



## 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 CO<sub>2</sub> 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/09/2021/001**

**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/09/2021/002

### 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: Instrumentation and Control Engineering, Mechanical Engineering, Manufacturing Engineering, Chemical Engineering, Electrical Engineering or Industrial Technology.
- iii. 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.
- iv. Registered with Engineers Registration Board of Kenya (EBK) or KETR.B.
- v. Management course lasting not less than four (4) weeks.
- vi. Proficiency in computer applications and Computerized Engineering/Management System.
- 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/09/2021/003**

**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 officer 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/09/2021/004**

**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.
- 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. HEAD TEACHER – GRADE ACFC 7 (1 POST) – ACFC/09/2021/005

### Terms of Employment

Permanent and Pensionable

#### **(a) Duties and Responsibilities**

- i. Coordinate the preparation 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.
- ii. Teach the subjects of specialization to impart knowledge, skills and attitudes to learners.
- iii. Evaluate learners on subjects of specialization and prepare learners for national and other examinations.
- iv. Coordinate and provide guidance and counselling services to teachers, non-teaching staff and learners and instil norms and values for harmonious coexistence.
- v. Facilitate the engagement of learners in curricular and co-curricular activities so as to identify, nurture and develop talents.
- vi. Ensure that proper discipline is maintained in the school by learners, non-teaching staff and learners to create a conducive environment for learning.
- vii. Oversee the implementation of the curriculum, by ensuring teachers prepare schemes of work, lesson plans, lesson notes and other professional documents.
- viii. Facilitate the acquisition of instructional materials to be utilized by teachers and learners to support curriculum implementation.
- ix. Promote harmonious relations and linkages between the school and stakeholders such as the local community, parents and the private sector.
- x. Ensure security of institutional resources.
- xi. Embrace teamwork and synergy through collaborative planning and teaching to ensure consistency and improvement in curriculum delivery.
- xii. Oversee the development, implementation and evaluation of curriculum.
- xiii. Ensure learners are adequately prepared, registered and presented for the national examinations in accordance with the Kenya National Examination Council regulations
- xiv. Ensure interpretation and implementation of the Company policy decisions that pertain to training, recruitment and deployment of staff in compliance with relevant laws and regulations.
- xv. Ensure appraisal of staff performance in the school.

- xvi. Promote the welfare of all staff and learners within the school for motivation, personal and professional growth.
- xvii. Manage the school's physical facilities for proper maintenance and upgrading on regular basis.
- xviii. Oversee procurement of goods and services, maintain inventories to ensure availability of the necessary facilities and items.
- xix. Organize staff, Board of Management and parents' meetings.
- xx. Offer secretariat services to the school board of management.
- xxi. Facilitate access and retention of learners in the school.
- xxii. Prepare school's budget and other financial statement.

**(b) Person Specification**

For appointment to this grade, the teacher must have:

- i. At least ten (10) years working experience in the teaching function in public or private school.
- ii. Have a PTE Certificate (P1 Certificate) or its equivalent qualification.
- iii. Be registered with Teachers Service Commission and have a TSC number according to TSC Act Cap 212.
- iv. Have successfully undertaken the relevant Teacher Professional Development (TPD) modules.
- v. Proficiency in computer applications; and
- 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.

## 7. **SAFETY OFFICER – GRADE ACFC 6 (1 POST) – ACFC/09/2021/006**

### **Terms of Employment**

Permanent and Pensionable

#### **(a) Duties and Responsibilities**

- 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 malaria infections and other pest whose effects can impact on food safety negatively.
- iv. Managing Occupational incidences through sensitization on use of PPE's and providence of 1<sup>st</sup> Aid facilities.
- v. Ensuring compliance to legal requirements in line with Occupational Health and Safety Act (OSHA) of 2007.
- 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. Welding of bulk volume fermenter membrane and
- x. Keeping records.

#### **(b) Person Specification**

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in any of the following engineering disciplines: Civil Engineering, Instrumentation and Control Engineering, Mechanical Engineering, Manufacturing Engineering, Building Engineering or Industrial Technology.
- ii. Proficiency in computer applications; and
- iii. 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.

7. **ENGINEER, RESEARCH AND TECHNICAL SERVICES - GRADE ACFC 6 (1 POST) ACFC/09/2021/007**

**Terms of Employment**

Permanent and Pensionable

**(a) Duties and Responsibilities**

- i. Providing technical support on project design and development.;
- ii. Appraise economic and commercial feasibility of ACFC supported projects and advice on sustainability improvement measures;
- iii. Developing and operationalizing monitoring and evaluation tools for programs and projects;
- iv. Oversee the design and development of baselines for ACFC projects for effective monitoring and evaluation;
- v. Monitor and evaluate all ACFC programs and projects (including spot checks and quality assessments);
- vi. Coordinate impact assessment of the Company's programs;
- vii. Monitoring the program work plans execution in liaison with the other departments;
- viii. Develop monitoring systems, procedures and standards for monitoring and evaluation of projects;
- ix. Monitor and evaluating program implementation to assess conformity to the contracts, MOUs and other agreement terms as required;
- x. Conduct value for money assessments of funded projects based on the established value for money (VfM) parameters
- xi. Prepare research papers, proposals and reports;
- xii. Plan and undertake research activities on behalf of the Company;
- xiii. Collect data during research and feasibility studies

**b) Person Specification**

For appointment to this grade, a candidate must have:

- i. Bachelor of Science / Technology in Chemical and Process Engineering or its equivalent from recognized institution;
- ii. Proficiency in computer applications.
- iii. Membership to Engineering Board. (Where Applicable);
- iv. Fulfilled the requirements of Chapter six (6) of the Constitution

**c) Key Competencies and Skills**

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

8. **SALES AND MARKETING ASSISTANT – GRADE ACFC 9 (2 POSTS) – ACFC/09/2021/008**

**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 grade, an officer must have:

- i. Diploma in any of the following: Food Science and Technology, Chemical Engineering, Analytical Chemistry, 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



9. **SENIOR RECORDS MANAGEMENT ASSISTANT – GRADE ACFC 8 (1 POST) – ACFC/09/2021/009**

**Terms of Employment**

Permanent and Pensionable

**(a) Duties and Responsibilities**

- i. General supervision of the registries (Secret & General);
- ii. Plan appropriate office accommodation for registries;
- iii. Prepare and submit work plan for the registry;
- iv. Implement and adopt the use of electronic records management information system;
- v. Comply with the filing scheme of the Company when carrying out filing of correspondences;
- vi. Ensure that all outgoing and incoming correspondences are recorded and filed appropriately;
- vii. Initiate file appraisal, retention and destruction is carried out in compliance with the Records Management Policy of the Company and the governing legislations of the government issued from time to time; and
- viii. Supervise, guide and develop support staff within the registry.

**(b) Person Specification**

For appointment to this grade a candidate must have:

- i. Higher Diploma in Information studies or any other relevant qualification from a recognized institution;
  - ii. Proficiency in computer application;
  - iii. Two (2) Years of relevant work experience;
  - iv. Proficiency in computer applications;
  - v. Fulfilled the requirements of Chapter Six of Constitution of Kenya.
- OR**
- vi. Diploma in Information studies or any other relevant qualification from a recognized institution;
  - vii. Proficiency in computer application;
  - viii. Four (4) Years of relevant work experience;
  - ix. Proficiency in computer applications;
  - x. Fulfilled the requirements of Chapter Six of 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

**10. ADMINISTRATION OFFICER – GRADE ACFC 6 (1 POST) – ACFC/09/2021/010**

**Terms of Employment**

Permanent and Pensionable

**(a) Duties & Responsibilities**

- i. Complying with administrative services 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 implementation of services delivery initiatives;
- vii. Facilitating meetings, conference and other special events;
- viii. Managing transport;
- ix. Ensuring general maintenance is undertaken;
- x. Generating administrative reports on repairs and maintenance of office equipment.

**(b) Person Specification**

For appointment to this grade, a candidate must have:

- i. Bachelors degree in Business Administration; Office Management or equivalent qualification from a recognized institution;
- ii. Proficiency in computer applications.
- iii. Fulfilled the requirements of Chapter six (6) of the Constitution

**(c) Key Competencies and Skills**

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

11. **ASSISTANT OFFICE ADMINISTRATOR – GRADE ACFC 9 (2 POST) – ACFC/09/2021/011**

**Terms of Employment**

Permanent and Pensionable

**(a) Duties and Responsibilities**

- i. Record information in shorthand and transcribe in typewritten form, process data and manage e-office.
- ii. Operate office equipment
- iii. Ensure security of office equipment, documents and records.
- iv. Attend to visitors/clients.
- v. Handle telephone calls and appointments.
- vi. Ensure good office layout; and
- vii. Ensure that all visitors are sanitized before entering into the offices.

**(b) Person Specification**

For appointment to this grade, a candidate must:

- i. Have passed the following examinations from the Kenya National Examinations Council (KNEC).
- ii. Typewriting III (Minimum 50 w.p.m.)/Computerized document processing III.
- iii. Shorthand III (100 w.p.m).
- iv. Business English III/Communications I.
- v. Office Management III.
- vi. Secretarial Duties II
- vii. Commerce II

**OR**

- i. Diploma in Secretarial Studies from the Kenya National Examinations Council.
- ii. Proficient in computer applications; and
- iii. 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.

**12. ASSISTANT ECDE TEACHER – GRADE ACFC 11 (1 POST) – ACFC/09/2021/012**

**Terms of Employment**

Permanent and Pensionable

**(a) Duties and Responsibilities**

- i. Teach ECDE learners.
- ii. Provide guidance and counselling, mentoring and motivation of the learners.
- iii. Prepare reports.
- iv. Ensure the safety and security of the learners.
- v. Organize play and learning activities for the learners.
- vi. Care and nurture spiritual, moral, social, mental, physical, aesthetic and emotional growth of the learners (holistic development).
- vii. Manage ECDE classes and keep professional and administrative records (schemes of work, lesson plans, daily programme of activities, attendance register etc) and ensuring learners safety and security; and
- viii. Prepare and develop play/learning materials.

**(b) Persons Specification**

For appointment to this grade, a candidate must have:

- i. At least three (3) years working experience in ECDE teaching function in public or private sector.
- ii. Certificate in Early Childhood Development and Education offered by KNEC/Ministry of Education or its approved equivalent.
- iii. Proficiency Certificate in Early Childhood Development and Education offered by KNEC.
- iv. Proficiency in computer applications; and
- v. 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.

### **13. SECURITY ASSISTANT –JOB GRADE ACFC 9 (2 POST) – ACFC/08/2021/013**

#### **Terms of Employment**

Permanent and Pensionable

##### **(a) Duties and responsibilities**

- i. Maintain records of acts of unlawful interference;
- ii. update of emergency procedures and contingency planning;
- iii. Maintain crimes and incidents records and charts, security surveys, inspections, periodic returns on operational affairs;
- iv. Plan and design security documents e.g. passes, registers
- v. Liaise with relevant security agencies through security meetings and attend meetings for senior administrators on security matters and budgets

##### **(b) Person Specification**

For appointment to this grade, a candidate must have:

- i. Diploma in Criminology or equivalent from a recognized institution;
- ii. Certificate of Good Conduct from the Kenya Police;
- iii. Valid First Aid Certificate from St. John's Ambulance or its equivalent from a recognized institution;
- iv. Have undergone an approved Basic Security Course, at the Administration Police Training College or other approved equivalent training;
- vii. Demonstrated administrative capability in controlling a full fledge security section in a large organization; and
- viii. Fulfilled the requirements of Chapter six of the Kenyan constitution

##### **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 October 01, 2021. 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**

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