



## **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/07/2025/001**

#### **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, or its equivalent qualification from a recognized institution is an added advantage.
- 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/Management Course from a recognized institution lasting not less than four (4) weeks will be an added advantage.
- 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. MANAGER, ENGINEERING – GRADE ACFC 3 (1 POST) – ACFC/07/2025/002**

### **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 will be an added advantage.
- 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 KETR.B.
- 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.

**3. ASSISTANT MANAGER, SALES & MARKETING - GRADE ACFC 4 (1 POST) –**  
**Ref: ACFC/07/2025/003**

**Terms of Employment (Permanent and 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 and of up to date sales system to facilitate selling such as sales ledger, log books, dispatch stocks availability and sales reconciliation;
- 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) Domestic 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 of 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.

### **Nairobi liaison office**

- i) Oversee all sales and marketing activities in the Nairobi Office;
- ii) Liaise with relevant stakeholder officials on matters relating to sales of ACFC products;
- iii) Provide assistant to ACFC's customers through relevant stakeholders;
- iv) Oversee all staff and their activities in the Nairobi Office,
- v) Marketing plan and advertise, promote, conduct research and ensure that ACFC products meet market standards;
- vi) Prepare monthly and ad-hoc reporting on the Sales and Marketing function and take responsibility for the sales and marketing function and budgetary control for the Nairobi Office;
- vii) Maintain direct contact with the Company stakeholders, leaders and the public at large for understanding and goodwill, confidence building and public opinion influencing at Nairobi office;
- viii) Co-ordinate corporate events at Nairobi office;
- ix) Coordinate all external visits to Nairobi office;
- x) Provide relevant and accurate Sales and Marketing information on ACFC products and services to external parties and for strategy formulation; and
- xi) Manage and coordinate sales, marketing, advertising, public relations and promotional activities within Nairobi.

### **(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- i) Minimum eight (8) year's work experience in a marketing field three of which should be in supervisory level in public or private sector;
- ii) Master 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) Bachelors degree in any of the following disciplines: Engineering, Bachelor of Commerce (Marketing option), Marketing or equivalent qualification from a recognized institution;
- iv) Postgraduate Diploma in Marketing;
- v) Leadership/Management course lasting not less than four (4) weeks from a recognized institution will be an added advantage;
- vi) Registration and membership to a relevant professional body;
- vii) Proficiency in computer applications
- viii) Valid driving licence; and
- ix) 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 skill.
- v) Ability to mobilize resources
- vi) Negotiation skills

#### 4. **SAFETY OFFICER - GRADE ACFC 6 (1 POST) – Ref: ACFC/07/2025/004**

##### **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. Ensure efficacies of mild steel tanks and pipes by checking the thickness for purposes of performing predictive maintenance to avoid collapse.
- iii. Organizing for pest control programs to control malaria infections and other pests 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 occupation 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) Requirements for Appointment**

For appointment to this grade, an officer must have:

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

**5. SENIOR SECURITY OFFICER - GRADE ACFC 5 (1 POST) –**  
**Ref: ACFC/07/2025/005**

**Terms of Employment (Permanent and Pensionable)**

**(a) Duties and Responsibilities**

- (i) Initiate, develop, review and implement security policies in the Company;
- (ii) Investigate unlawful acts of omission, or commission within the right of way and Company premises and make direct arrests as appropriate;
- (iii) Liaise with the area police in respect of security within the right of way, Company and surrounding areas;
- (iv) Liaise with outsourced security firm to ensure proper coordination of security services;
- (v) Advise the GM (Human Resource and Administration) on security matters affecting the interests of the Company.
- (vi) Provide evidence in court on behalf of the Company in criminal matters in liaison with the Company Secretary.
- (vii) Facilitate the training, development and deployment of security personnel;
- (viii) Foster cordial relationship between contracted hired guards and internal security personnel;
- (ix) Coordinate emergency procedures and contingency planning;
- (x) Oversee security surveys and inspections;
- (xi) Plan and design security documents; and
- (xii) Coordinate investigations and prosecutions.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- i) At least four (4) year's work experience in security functions in public or private sector;
- ii) Bachelors Degree in Criminology or equivalent from a recognized institution
- iii) Have served in the Disciplined Service in the rank of Senior Sergeant or an equivalent rank;
- iv) Have undergone six (6) weeks approved security course at Criminal Investigation Department (CID) Training School;
- v) Have demonstrated capability in handling security matters;
- vi) Have undergone a First Aid Certificate Course;
- vii) Have proficiency in Computer applications;
- viii) Demonstrated merit and ability as reflected in work performance and results; and
- ix) Fulfilled the requirements of Chapter six of the constitution.

**(c) Key Competencies and Skills**

- i) Strong analytical skills.
- ii) Strategic and innovative thinking.
- iii) Effective communication skills.
- iv) Strong interpersonal skill.
- v) Ability to mobilize resources
- vi) Negotiations 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 July 22<sup>nd</sup>, 2025. Only shortlisted candidates will be contacted.

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**ACFC IS AN EQUAL OPPORTUNITY EMPLOYER**

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