

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/01/2024/001

Terms of Service

Five-year contract, renewable once subject to performance and retirement age.

(a) Duties and Responsibilities

- Evaluate strategic management plans and budgets aimed at improving performance standards and organizational effectiveness.
- Authorize and approve the purchase of materials, chemicals and spare parts in the department needed for efficient production.
- Participate in the recruitment of staff to ensure that the candidates selected have the required job competencies and are provided with orientation and induction program necessary for effective job performance.
- Carryout training needs assessment and formulate training programs in conjunction with the General Manager, Human Resource and Administration (GM, HR&A) aimed at equipping staff with appropriate job competencies to improve their productivity.
- 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.
- 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 defining areas of improvement.
- 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.
- Ensure that proper maintenance schedules are implemented to improve on plant and equipment availability and efficiency.
- Plan and co-ordinate programs to ensure compliance with Environment, Health and Safety statutory requirements.

- 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.
- Plan and coordinate the manufacturing, maintenance, and Quality Assurance programs to ensure production of safe products, fit for human consumption.
- 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.
- 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.
- Ensure that all contractors working within the factory premises meet safety requirements.
- Ensure correct and timely preparation of all daily, monthly and annual operational reports and ensure proper dispatch and distribution of reports as necessary.
- 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.
- 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

- A minimum of fifteen (15) years' working experience, five (5) of which should have been in senior management level.
- 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.
- 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.
- Certificate in Leadership Course from a recognized institution lasting not less than four (4) weeks.
- Membership to a relevant professional body.

- Thorough understanding of management, operation and administration of a manufacturing industry.
- Proficiency in computer applications.
- Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya.

(c) Key Competencies and Skills

- Strong analytical skills.
- Strategic and innovative thinking.
- Effective communication skills.
- Strong interpersonal skills.
- Ability to mobilize resources.
- Negotiation skills

**2. GENERAL MANAGER, HUMAN RESOURCE AND ADMINISTRATION
– GRADE ACFC 2 (1 POST) ACFC/01/2024/002**

Terms of Service

Five-year contract, renewable once subject to performance and retirement age.

a) Job Specification

Duties and responsibilities will entail: -

- Plan, organize, coordinate and administer all human resource and administration activities in the Company;
- Oversee development and review of human resource and administration policies, rules and regulations;
- Oversee development of human resource plans and strategies;
- Monitor and coordinate implementation of Human Resource Management policies, rules and regulations;
- Develop and institutionalize performance appraisal process;
- Maintain professional Human Resource Management standards;
- Advice on human resource planning and succession Management;
- Advice on career development and review of Career Progression Guidelines;
- Coordinate organizational development and job reviews;
- Interpret labour laws and other statutes that impact on human resource in the organization;
- Coordinate industrial relations and staff welfare;
- Spearhead the development and implementation of Human Resource Management system;
- Spearhead assessment of skills and competence needs for the Company;

- Oversee budgeting, allocation and optimal utilization of training resources and opportunities;
- Review terms and conditions of service;
- Ensure proper utilization of human resources in the Company and advising on proper deployment;
- Ensure compliance with all the statutory requirements relating to Human Resource and Administration; and Coach, mentor, guide and counsel staff.

b) Person Specification

For appointment to this grade, an officer must have: -

- Minimum fifteen (15) years' work experience five (5) of which must be in management position.
- Masters degree in Human Resource Management, Personnel Management, Human Resource Development, Social Science or equivalent qualification from a recognized institution.
- Bachelors degree in Human Resource Management, Personnel Management, Human Resource Development, Social Science or equivalent qualification from a recognized institution.
- leadership Course lasting not less than four (4) weeks from a recognized institution.
- Valid Practicing License from Institute of Human Resources Management (IHRM-K).
- Proficiency in computer application skills; and
- Fulfilled the requirements of Chapter Six (6) of the Constitution

c) Key Competencies and Skills

- Strong analytical skills
- Strategic and innovative thinking
- Effective communication skills
- Strong interpersonal skills
- Ability to mobilize resources
- Negotiation skills

3. **MANAGER, ENGINEERING – GRADE ACFC 3 (1 POST) – ACFC/01/2024/003**

Terms of Service

Five-year contract renewable subject to performance and retirement age.

(a) Duties and Responsibilities

- Liaise and coordinate with the Heads of Sections of Electrical, Instrument, Civil and Mechanical Engineering on the day to day running of the department.
- 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.
- Ensure that proper equipment and machinery availability and utilization are achieved.
- Ensure that proper maintenance schedules are effected to improve on plant and equipment availability and efficiency.
- Prepare detailed maintenance capital budgets for the department and all on-going projects.
- Ensure that expenditure in the division is controlled and remain within agreed budgets.
- 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.
- Plan for modifications, upgrading, rehabilitation and improvement in the plant as necessary.
- Ensure that all safety regulations are put in place and adhered to and that environmental control is effected and observed.
- 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.
- 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.
- 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.
- 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.

- 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:

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

(c) Key Competencies and Skills

- Strong analytical skills.
- Strategic and innovative thinking.
- Effective communication skills.
- Strong interpersonal skills.
- Ability to mobilize resources.
- Negotiation skills.

4. MANAGER, SUPPLY CHAIN MANAGEMENT – GRADE ACFC 3 (1 POST) - ACFC/01/2024/004

Terms of Service

Five-year contract renewable subject to performance and retirement age

(a) Duties and Responsibilities

- Oversee the development, implementation and enforcement of supply chain management policies and procedures in line with the Public Procurement and Disposal Act and Regulations.
- Coordinate the implementation of supply chain management policies and procedures in line with the Public Procurement and Disposal Act and Regulations.
- Facilitate the development and implementation of procurement plans and budgets as well as expected outcomes.
- Coordinate operations of main office, Stores, Warehouse/Weighbridge.
- Liaise with relevant departments to coordinate importation and disposal of goods and procurement of molasses.
- Oversee preparation of purchase orders, obtainment of authorized signatures and forwarding procurement documents to Finance department for cheque processing.
- Ensure cost-effective disposal of obsolete machinery, equipment, furniture and other salvage goods in accordance with Government policies and procedures.
- 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.
- Provide advisory services on procurement matters to the Director.
- Ensure compliance with the Public Procurement and Disposal Act and Regulations.
- Develop long-term and short-term procurement plans in liaison with users and as per the Company's material requirements.
- Facilitate preparation and consolidation of procurement and disposal plans.
- Coordinate procurement of quality materials and services to support the Company's operations.

- Coordinate internal monitoring and evaluation of the Supply Chain functions of the Company.
- Oversee the preparation of bidding and prequalification documents for expression of interest for the Company.
- Ensure that goods and services procured by Company meet tender specifications.
- Coordinate the identification, evaluation, selection and negotiation of contractual terms and prices with third party providers including suppliers.
- Participate in development of detailed service level agreements for suppliers outlining the key performance areas critical to the Company.
- Monitor suppliers' performance to assess ability to meet quality and delivery requirements.
- Convene and provide secretarial services to procurement committees; and 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 officer must have:

- At least twelve (12) years' experience, five (5) of which must be in management position.
- 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.
- 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.
- A leadership course lasting not less than four (4) weeks from a recognized institution.
- Proficiency in computer applications.
- Fulfilled requirements of Chapter Six (6) of the Constitution of Kenya.

(c) Key Competencies and Skills

- Strong analytical skills.
- Strategic and innovative thinking.
- Effective Communication skills.
- Strong interpersonal skills.
- Ability to mobilize resources.
- Negotiation skills.

5. MANAGER, HUMAN RESOURCE AND DEVELOPMENT – GRADE ACFC 3 (1 POST)ACFC/01/2024/005

Terms of Service

Five-year contract renewable subject to performance and retirement age

a) Job Specification

Duties and responsibilities will entail: -

- Plan, organize, coordinate and administer all human resource and administration activities in the Company;
- Oversee development and review of human resource and administration policies, rules and regulations;
- Oversee development of human resource plans and strategies;
- Monitor and coordinate implementation of Human Resource Management policies, rules and regulations;
- Develop and institutionalize performance appraisal process;
- Maintain professional Human Resource Management standards;
- Advice on human resource planning and succession Management;
- Advice on career development and review of Career Progression Guidelines;
- Coordinate organizational development and job reviews;
- Interpret labour laws and other statutes that impact on human resource in the Fund;
- Coordinate industrial relations and staff welfare;
- Spearhead the development and implementation of Human Resource Management system;
- Spearhead assessment of skills and competence needs for the Company;
- Oversee budgeting, allocation and optimal utilization of training resources and opportunities;
- Review terms and conditions of service;
- Ensure proper utilization of human resources in the Company and advising on proper deployment;
- Ensure compliance with all the statutory requirements relating to Human Resource and Administration; and Coach, mentor, guide and counsel staff.

b) Requirements for Appointment

For appointment to this grade, an officer must have: -

- Minimum twelve (12) years' work experience five (5) of which must be in management position.
- Masters degree in Human Resource Management, Personnel Management, Human Resource Development, Social Science or equivalent qualification from a recognized institution;

- Bachelors degree in Human Resource Management, Personnel Management, Human Resource Development, Social Science or equivalent qualification from a recognized institution;
- leadership Course lasting not less than four (4) weeks from a recognized institution.
- Valid Practicing License from Institute of Human Resources Management (IHRM-K).
- Proficiency in computer application skills; and
- Fulfilled the requirements of Chapter Six (6) of the Constitution

c) Key Competencies and Skills

- Strong analytical skills
- Strategic and innovative thinking
- Effective communication skills
- Strong interpersonal skills
- Ability to mobilize resources
- Negotiation skills

6. ASSISTANT MANAGER, HUMAN RESOURCE - GRADE ACFC 4 (1 POST) ACFC/01/2024/006

Terms of Service

Permanent & Pensionable

a) Job Specification

Duties and responsibilities will entail:

- Conduct consistent analysis for staffing needs and preparing annual human resource forecasts in consultation with departmental heads;
- Facilitate staff recruitment;
- Maintain relevant staff records that will inform talent management efforts as well as career and succession plans for key resource people and key positions;
- Implement occupational health and safety policies and procedures;
- Administer staff benefits and allowances;
- Ensure effective management and availability of human resources data;
- Manage human resource records;
- Manage welfare of the company staff and other incentive schemes;
- Implement staff movement such as transfers, discharges, promotions; and Benchmark staff regulations with other organizations and recommend updates in line with changing circumstances.

b) Requirements for Appointment

For appointment to this grade, an officer must have: -

- Minimum eight (8) years' work experience three of which should be in supervisory role;
- Masters degree in Human Resource Management, Personnel Management, Human Resource Development, Social Science or equivalent qualification from a recognized institution;
- Bachelors degree in Human Resource Management, Personnel Management, Human Resource Development, Social Science or equivalent qualification from a recognized institution.
- Management Course lasting not less than four (4) weeks from a recognized institution.
- Valid Practicing License from Institute of Human Resources Management (IHRM-K).
- Proficiency in computer application; and
- Fulfilled the requirements of Chapter Six (6) of the Constitution

c) Key Competencies and Skills

- Strong analytical skills
- Strategic and innovative thinking
- Effective communication skills
- Strong interpersonal skills
- Ability to mobilize resources.
- Negotiation skills

7. ASSISTANT MANAGER, ADMINISTRATION - GRADE ACFC 4 (1 POST)ACFC/01/2024/007

Terms of Service

Permanent & Pensionable

a) Job Specification

The duties and responsibilities of the officer entails: -

- Implement administration, security and transport policies, standards, strategies, guidelines and regulations;
- Coordinate the security function for efficient and effective operations of the Company and reviewing the existing security procedures and security system on regular basis.
- Coordinate the outsourced security services;
- Initiate procurement and managing contracts relating to cleaning, mail/parcel delivery, and security;
- Oversee compliance with the ACFC Service Delivery Charter and resolution of complaints;
- Facilitate implementation monitoring of corporate ethics and anti- corruption framework;

- Implement statutory requirements relating to maintenance of the Company's buildings and installations;
- Coordinate repairs and maintenance of office equipment;
- Ensure prompt delivery of mail and execution of messengerial services; and
- Allocate office and parking spaces.

b) Requirements for Appointment

For appointment to this grade, an officer must have: -

- Minimum eight (8) years' work experience three (3) of which should be in supervisory role;
- Masters degree in Human Resource Management, Personnel Management, Human Resource Development, Social Science or equivalent qualification from a recognized institution;
- Bachelors degree in Human Resource Management, Business administration, Human Resource Development, Social Science or equivalent qualification from a recognized institution;
- Management Course lasting not less than four (4) weeks from a recognized institution.
- Registration and membership to a relevant professional body;
- Proficiency in computer application skills; and
- Fulfilled the requirements of Chapter Six (6) of the Constitution

c) Key Competencies and Skills

- Strong analytical skills
- Strategic and innovative thinking
- Effective communication skills
- Strong interpersonal skills
- Ability to mobilize resources.
- Negotiation skills

8. ASSISTANT MANAGER, SALES AND MARKETING – GRADE ACFC 4 **ACFC/01/2024/008**

Terms of Service

Permanent & Pensionable

a) Job Specification

Duties and responsibilities at this level will entail:

Sales

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

- Ensure awareness creation of company products and services in the marketplace;
- Coordinate preparation of appropriate messages and maximizing message effectiveness through media selection and application;
- Coordinate promotional campaigns, trade shows and conferences;
- Conduct necessary market and customer research;
- Coordinate the publicity and promotion of ACFC products;
- Ensure creation and selection of content used in advertising, promoting, and on-line materials;
- Domesticated and implement market research findings and use of lead and customer databases;
- Coordinate activities between departments involved in designing, testing, producing, marketing, selling, delivering, and supporting a product or service over its life span;
- Maintain customer satisfaction and product/service profitability through customer communication, customer improvement activities, customer service; and 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

For appointment to this grade, an officer must have:

- Minimum eight (8) years' work experience in a marketing field three of which should be in supervisory level in public or private sector;
- Masters 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.
- Bachelors 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;
- Bachelors degree in any of the social sciences plus a Postgraduate Diploma in Marketing;
- Management Course lasting not less than four (4) weeks from a recognized institution;
- Registration and membership to a relevant professional body;
- Proficiency in computer applications;
- Valid driving licence; and
- Fulfilled the requirements of Chapter Six (6) of the Constitution.

c) Key Competencies and Skills

- Strong analytical skills
- Strategic and innovative thinking
- Effective communication skills
- Strong interpersonal skills
- Ability to mobilize resources
- Negotiation skills

9. ASSISTANT MANAGER, PLANNING, MONITORING & RISK MANAGEMENT COORDINATION – GRADE ACFC 4 (1 POST) ACFC/01/2024/009

Terms of Service

Permanent & Pensionable

a) Job Specification

Duties and responsibilities at this level will entail assist:

- Spearheading the Company's strategic planning.
- Developing strategies, systems, and procedures.

- Reviewing corporate strategies and policies to ensure consistency with the Sectoral, National and County Plans and strategies;
- Initiating the development of the Company's Master-plan;
- Preparing the Company's Performance Contract.
- Monitoring execution of the approved Performance Contract;
- Quarterly and annual Performance Contracts reporting;
- Developing the Company's business performance assessment metrics and dashboards.
- Develop Policies, Strategies and guidelines on Quality Assurance and Risk Management.
- Oversee quality management in line with established systems and procedures including QMS to achieve goals, objectives and work standards of the Company;
- Develop and monitor the implementation of the Risk Management Framework;
- Develop, implement and continuously review the Company's Risk Management policies in line with international best practices;
- Maintain and continuously update the Company's Risks register;
- Submit monthly, quarterly, semi-annual and annual organizational performance report on Quality Assurance & Risk Management;
- Advise the management on all quality assurance and risk management issues;
- Oversee the implementation of Quality Management System (QMS) and other business reengineering processes initiatives;
- Coordinate implementation and review and improvement of the Quality Management and Food Safety Management Systems, in accordance to ISO 9001 and ISO 22000 Standards' requirements;
- Ensure the Company's compliance to the existing legal regulations and compliance requirements;
- Co-ordinate the implementation, maintenance, review and continual improvement of the Quality Management System (QMS) and Food Safety Management System (FSMS), through audit planning, implementing internal audits, facilitating management review meetings, submission of periodic performance reports and liaison with Certification Bodies, on matters relating to the Quality and Food Safety & Environmental Management Systems;
- Development and implementation of a Project Quality Assurance and risk management Checklist and conduct regular project quality checks,
- Conduct quality performance conformity tests;

b) Person Specification

For appointment to this grade, a candidate must have:

- At least eight (8) years relevant experience in manufacturing Company three (3) of which should be at supervisory level;

- Bachelors degree in Risk Management, Business Studies, Finance or Economics, Statistics or its equivalent from recognized institution;
- Supervisory course lasting not less than two (2) weeks.
- Proficiency in computer applications; and
- Fulfilled the requirements of Chapter six (6) of the Constitution.

c) Key Competencies and Skills

- Strong analytical skills
- Strategic and innovative thinking
- Effective communication skills
- Strong interpersonal skills

Additional Requirements:

Successful candidates will be required to submit the following documents: -

- i) Certificate of good conduct from the Directorate of Criminal Investigations.
- ii) Clearance certificate from Higher Education Loans Board (HELB).
- iii) Tax compliance certificate from Kenya Revenue Authority (KRA)
- iv) Clearance certificate from the Ethics and Anti-Corruption Commission (EACC)
- v) Report from an approved Credit Reference Bureau (CRB)

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 February 16, 2024. 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
