



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. **MANAGEMENT TRAINEE – (MARKETING) - 2 POSITIONS Ref: ACFC/04/2024/001 (RE-ADVERTISEMENT)**

Reporting to Manager, Sales & Marketing. The applicant must be a holder of bachelor's degree in any of the following disciplines:

- ❖ Sales & Marketing, Business Administration, Food Science and Technology or its equivalent.
- ❖ A Postgraduate Diploma in Sales & Marketing will be an added advantage.
- ❖ Valid Driving license.

2. **SALES AND MARKETING ASSISTANT – GRADE ACFC 9 (1 POST) – Ref: ACFC/04/2024/002**

Terms of Employment

Permanent and Pensionable

(a) Duties and Responsibilities

- i. Handling sales enquiries and relevant correspondence.
- ii. Developing presentation formats and materials.
- iii. Receiving payments from customers; and
- iv. Preparing and distributing daily and monthly reports.

(b) Requirements for Appointment

For appointment to this grad, an officer must have:

- i. Diploma in Sales & Marketing, Business Administration or its equivalent qualification from a recognized institution.
- ii. Proficiency in computer application skills.
- iii. Valid driving licence; and
- iv. 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 skill

3. ASSISTANT TEACHER – GRADE ACFC 10 - (2 POSTS) – Ref: ACFC/04/2024/003

Terms of Employment (Permanent and Pensionable)

(a) Duties and Responsibilities

- i) Teach subjects of specialization and impart knowledge, skills and attitudes to the learner.
- ii) Evaluate learners in subjects of specialization and prepare them for national and other assessments.
- iii) Serve as a role model and maintain learner discipline to create a conducive environment for learning.
- iv) Introduce new ideas and programs to ensure improvement in teaching and learning in the subjects of specialization.
- v) Prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the school to ensure that the syllabus is covered in time for evaluation.
- vi) Ensure consistency and improvement in curriculum delivery through teamwork and collaborative planning.
- vii) Provide guidance and counselling services to learners to instill norms and values for harmonious co-existence.
- viii) Safeguard safety and health of learners.

- ix) Ensure cleanliness of the school compound and tidiness of learners.
- x) Participate in workshops/seminars/symposiums to share ideas, and enhance knowledge in the subject areas.
- xi) Engage learners in curricular and co-curricular activities so as to identify, nurture and develop talents; and
- xii) Organize remedial actions to support learners with performance gaps.

b) Person Specification

- i. PTE Certificate (P1 Certificate) or its equivalent qualifications.
- ii. Be registered with TSC and possess a TSC number according to TSC Act Cap 212.
- iii. Have successfully undertaken relevant Teachers Professional Development (TPD) modules
- iv. Proficiency in Computer applications
- v. Teaching of Mathematics/Science/Music will be an added advantage
- vi. Fulfilled the requirement of chapter six of the Kenya constitution.

c) Key Competencies and Skills

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

4. MECHANICAL TECHNICIAN – GRADE ACFC 9 - (3 POSTS)
Ref: ACFC/04/2024/004

Terms of Employment (Permanent and Pensionable)

(a) Duties and Responsibilities

- i. Inspect all Mechanical equipment in the factory and rectify faulty ones.
- ii. Requisition necessary Mechanical spares in the factory.
- iii. Help Mechanical supervisors in all installations and repairs and troubleshooting.
- iv. Monitor Mechanical breakdowns and rectify them.
- v. Ensure safety of workers and equipment
- vi. Record all the works done in the respective log books

b) Person Specification

- vii. Diploma in Mechanical engineering.
- viii. 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 April 26, 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
