electrical Engineering, Mechanical Engineering, Instrumentation Engineering, Brewing Engineering, Manufacturing Engineering, Chemical and Process Engineering, Food Technology or its equivalent qualification from a recognized institution.
- iii. Bachelor's Degree in any of the following disciplines: Chemical Engineering, Production Engineering, Electrical Engineering, Mechanical Engineering, Instrumentation Engineering, Brewing Engineering, Manufacturing Engineering, Chemical and Process Engineering, Food Technology or its equivalent qualification from a recognized institution.
- iv. Certificate in Leadership Course from a recognized institution lasting not less than four (4) weeks.
- v. Membership to a relevant professional body.
- vi. Thorough understanding of management, operation and administration of a manufacturing industry;
- vii. Proficiency in computer applications.
- viii. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya.

(c) Key Competencies and Skills

- i. Strong analytical skills.
- ii. Strategic and innovative thinking.
- iii. Effective communication skills.
- iv. Strong interpersonal skills.
- v. Ability to mobilize resources.
- vi. Negotiation skills

2. MANAGER, ENGINEERING – GRADE ACFC 3 –(1 POST) – ACFC/03/2022/002

Terms of Service

Five-year contract, renewable once based on performance.

(a) Duties and Responsibilities

- i. Liaise and coordinate with the Heads of Sections of Electrical, Instrument, Civil and Mechanical Engineering on the day to day running of the department.
- ii. Advise the General Manager on changes in Engineering and additional equipment which may be necessary for optimisation of production of baker's yeast and alcohol.
- iii. Ensure that proper equipment and machinery availability and utilization are achieved.
- iv. Ensure that proper maintenance schedules are effected to improve on plant and equipment availability and efficiency.
- v. Prepare detailed maintenance capital budgets for the department and all on-going projects.
- vi. Ensure that expenditure in the division is controlled and remain within agreed budgets.
- vii. Authorise and approve the purchase of materials, chemicals and spare parts in the electrical, instruments, civil and mechanical sections needed for efficient production of baker's yeast and alcohol.
- viii. Plan for modifications, upgrading, rehabilitation and improvement in the plant as necessary.
- ix. Ensure that all safety regulations are put in place and adhered to and that environmental control is effected and observed.
- x. Provide technical leadership to multidisciplinary teams to enable them develop, implement and evaluate strategic management plans and budgets aimed at improving performance standards and organisational effectiveness.
- xi. Participate in the recruitment and selection of staff in order to ensure that the candidates selected have the required job competencies and are provided with orientation and induction programme necessary for effective job performance.
- xii. Review incidents of violations against organizational policy and regulations as well as handle employee disputes and take appropriate action in line with approved policies, procedures and regulations.
- xiii. Conduct training needs assessment, design and implement training programmes aimed at equipping staff with appropriate job competencies in order to improve the design and delivery of high quality services.

- xiv. Plan, monitor and evaluate the performance of staff against set targets and objectives and implementing development action plans aimed at building the capacity of individuals and multi-disciplinary teams.

(b) Person Specification

For appointment to this grade, an officer must have:

- i. At least twelve (12) years working experience, five (5) of which should be in a management position.
- ii. Master's Degree in any of the following engineering disciplines: Civil Engineering, Instrumentation and Control Engineering, Mechanical Engineering, Manufacturing Engineering, Chemical Engineering, Building Engineering or Industrial Technology.
- iii. Bachelor's Degree in any of the following engineering disciplines: Civil Engineering, Instrumentation and Control Engineering, Mechanical Engineering, Manufacturing Engineering, Chemical Engineering, Building Engineering or Industrial Technology.
- iv. Registered with Engineers Registration Board of Kenya (EBK).
- v. Management course lasting not less than four (4) weeks.
- vi. Proficiency in computer applications and
- vii. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya.

(c) Key Competencies and Skills

- i. Strong analytical skills.
- ii. Strategic and innovative thinking.
- iii. Effective communication skills.
- iv. Strong interpersonal skills.
- v. Ability to mobilize resources.
- vi. Negotiation skills.

3. **MANAGER, SUPPLY CHAIN MANAGEMENT – GRADE ACFC 3 (1 POST) - ACFC/03/2022/003**

Terms of Service

Five-year contract, renewable once based on performance.

(a) Duties and Responsibilities

- i. Oversee the development, implementation and enforcement of supply chain management policies and procedures in line with the Public Procurement and Disposal Act and Regulations.
- ii. Coordinate the implementation of supply chain management policies and procedures in line with the Public Procurement and Disposal Act and Regulations.
- iii. Facilitate the development and implementation of procurement plans and budgets as well as expected outcomes.
- iv. Coordinate operations of main office, Stores, Warehouse/Weighbridge.
- v. Liaise with relevant departments to coordinate importation and disposal of goods and procurement of molasses.
- vi. Oversee preparation of purchase orders, obtainment of authorized signatures and forwarding procurement documents to Finance department for cheque processing.
- vii. Ensure cost-effective disposal of obsolete machinery, equipment, furniture and other salvage goods in accordance with Government policies and procedures.
- viii. Review purchase requisitions against stock records and coordinating the development of detailed tender specifications and performance standards to facilitate procurement of capital equipment, goods and services in strict compliance to Government procedures and regulations.
- ix. Provide advisory services on procurement matters to the Director.
- x. Ensure compliance with the Public Procurement and Disposal Act and Regulations.
- xi. Develop long-term and short-term procurement plans in liaison with users and as per the Company's material requirements
- xii. Facilitate preparation and consolidation of procurement and disposal plans.
- xiii. Coordinate procurement of quality materials and services to support the Company's operations.

- xiv. Coordinate internal monitoring and evaluation of the Supply Chain functions of the Company.
- xv. Oversee the preparation of bidding and prequalification documents for expression of interest for the Company.
- xvi. Ensure that goods and services procured by Company meet tender specifications.
- xvii. Coordinate the identification, evaluation, selection and negotiation of contractual terms and prices with third party providers including suppliers.
- xviii. Participate in development of detailed service level agreements for suppliers outlining the key performance areas critical to the Company.
- xix. Monitor suppliers' performance to assess ability to meet quality and delivery requirements.
- xx. Convene and provide secretarial services to procurement committees; and
- xxi. Ensure that planned stock levels will meet forecasted demand by monitoring stocks to identify changes and determining re-order levels.

(b) Person Specification

For appointment to this grade, an office must have:

- i. At least twelve (12) years' experience, five (5) of which must be in management position.
- ii. Master's Degree in any of the following fields: Supply Chain Management, Economics, Commerce, Procurement and Supplies Management, Business Administration, Logistics or equivalent qualification from a recognized institution.
- iii. Bachelor's Degree in any of the following fields: Supply Chain Management, Economic, Commerce, Procurement and Supplies Management, Business Administration, Logistics or equivalent qualification from a recognized institution.
- iv. A leadership course lasting not less than four (4) weeks from a recognized institution.
- v. Proficiency in computer applications.
- vi. Fulfilled requirements of Chapter Six (6) of the Constitution of Kenya.

(c) Key Competencies and Skills

- i. Strong analytical skills.
- ii. Strategic and innovative thinking.
- iii. Effective Communication skills.
- iv. Strong interpersonal skills.
- v. Ability to mobilize resources.
- vi. Negotiation skills.

4. **ASSISTANT MANAGER (HUMAN RESOURCE) – GRADE ACFC 4 (1 POST) - ACFC/03/2022/004**

Terms of Service

Permanent and Pensionable

(a) Duties and Responsibilities

- i. Conduct consistent analysis for staffing needs and preparing annual Human Resource forecasts in consultation with departmental heads.
- ii. Facilitate staff recruitment.
- iii. Maintain relevant staff records that will inform talent management efforts as well as career and succession plans for key resource people and key positions.
- iv. Implement Occupational Health and Safety policies and procedures.
- v. Administer staff benefits and allowances.
- vi. Ensure effective management and availability of Human Resources data.
- vii. Manage Human Resource records.
- viii. Manage Welfare of the Company staff and other incentive schemes.
- ix. Implement staff movement such as transfers, discharges, promotions and
- x. Benchmark staff regulations with other organizations and recommend updates in line with changing circumstances.

(b) Person Specification

For appointment to this grade, an officer must have

- i. Minimum eight (8) years working experience, three (3) of which should be in supervisory role.
- ii. Master's Degree in Human Resource Management, Personnel Management, Human Resource Development, Social Science or equivalent qualification from a recognized institution.
- iii. Bachelor's Degree in Human Resource Management, Personnel Management, Human Resource Development, Social Science or equivalent qualification from a recognized institution.
- iv. Management Course lasting not less than four (4) weeks from a recognized institution.

- v. Valid Practicing License from Institute of Human Resources Management (IHRM-K).
- vi. Proficiency in computer application; and
- vii. Fulfilled requirements of Chapter Six (6) of the Constitution of Kenya.

(c) Key Competencies and Skills

- i. Strong analytical skills.
- ii. Strategic and innovative thinking.
- iii. Effective communication skills.
- iv. Strong interpersonal skills.
- v. Ability to mobilize resources.
- vi. Negotiation skills.

5. **ASSISTANT MANAGER, SALES & MARKETING – GRADE ACFC 4 (1 POST) – ACFC/03/2022/005**

Terms of Service

Permanent & Pensionable.

(a) Duties and Responsibilities

Sales

- i. Coordinate the development of Company sales and distribution strategies in liaison with the Sales and Marketing Manager;
- ii. Coordinate the development and communication of sales targets;
- iii. Spearhead maintenance of up to date sales system to facilitate selling such as sales ledger; log books, dispatch stocks availability and sales reconciliations;
- iv. Facilitate the preparation, maintenance and submission of monthly sales performance against targets;
- v. Ensure one-to-one relationships with potential and existing customers;
- vi. Take leads generated from the marketing and qualifying the level of potential;
- vii. Maintain records on sales calls, opportunities, closed sales, and customers;
- viii. Ensure compilation and review of Company-wide sales reports on regular basis;
- ix. Coordinate preparations and delivery of sales proposals;
- x. Ascertain the provision of after sales technical support;
- xi. Liaise with internal departments such as Production, Finance, and Supply chain as regards Sales Order Processing;
- xii. Maintain customer satisfaction and product/service profitability through customer communication, customer improvement activities, customer service; and
- xiii. Coordinate internal and external product and service-related activities such as sales contracts, customer requirements, product development, production, fulfilment and delivery, accounting, and customer service.

Marketing

- i. Ensure awareness creation of Company products and services in the marketplace;
- ii. Coordinate preparation of appropriate messages and maximizing message effectiveness through media selection and application;
- iii. Coordinate promotional campaigns, trade shows and conferences;
- iv. Conduct necessary market and customer research;
- v. Coordinate the publicity and promotion of ACFC products;
- vi. Ensure creation and selection of content used in advertising, promoting, and on-line materials;

- vii. Domesticate and implement market research findings and use of lead and customer databases;
- viii. Coordinate activities between departments involved in designing, testing, producing, marketing, selling, delivering, and supporting a product or service over its life span;
- ix. Maintain customer satisfaction and product/service profitability through customer communication, customer improvement activities, customer service; and
- x. Coordinate internal and external product and service-related activities such as sales contracts, customer requirements, product development, production, fulfilment and delivery, accounting, and customer service.

b) Person Specification

- i. Minimum eight (8) years' work experience in a marketing field three of which should be in supervisory level in public or private sector;
- ii. Master's degree in any of the following disciplines: - Chemistry, Food Science and Technology, Chemical Engineering, Commerce (Marketing option), Marketing or equivalent qualification from a recognized institution;
- iii. Bachelor's Degree in any of the following disciplines: - Chemistry, Food Science and Technology, Chemical Engineering, Commerce (Marketing option), Marketing or equivalent qualification from a recognized institution;
- iv. Bachelors degree in any of the social sciences plus a Postgraduate Diploma in Marketing;
- v. Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Registration and membership to a relevant professional body;
- vii. Proficiency in computer applications;
- viii. Valid driving license; and

c) Key Competencies and Skills

- i. Strong analytical skills
- ii. Strategic and innovative thinking
- iii. Effective communication skills
- iv. Strong interpersonal skills
- v. Ability to mobilize resources
- vi. Negotiation skills

**6. ASSISTANT MANAGER, PLANNING AND PROJECTS MANAGEMENT – GRADE
ACFC 4 (1 POST) – ACFC/03/2022/06**

Terms of Service

Permanent and Pensionable

(a) Duties and Responsibilities

- i. Conceptualization of Projects by assessing need and envisaged improvement.
- ii. Preparation of project proposals in liaison with other relevant departments/sections.
- iii. Approve project design and BOQ prepared by Department Engineers.
- iv. Carry out project viability and evaluation of proposed projects to ascertain payback and justify capital investment.
- v. Prepare Contract documents.
- vi. Prepare Tender Documents in liaison with Supply Chain Department
- vii. Assess requirements of new projects with respect to existing infrastructure to ensure smooth hook-up and compatibility to existing process.
- viii. Prepare Payment Certificate for contractors.
- ix. Monitor project performance over defect liability period and correcting any process challenges observed.
- x. Propose Projects for inclusion on Capital Budgets.
- xi. Carry out professional technical evaluation of all proposed modifications to generate efficiency, cost effectiveness and timely completion.
- xii. Prepare root cause analysis report with technical challenges description, proposed solution and requirement.
- xiii. Propose for further consultancy complex challenges which require specialized expertise.
- xiv. Participate in selection and evaluation of consultancy services in liaison with Supply Chain department.
- xv. Carry out plant Technical Audit to check efficiency and utilities consumption.
- xvi. Carry out Research and Development on new technologies and plant improvements.

(b) Person Specification

For appointment to this grade, a candidate must have:

- i. At least eight (8) years relevant experience, three (3) of which must have been in supervisory level.
- ii. Master's Degree in Civil Engineering, Instrumentation and Control Engineering, Mechanical Engineering, Manufacturing Engineering, Building Engineering or Industrial Technology, Project Management, Business Studies, Finance or Economics or its equivalent from recognized institution.
- iii. Bachelor's Degree in Civil Engineering, Instrumentation and Control Engineering, Mechanical Engineering, Manufacturing Engineering, Building Engineering or Industrial Technology, Project management, Risk Management, Business Studies, Finance or Economics or its equivalent from recognized institution.
- iv. Management course lasting not less than four (4) weeks.
- v. Proficiency in computer applications.
- vi. Membership to Engineering Board (where applicable)
- vii. Fulfilled requirements of Chapter Six (6) of the Constitution of Kenya.

(c) Key Competencies and Skills

- i. Strong analytical skills.
- ii. Strategic and innovative thinking.
- iii. Effective Communication skills.
- iv. Strong interpersonal skills.
- v. Ability to mobilize resources.
- vi. Negotiation skills.

Applications including detailed Curriculum Vitae (CV), copies of academic and professional certificates and testimonials, names, and addresses of at least three referees, two coloured passport size photos and a copy of National Identity Card should be sent to the undersigned on or before March 31, 2022. Only shortlisted candidates will be contacted.

Resident Director & Chief Executive
Agro Chemical & Food Company Limited
P.O Box 18-40107
MUHORONI-KENYA

ACFC IS AN EQUAL OPPORTUNITY EMPLOYER
