



## 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. **ASSISTANT MANAGER, PLANNING & PROJECTS MANAGEMENT – GRADE ACFC 4 (1 POST) – ACFC/10/2021/014**

**Terms of Service**

Permanent & 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. Asses requirements of new projects with respect to existing infrastructure to ensure smooth hook-up and compatibility to existing process
- viii. Prepare Payment Certificates 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**

- i. At least eight (8) years relevant experience three (3) of which must have been in supervisory level.
- ii. Masters' 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;
- iii. Bachelors 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 four (4) weeks.
- v. Proficiency in computer applications.
- vi. Membership to Engineering Board.(Where Applicable);
- vii. 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
- v. Ability to mobilize resources
- vi. Negotiation skills

**2. ASSISTANT MANAGER, SALES & MARKETING – GRADE ACFC 4 (1 POST) – ACFC/09/2021/015**

**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

**3. SALES & MARKETING OFFICER – GRADE ACFC 6 (1 POST) –  
ACFC/10/2021/016**

**Terms of Service**

Permanent & Pensionable.

**(a) Duties and Responsibilities**

**Sales**

- i. Coordinate sales targets by the category of product and monitor achievement;
- ii. Maintain up to date sales system to facilitate selling such as sales ledger; log books, dispatch stocks availability and sales reconciliations;
- iii. Submit monthly sales performance against targets;
- iv. Foster one-to-one relationships with potential and existing customers;
- v. Maintain records on sales calls, opportunities, closed sales, and customers;
- vi. Compile and reviewing company-wide sales reports on regular basis;
- vii. Deliver sales proposals;
- viii. Provide after sales technical support; and
- ix. Conduct 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. Promote awareness creation on company products and services in the marketplace;
- ii. Communicate appropriate messages and maximizing message effectiveness through media selection and application;
- iii. Conduct promotional campaigns, trade shows and conferences;
- iv. Conduct market and customer research;
- v. Conduct publicity and promotion of ACFC products;
- vi. Select content used in advertisement and promotion of ACFC products;
- vii. Implement market research findings and usage of lead and customer databases;
- viii. Test, produce, market, sell, deliver, and support products or services over its life span;
- ix. Conduct wet yeast demonstrations for new bakers; and
- x. Carry out customer satisfaction surveys on Company's goods and services.

**b) Person Specification**

- i. 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;
- ii. Bachelors' Degree in any of the social sciences plus a Postgraduate Diploma in Marketing;
- iii. Proficiency in computer application skills;
- iv. 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

#### **4. PRODUCTION ASSISTANT – GRADE ACFC 9 (4 POSTS) – ACFC/10/2021/017**

##### **Terms of Service**

Permanent & Pensionable.

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

##### **Active Yeast Dryers**

- i. Operating dryers to dry yeast;
- ii. Monitoring closely the drying and control parameters;
- iii. Monitoring the performance of the shaking device;
- iv. Keeping a close watch on steam control and product temperature;
- v. Cleaning and washing dryer carts;
- vi. Operating the hoisting device for ADY sieving unit;
- vii. Operating the moisture meter;
- viii. Taking dried ADY samples to the Laboratory for final moisture and activity testing;
- ix. Assisting the filtration operator in salting and starch recoating;
- x. Cleaning the dryers as required;
- xi. Cleaning and changing the product filters as required;
- xii. Assisting the operators in running the dryers;
- xiii. Ensuring process work instructions are followed;
- xiv. Keeping all the machines in the section clean; and
- xv. Taking and handing over at your work station.

##### **Separators,**

- i. Carrying out alcohol separation at the correct rates;
- ii. Operating the chilling water pumps to filtration, distillation and acidification tank;
- iii. Assisting in taking temperatures of chilled water every hour;
- iv. Changing over alcohol separators as required;
- v. Carrying out CIP cleaning of both alcohol and ADY separators after 8 to 16 hours of running for the former and just before the seed for the latter;
- vi. Carrying out CIP cleaning for ADY, separators before and after each separation;
- vii. Monitoring the operations of pumps at OCC – 04;
- viii. Maintaining constant supply of mash to distillery;
- ix. Monitoring closely the operations of separators;
- x. Keeping an hourly record of yeast cream brix, the current and flow rates;
- xi. Reporting any breakdowns or abnormally to the Process operator I separators for the correct action;

- xii. Coordinating with ADY fermentation, driers, distillery fodder yeast and alcohol fermentation operators;
- xiii. Ensuring process work instructions are followed;
- xiv. Takes yeast cream samples to the Laboratory for analysis;
- xv. Carrying out manual cleaning of separators dishes;
- xvi. Helping in preparing nutrients and chemicals at molasses preparation;
- xvii. Cleaning yeast cream tanks;
- xviii. Carrying out manual cleaning of yeast cream PHE;
- xix. Keeping all the machines in the section clean; and
- xx. Taking and handing over at your workstation.

### **Carbon Dioxide**

- i. Cleaning working area/floor every morning;
- ii. Operating Carbon dioxide plant as per process work instructions (PWIs) issued and recording parameters observed in log sheets at set time intervals;
- iii. Informing senior process operator CO<sub>2</sub> plant on in-puts/material required for work daily at 0800 a.m.;
- iv. Reporting to Senior process operator CO<sub>2</sub> plant on any machine/equipment breakdown or malfunction for quick repair/correction/corrective action;
- v. Executing work in safe way to human, equipment and products at the time;
- vi. Liaising with other staff to ensure desired work goals are achieved;
- vii. Writing shift work report at end of the shift; and
- viii. Taking/handing over work at start/end of shift at the workstation.

### **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, and
- iii. Fulfilled the requirements of Chapter Six (6) of the Constitution.

### **d) Key Competencies and Skills**

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



5. **ARTISAN – GRADE ACFC 11 (2 POST) – ACFC/10/2021/018**

**Terms of Service**

Permanent & Pensionable.

**a) Duties and Responsibilities**

- i. Maintenance and operation of boilers, electrical, instruments and mechanical equipment;
- ii. Maximizing production by ensuring timely mechanical and electrical preventive/breakdown maintenance thus minimizing downtime of plant equipment;

**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 the area of specialization (Electrical, Mechanical, Instrumentation, 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

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 15, 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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