

**1. MANAGER, PLANNING AND PROJECTS MANAGEMENT- GRADE ACFC 3**  
**ACFC/10/2025/001**

**Terms of Service**

Permanent & Pensionable

**a) Job Specification**

Duties and responsibilities at this level will entail:

- 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. Assess 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
- xvii. Oversee the implementation of Quality Management System (QMS) and other business reengineering processes initiatives;
- xviii. Coordinate implementation and review and improvement of the Quality

- Management and Food Safety Management Systems, in accordance to ISO 9001 and ISO 22000 Standards' requirements;
- xix. Ensure the Company's compliance to the existing legal regulations and compliance requirements;
  - xx. Co-ordinate the implementation, maintenance, review and continual improvement of the Quality Management System (QMS) and Food Safety Management System (FSMS), through audit planning, implementing internal audits, facilitating management review meetings, submission of periodic performance reports and liaison with Certification Bodies, on matters relating to the Quality and Food Safety & Environmental Management Systems;

**b) Person Specification**

For appointment to this grade, a candidate must have:

- i. At least twelve (12) years relevant experience five (5) of which must have been in management 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. Leadership course lasting not less four (4) weeks (cumulative)
- 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

### **Additional Requirements:**

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)

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 December 5<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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