

# **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/01/2025/001**

#### **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 formulates 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.
- Master'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.
- 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/02/2025/002**

**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.
- Master's degree in Human Resource Management, Personnel Management, Human Resource Development, Social Science or equivalent qualification from a recognized Institution.
- Bachelor's 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. GENERAL MANAGER, SALES & MARKETING**  
**- GRADE ACFC 2 (1 POST) ACFC/02/2025/003**

**Terms of Service**

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

**(a) Duties and Responsibilities**

- Maintain direct contact with the Company's current and potential customers stakeholders, leaders, and the public at large for understanding and goodwill, confidence building and public opinion influencing;
- Coordinate the sale of yeast, alcohol and other by-products, overseeing the transport and distribution network at local and regional levels of these products;
- Oversee marketing plans, advertising, promotion, research and ensuring that ACFC products meet market standards.
- Organize major events like Company anniversaries, public and promotional forums, and coordinating the Company's sporting activities, Board functions and meetings,
- Coordinate participation at shows and exhibitions and organizing for press supplements and coverage of these functions;
- Liaise with the Resident Director and Chief Executive on coordination of the Company's philanthropic activities which include community projects, schools, institutions and fundraising where applicable and in line with the Company's social responsibility policy;
- Oversee the handling of all external visitors to the Company;
- Coordinate the preparation of monthly and ad-hoc reporting on the Marketing and Sales functions and taking responsibility for the Marketing budgetary control for the department;
- Provide relevant and accurate marketing and sales information from field visits where applicable on ACFC products and services to external parties and for strategy formulation;
- Review incidents of violations against organizational policy and regulations as well as handling employee disputes and take appropriate action in line with approved policies, procedures and regulations.
- Coordinate the monitoring and evaluation of 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 and Company goals; and
- Facilitate the preparation of monthly progress reports showing achievements of the Sales and Marketing function against planned targets as well as providing justification for performance variances and defining areas of improvement.

(b) Person Specification

For appointment to this grade an officer must have:-

- Minimum fifteen (15) year's work experience in a marketing field with at least five (5) years relevant experience in senior management;
- 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; or Bachelor's degree in any of the social science 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 application skills;
- Valid driving license; 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

#### **4. MANAGER, ENGINEERING – GRADE ACFC 3 (1 POST) – ACFC/02/2025/004**

##### **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 optimization 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.
- Authorizes 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 organizational 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 programs 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 implement 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 KETRIB.
- 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.



5. **MANAGER, SUPPLY CHAIN MANAGEMENT – GRADE ACFC 3 (1 POST) - ACFC/02/2025/005**

**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.

**6. MANAGER, HUMAN RESOURCE AND DEVELOPMENT – GRADE ACFC 3 (1 POST)ACFC/02/2025/006**

**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.

- Master's degree in Human Resource Management, Personnel Management, Human Resource Development, Social Science or equivalent qualification from a recognized institution;
- Bachelor's 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

## **7. MANAGER, ADMINISTRATION - GRADE ACFC 4 (1 POST)ACFC/02/2025/007**

### **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 messengarial services; and
- Allocate office and parking spaces.

## **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.
- Master's degree in Human Resource Management, Personnel Management, Human Resource Development, Social Science or equivalent qualification from a recognized institution;
- Bachelor's 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

## **Additional Requirements:**

All 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)
- vi) Four (4) weeks Leadership/ Management Course certificate

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 March 14<sup>th</sup>, 2025. 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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