



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. SAFETY OFFICER – ACFC GRADE 6 – (1 POST) ACFC/11/2022/001

Terms of Employment (Permanent and Pensionable)

(a) Job Specification

Duties and responsibilities will entail assisting in:

- i. Ensuring protection of all factory buildings and installations against lightning through earth resistance measurements within schedule.
- ii. Ensuring efficacies of mild steel tanks and pipes by checking the thicknesses for purposes of performing predictive maintenance to avoid collapse;
- iii. Organizing for pest control programs to control pests infestation whose effects can impact on food safety negatively;
- iv. Managing occupational incidences through sensitization on use of PPE's and providence of 1st aid facilities;
- v. Ensuring compliance to legal requirements in line with occupation Health and Safety Act (OSHA) of 2007; and subsidiary regulations.
- vi. Ensuring regular fire drills, creation of awareness, condition monitoring of machines and installations so as to ensure both safety and compliance to correct limits;
- vii. Carry out risk assessment prior to issuing permit to work;
- viii. Ensure induction of visitors and other stakeholders;
- ix. Keeping records.

(b) Person Specification

For appointment to this grade, a candidate must have:

- i. Bachelors degree in any of the following engineering disciplines; Instrumentation and Control Engineering; Mechanical Engineering; Manufacturing Engineering; Building Engineering or Industrial Technology;
- ii. Proficiency in computer applications;

c) Key Competencies and Skills

- i. Strong analytical skills
- ii. Strategic and innovative thinking
- iii. Effective communication skills
- iv. Strong interpersonal skills

2. ADMINISTRATION OFFICER - GRADE ACFC 6 - (1 POST) ACFC/11/2022/002

Terms of Employment (Permanent and Pensionable)

(a) Duties and Responsibilities

- i. Complying with administrative services and policies and procedures;
- ii. Ensuring general cleanliness in offices is undertaken;
- iii. Supervising allocation of office accommodation;
- iv. Ensuring provision of office equipment and materials;
- v. Ensuring bills are paid;
- vi. Coordinating development and updating of office equipment and furniture inventory;
- vii. Coordinating implementation of service delivery initiatives;
- viii. Facilitating meetings, conferences and other special events;
- ix. Managing transport;
- x. Ensuring general maintenance is undertaken;
- xi. Generating administrative reports on repairs and maintenance.

(b) Person Specification

- i. Bachelors degree in Business Administration; Office Management or equivalent qualification from a recognized institution;
- ii. Proficiency in computer applications;

(c) Key Competencies and Skills

- i. Strong analytical skills
- ii. Strategic and innovative thinking
- iii. Effective communication
- iv. Strong impersonal skills

3. PRINCIPAL HUMAN RESOURCE ASSISTANT - GRADE ACFC 7 - (1 POST)
ACFC/11/2022/003

Terms of Employment (Permanent and Pensionable)

(a) Duties and Responsibilities

- i) Verify information relating to recruitment, Appointment, transfers, Human Resource Management records and complements control;
- ii) Draft quarterly and annual performance contract reports;
- iii) Update and maintain recruitment, selection and training documents;
- iv) Update the retirement benefits, medical, GPA and Group life schemes;
- v) Participate in payroll processing; and
- vi) Processing cases for the Human Resource Management Advisory/ Training Committee and assisting in the implementation of the decisions.

(b) Person Specification

- i) Higher Diploma in Human Resource Management, Personnel Management; Human Resource Development or equivalent qualification from a recognized institution with six (6) year's relevant work experience.

OR

- i) Diploma in Human Resource Management, Personnel Management; Human Resource Development or equivalent qualification from a recognized institution with eight (8) year's relevant work experience;
- ii) Proficiency in computer applications;
- iii) Member of the Institute of Human Resource Management (IHRM-K).

(c) Key Competencies and Skills

- (i) Strong analytical skills
- (ii) Strategic and innovative thinking
- (iii) Effective communication skills
- (iv) Strong impersonal skills

4. ADMINISTRATION ASSISTANT - GRADE ACFC 9 - (1 POST) ACFC/11/2022/004

Terms of Employment (Permanent and Pensionable)

(a) Duties and Responsibilities

- i. Complying with administrative services and policies and procedures;
- ii. Ensuring general cleanliness in offices is undertaken;
- iii. Identifying office accommodation and space for staff;
- iv. Ensuring provision of office equipment and materials;
- v. Maintaining and updating furniture and office equipment inventory;
- vi. Ensuring payments of bills;
- vii. Generating Administrative reports on repairs and maintenance; and
- viii. Facilitating meetings, conference and other special duties.

(b) Person Specification

- i. Diploma in Office Management, Business Administration or equivalent qualification from a recognized institution;
- ii. Proficiency in computer applications;

(c) Key Competencies and Skills

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

5. RECORDS MANAGEMENT ASSISTANT – ACFC GRADE 9 - (1 POST)
ACFC/11/2022/005

Terms of Employment (Permanent and Pensionable)

a) Job Specification

The duties and responsibilities shall entail assisting in:

- i. Ensuring letters are appropriately filed and marked to action officers;
- ii. Controlling opening of files and updating file index;
- iii. Ensuring security of information/files in the registry;
- iv. Updating and maintaining up-to-date file movement records and ascertaining the general cleanliness of the registry;
- v. Recording of incoming and outgoing mail; and
- vi. Maintaining an easy file retrieval system.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Diploma in Records Management or Information Science or any other relevant qualification from a recognized institution;
- ii. Proficiency in computer applications;

(c) Key Competencies and Skills

- i. Strong analytical skills
- ii. Strategic and innovative thinking
- iii. Effective communication skills
- iv. Strong interpersonal skills

6. PRODUCTION ASSISTANT – GRADE ACFC 9 - (6 POSTS) – ACFC/11/2022/006 (RE-ADVERTISEMENT)

Terms of Service of Employment (permanent and pensionable)

The successful candidates will be required to work in the following stations:

- i. Distillation
- ii. Molasses preparation
- iii. Separators
- iv. Dryers
- v. Packing
- vi. Carbon dioxide plant
- vii. Spirit Bottling plant

(a) Duties and Responsibilities

- i. Deputizes the senior production assistants on routine jobs
- ii. Reporting any machine break down or in efficiency to the senior production assistant for action;
- iii. Ensure work stations and equipment are cleaned and records kept;
- iv. Ensure the Production Work Instruction per assigned in stations is adhered to;
- v. Draw and avail samples to laboratory as per assigned stations during operations and final product;
- vi. Receive and transfer inputs/ materials to respective areas on the process floor;
- vii. Writing shift work report at the end of every shift of activities done before handing over to his/her reliever;
- viii. Embracing teamwork on routine and non routine tasks to ensure desired work goals are achieved;
- ix. Execute safe work habits to equipment, human, environment and products;
- x. Prepare nutrient/ cleaning solutions as per work instruction in the stations.

(b) Person Specification

For appointment to this grade, an officer must have:

- i. Diploma in any of the following fields: Food Science and Technology, Chemical Engineering, Biochemistry or an equivalent qualification from a recognized institution;
- ii. Proficiency in computer applications;

(c) Key Competencies and Skills

- i. Strong analytical skills
- ii. Strategic and innovative thinking
- iii. Effective communication skills
- iv. Strong interpersonal skills

7. ENVIRONMENTAL ASSISTANT – GRADE ACFC 9 - (4 POSTS)
ACFC/11/2022/007

Terms of Employment (Permanent and Pensionable)

(a) Duties and Responsibilities

- i. Operating and check lubrication oil for gas blowers, pump, and other effluent treatment plant equipment;
- ii. Collecting samples and carries out simple quality tests for routine analysis;
- iii. Keep records of Effluent treatment Plant;
- iv. Conduct daily inspection of the Effluent Treatment Plant and effluent chemical treatment;
- v. Trimming the ponds at the plant;
- vi. Conducting general cleanliness of the plant;
- vii. Removing floating foreign matters in the lagoon and ponds;
- viii. Incinerating hazardous waste.

(b) Person Specification

- i. Diploma in any of the following fields: - Environmental Studies, Natural Resource Management, Sewerage Technician or equivalent qualification from a recognized institution;
- ii. Proficiency in computer application; and

(c) Key Competencies and Skills

- i. Strong analytical skills
- ii. Strategic and innovative thinking
- iii. Effective communication skills
- iv. Strong interpersonal skills

8. ARTISAN (BOILER) – GRADE ACFC 11 - (2 POST) – ACFC/11/2022/008

Terms of Employment (Permanent and Pensionable)

(a) Duties and Responsibilities

- i. Prepare Steam Boilers from cold start up following laid down processes until it attains the steam pressures and temperatures for Factory processes requirements;
- ii. Operate the steam boilers and maintain steady and quality steam supply to meet the Factory steam requirements;
- iii. Record boiler working conditions in the log sheet on hourly basis;
- iv. Control and maintain boiler water quality as per the laid down specification and implement quality assurance recommendations in case of variance;
- v. Carry out daily inspection, tests on boiler auxiliaries such as flushing of boiler level controls (Mobreys), Pumps and Biogas boosters and report all malfunctions to Boiler Supervisor and report in boiler logbook;
- vi. Monitor fuel oil offloading from incoming trucks into main fuel oil storage tank and transfer sufficient fuel oil from Warehouse tank to service day tank;
- vii. Maintain proper record of all materials/ Chemicals used in the boiler;
- viii. Carry out basic boiler maintenance activities, cleaning of fuel oil filters and strainers and addressing oil and water leakages at boiler house and recording in the boiler logbook.

(b) Person Specification

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) or equivalent qualification from a recognized institution;
- ii. NITA certificate (Basic, Intermediate and advanced in Boiler operations);
- iii. Proficiency in computer applications.

(c) Key Competencies and Skills

- i. Strong analytical skills
- ii. Strategic and innovative thinking
- iii. Effective communication skills
- iv. Strong interpersonal skills

9. ELECTRICAL TECHNICIAN – GRADE ACFC 9 - (1 POST) – ACFC/11/2022/009

Terms of Employment (Permanent and Pensionable)

(a) Duties and Responsibilities

- i. Inspect all electrical equipment in the factory and rectify faulty ones;
- ii. Requisition necessary electrical spares in the factory;
- iii. Help electrical supervisors in all installations and repairs and troubleshooting;
- iv. Monitor electrical breakdowns and rectify them;
- v. Ensure safety of workers and equipment;
- vi. Record all the works done in the respective log books;
- vii. Knowledge in rewinding of various kinds of electro-mechanical equipment including but not limited to: single phase, three phase, all fields armatures, wound rotors and transformers will be an added advantage.

(b) Person Specification

- i. Diploma in Electrical engineering;
- ii. Proficiency in computer applications;

(c) Key Competencies and Skills

- i. Strong analytical skills
- ii. Strategic and innovative thinking
- iii. Effective communication skills
- iii. Strong interpersonal skills

10. INSTRUMENT TECHNICIAN – GRADE ACFC 9 - (1 POST) – ACFC/11/2022/010

Terms of Employment (Permanent and Pensionable)

(a) Duties and Responsibilities

- i. Learn and understand the job and the system;
- ii. Assist in the daily operations of all the instruments in the plant and ensure they are in good working condition;
- iii. Attend to planned preventive and breakdown maintenance;
- iv. Workshop repairs of instruments and electronics;
- v. Inspect all instruments in the plant and rectify/report faulty ones;
- vi. Calibrate instruments, control systems, weigh bridge and weigh scales;
- vii. Ensure safety of workers and equipment;
- viii. Record all the works done in the respective log books.

(b) Person Specification

- i. Diploma in Instrumentation engineering;
- ii. Proficiency in computer applications;

(c) Key Competencies and Skills

- i. Strong analytical skills
- ii. Strategic and innovative thinking
- iii. Effective communication skills
- iv. Strong interpersonal skills

**11. ARTISAN (INSTRUMENTATION) – GRADE ACFC 11 - (1 POST)
ACFC/11/2022/011**

Terms of Employment (Permanent and Pensionable)

(a) Duties and Responsibilities

- i. Assembling, installing, repairing, troubleshooting, and maintaining electronic components and system;
- ii. Performing upgrades on electronics systems;
- iii. Sourcing or fabricating replacement parts for electronic systems;
- iv. Attending to planned preventive, corrective and breakdown maintenance;
- v. Workshop repairs/ service of instruments, electronics, equipment including laboratory machines;
- vi. Inspect all equipment in the plant and rectify/report faulty ones;
- vii. Assist technicians in calibration of instruments, control systems, weigh bridge and weigh scales and generate calibration data and certificates;
- viii. Ensuring all power and manual tools are operated in accordance with health and safety regulations;
- ix. Liaising with Supervisors to discuss work schedules and time and material cost estimates;
- x. Performing equipment demonstrations;
- xi. Interpreting drawings, training manuals, and instructions in order to perform duties;
- xii. Record all the works done in the respective logbooks;
- xiii. Assist in implementation of Quality Management System and Food Safety Management System;
- xiv. Responsible for clean work environment.

b) Person Specification

- i) Kenya Certificate of Secondary Education (KCSE) mean grade D (plain) or equivalent qualification from a recognized institution;
- ii) Government Trade Test Certificate Grade II in electronics/ electrical
- iii) Proficiency in computer applications;

c) Key Competencies and Skills

- i) Strong analytical skills
- ii) Strategic and innovative thinking
- iii) Effective communication skills
- iv) Strong interpersonal 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 November 22, 2022. Only shortlisted candidates will be contacted.

Managing Director
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MUHORONI-KENYA

ACFC IS AN EQUAL OPPORTUNITY EMPLOYER
