



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. The Company seeks to fill in the below vacant positions.

1. **MANAGEMENT TRAINEE – (PRODUCTION) – 1 POSITION**

Reporting to Manager, Production. The applicant must be a holder of bachelor's degree in any of the following disciplines: Food Science & Technology, Analytical Chemistry, Biotechnology or its equivalent.

2. **MANAGEMENT TRAINEE – (ENGINEERING) -3 POSITIONS**

Reporting to Manager, Engineering. The applicant must be a holder of bachelor's degree in any of the following disciplines: Electrical, Instrumentation, Control, Mechanical, Manufacturing, Industrial Technology or its equivalent.

3. **MANAGEMENT TRAINEE – (QUALITY CONTROL) -1 POSITION**

Reporting to Manager, Quality Control. The applicant must be a holder of bachelor's degree in any of the following disciplines: Chemistry, Biochemistry, Microbiology, Food Science & Technology or its equivalent.

4. **MANAGEMENT TRAINEE – (ENVIRONMENTAL MANAGEMENT) -1 POSITION**

Reporting to Assistant Manager, Environment & Safety. The applicant must be a holder of bachelor's degree in any of the following disciplines: Environmental Studies, Natural Resource Management, Environmental Science or its equivalent.

5. **MANAGEMENT TRAINEE – (HUMAN RESOURCE) -1 POSITION**

Reporting to General Manager, Human Resource & Administration. The applicant must be a holder of bachelor's degree in any of the following disciplines: Human Resource Management, Social Sciences, Personnel Management, Economics or its equivalent.

6. MANAGEMENT TRAINEE – (FINANCE & AUDIT) -2 POSITIONS

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

- ❖ Finance, Accounting, Economics, Business Administration, or its equivalent.
- ❖ Certified Public Accountant (CPA)

7. MANAGEMENT TRAINEE – (MARKETING) - 2 POSITIONS

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

- ❖ Marketing, Chemistry, Food Science and Technology, Chemical Engineering or its equivalent.
- ❖ Any of the social sciences plus a postgraduate Diploma in Marketing.
- ❖ Valid Driving license.

8. MANAGEMENT TRAINEE – (SUPPLY CHAIN MANAGEMENT) - 2 POSITION

Reporting to Manager, Manager, Supply Chain Management. The applicant must be a holder of bachelor's degree in any of the following disciplines: Supply Chain Management, Procurement & Logistics, Purchasing & Supplies, Procurement & Contract Management or its equivalent. Diploma in Clearing and Forwarding will be an added advantage.

9. TRANSPORT OFFICER – ACFC GRADE 6 - (1 POST)

Terms of Employment (Permanent and Pensionable)

(a) Duties and Responsibilities

- i. Managing Transport within the Company
- ii. Managing and monitoring the use of official transport.
- iii. Monitoring the maintenance and repair of motor vehicles.
- iv. Ensuring renewal of insurance licenses for all motor vehicles.
- v. Assigning motor vehicles to drivers.
- vi. Overseeing the use of motor vehicles in line with the prevailing government regulations.
- vii. Assisting in sourcing of transport where applicable.
- viii. Overseeing the use of taxis
- ix. Endeavouring to maintain reasonable costs in the management of transport.
- x. Preparing and submitting quarterly reports of use of transport within the

- company.
- xi. Carrying out quarterly performance appraisals of the Company's drivers.
- xii. Preparing and submitting quarterly reports on performance appraisal for the drivers and
- xiii. Ensuring provision of general cleanliness and safety of the vehicle as per the OSHA Act.

b) Person Specification

- i. Bachelor's Degree in Transport and Logistics Management, Automotive Engineering, Business Administration, or equivalent qualification.
- ii. Proficiency in relevant computer applications
- iii. Three (3) years experience
- iv. Valid Driving licence

c) Key Competencies and Skills

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

10. DRIVERS – ACFC GRADE 10 - (3 POSTS)

Terms of Employment (Permanent and Pensionable)

(a) Duties and Responsibilities

- i. Drive a vehicle as authorized.
- ii. Carry out routine checks on the vehicles cooling system, oil, electrical and brake systems, tire pressure etc.
- iii. Detect malfunctioning of vehicle system
- iv. Maintain work tickets for vehicles assigned.
- v. Ensure security and safety of the vehicle on and off the road.
- vi. Oversee safety of the passengers and/or goods therein; and
- vii. Maintain cleanliness of the vehicle

b) Person Specification

- i. KCSE mean grade D plain or equivalent qualification.

- ii. Have Valid driving license class B, C, D, and E free from any current endorsements. Having Class G Licence is an added advantage.
- iii. Six (6) years driving experience.
- iv. Have passed the Suitability Test for Drivers Grade I from the Ministry of Roads and Public Works.
- v. Have valid First-Aid Certificate Course lasting not less than one (1) week from a recognized institution.
- vi. General computer knowledge
- vii. Have valid certificate of Good Conduct from the Kenya police.

c) Key Competencies and Skills

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

All applicants for Management Trainee positions must be recent graduates from a recognized university; proficient in computer skills and must also be members of relevant professional bodies in good standing (student category).

Successful candidates for Management Trainee positions will undergo eighteen (18) months training in the relevant departments of the Company after which they may be considered for appointment.

Applications including detailed Curriculum Vitae (CV), copies of academic and professional certificates and testimonials, names and addresses of at least three referees, two colored passport size photos and a copy of National Identity Card should be sent to the undersigned **on or before September 15, 2023.**

Resident Director & Chief Executive
Agro-Chemical & Food Company Limited
P. O. Box 18 -40107
MUHORONI - KENYA

ACFC IS AN EQUAL OPPORTUNITY EMPLOYER