



## AGRO-CHEMICAL AND FOOD COMPANY LIMITED

### INTERNAL ADVERTISEMENT

Agro-Chemical and Food Company Limited is a state corporation and leading manufacturer and supplier of Spirits, Bakers' yeast and CO<sub>2</sub> located in Muhoroni in Kisumu County. We are looking for qualified, experienced, and self-driven Kenyans with excellent interpersonal, communication and ICT skills to fill the following vacant positions:

#### **ASSISTANT MANAGER INTERNAL AUDIT – Grade ACFC 4**

##### **a) Job Specification**

Duties and responsibilities will entail:-

- i. Develop standards and systems that ensure efficiency, quality and effectiveness of audits;
- ii. Review incidents of violations against existing policies, regulations and procedures within the Company;
- iii. plan audit assignment and reviews;
- iv. provide competent, independent and objective feedback about the adequacy and effectiveness of internal controls over respective areas;
- v. Prepare and supervise audit programme for financial, operational and management audits;
- vi. Prepare audit reports for the management and audit committee of the board;
- vii. Identify and asses regular risk areas and enhancing frequency of their audit;
- viii. Monitor and report on the company's overall risk profile;
- ix. Undertake systems audit, protect and safeguarding company assets;
- x. Develop appropriate internal control systems;
- xi. Make follow ups on audit recommendations; and
- xii. Plan, monitor and evaluate performance of staff against set targets and objectives and implement development action plans aimed at building the capacity of individuals.

##### **b) Person Specification**

For appointment to this grade, an officer must have: -

- i. Minimum eight (8) years' work experience three (3) of which should be in a supervisory role;
- ii. Masters degree in Finance, Accounting Economics, Business Administration or any other related disciplines
- iii. Bachelors degree in Finance, Accounting Economics, Business Administration or

- any other related disciplines;
- iv. Professional accounting qualifications of CPA (K)/ACCA or its equivalent;
- 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; and
- viii. 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

**ASSISTANT MANAGER, FINANCE AND ACCOUNTS – Grade ACFC 4**

**a) Job Specification**

The duties and responsibilities for the officer in this position shall entail:

- i. Manage, update and review subsidiary ledgers and reconciling them to the general ledger;
- ii. Ensure supplier and customer accounts are reconciled on monthly basis;
- iii. Ensure proper Management of cash through implementation of controls;
- iv. Ensure tax compliance in all operations;
- v. Prepare annual financial statements;
- vi. Liaise with external/internal auditor on audit matters and acting on management letter;
- vii. Develop, implement and maintain accounting policies, procedures and controls;
- viii. Coordinate year-end closing procedures;
- ix. Maintain book of debtors, debt accounts and monitor payments and update records and periodically reconcile their accounts;
- x. Review individual or commercial customer files to identify and select delinquent accounts for collection and advising Management on creditors that need to be written off as bad debts and or deal with liquidators and collection agencies;
- xi. Prepare annual budgets and project budgets.

**b) Person Specification**

For appointment to this grade, a person must have:

- i. Minimum eight (8) years' work experience three (3) of which should be in a supervisory role.
- ii. Masters degree in Finance, Accounting Economics, Business Administration or any other related disciplines from a recognized institution;

- iii. Bachelors degree in Finance, Accounting Economics, Business Administration or any other related disciplines from a recognized institution;
- iv. Certified Public Accountant (CPA) or Certified Chartered Accountant (ACCA) or equivalent qualification from a recognized institution;
- v. Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Registration and membership to a relevant professional body(where applicable);
- vii. Proficiency in computer application skills; and
- viii. 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

**ASSISTANT MANAGER, SALES AND MARKETING – Grade ACFC 4**

An officer at this level will be deployed in Sales, Marketing or Nairobi liaison Office function

**a) Job Specification**

Duties and responsibilities at this level will entail:

**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. Domesticated 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.

## **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 assistance 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 & 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) Person Specification**

For appointment to this grade, an officer must have:

- 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. 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;
- iii. 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;
- 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 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 skills
- v. Ability to mobilize resources
- vi. Negotiation skills

## **ASSISTANT MANAGER, PRODUCTION (CO<sub>2</sub> & BOTTLING) – Grade ACFC 4**

### **a) Job Specification**

Duties and responsibilities will entail:

- i. Prepare raw material and finished goods reports;
- ii. Keep track of maintenance records for preventative maintenance of the plant and optimum use of machines and process equipment;
- iii. Follow up on quality assurance records of end products;
- iv. Organize shift duties, leave and address general staff administration matters;
- v. Ensure that all staff adhere to safety practices and procedures;
- vi. Communicate production plans to shift process controllers;
- vii. Process and monitor on a daily basis chemicals and store requirements;
- viii. Ensure process compliance with ISO 9001:2000 and ISO 22000:2008;

- ix. Provide technical leadership to teams to enable them develop, implement and evaluate departmental plans and budgets aimed at improving performance standards and organizational effectiveness;
- x. 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 programmes necessary for effective job performance;
- xi. Review incidences 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; and
- xii. 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**

- i. At least eight (8) years' work experience three (3) of which should be in a supervisory level.
- ii. Masters degree in any of the following fields: Food Science and Technology; Analytical Chemistry; or Biotechnology or its equivalent from a recognized institution;
- iii. Bachelors degree in any of the following fields: Food Science and Technology; Analytical Chemistry; or Biotechnology or its equivalent from a recognized institution;
- iv. Management course lasting not less than four (4) weeks;
- v. Registration and membership to a profession body (Where applicable)
- vi. Proficiency in computer applications; and
- 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

## **ASSISTANT MANAGER, PROJECTS & TECHNICAL SERVICES– GRADE ACFC 4**

### **a) Job Specification**

Duties and responsibilities at this level will entail assist:

- i. Spearheading the Company's strategic planning;
- ii. Developing strategies, systems, and procedures;
- iii. Reviewing corporate strategies and policies to ensure consistency with the Sectoral, National and County Plans and strategies;
- iv. Initiating the development of the Company's Master-plan;
- v. Preparing the Company's Performance Contract;
- vi. Monitoring execution of the approved Performance Contract;
- vii. Quarterly and annual Performance Contracts reporting;
- viii. Developing the Company's business performance assessment metrics and dashboards;
- ix. Develop Policies, Strategies and guidelines on Quality Assurance and Risk Management;
- x. Oversee quality management in line with established systems and procedures including QMS to achieve goals, objectives and work standards of the Company;
- xi. Develop and monitor the implementation of the Risk Management Framework;
- xii. Develop, implement and continuously review the Company's Risk Management policies in line with international best practices;
- xiii. Maintain and continuously update the Company's Risks register;
- xiv. Submit monthly, quarterly, semi-annual and annual organizational performance report on Quality Assurance & Risk Management;
- xv. Advise the management on all quality assurance and risk management issues;
- xvi. Oversee the implementation of Quality Management System (QMS) and other business reengineering processes initiatives;
- xvii. 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;
- xviii. Ensure the Company's compliance to the existing legal regulations and compliance requirements;
- xix. 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;
- xx. Development and implementation of a Project Quality Assurance and risk management Checklist and conduct regular project quality checks,
- xxi. Conduct quality performance conformity tests;

### **b) Person Specification**

For appointment to this grade, a candidate must have:

- i. At least eight (8) years relevant experience in manufacturing Company three (3) of which should be at supervisory level;
- ii. Bachelors degree in Risk Management, Business Studies, Finance or Economics, Statistics, Engineering or its equivalent from recognized institution;
- iii. Supervisory course lasting not less than two (2) weeks
- iv. Proficiency in computer applications; and
- v. 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

**ASSISTANT MANAGER, ENGINEERING/MECHANICAL – Grade ACFC 4**

**a) Job Specification**

An officer at this level will be deployed to head one of the following Engineering Sections:  
Electrical and Instrumentation and Mechanical

Duties and responsibilities will entail;

- i. Identify and procure spares necessary for the smooth running of the plant.
- ii. Plan and coordinate the timely preparation of annual budgets estimates as well as outlining key activities to be undertaken to achieve desired targets.
- iii. Ensure operational efficiencies and maximisation of baker's yeast and alcohol production;
- iv. Ensure safety of equipment and personnel in the factory.
- v. Participate in settling and handling of workers industrial disputes according to CBA.
- vi. 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
- vii. 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
- viii. Conduct training needs assessment, design and implement training programmes aimed at equipping staff with appropriate job competencies in order to improve the design and delivery of high quality services
- ix. Plan, monitor and evaluate 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
- x. Facilitate/prepare sectional maintenance monthly report, ISO and regulatory requirement and other reports.
- xi. Participate in settling and handling of workers industrial disputes according to CBA



## **b) Person Specification**

For appointment to this grade, an officer must have:

- i. At least twelve (8) years' work experience five (3) of which should be in a Supervisory position;
- ii. Masters Degree in any of the following engineering disciplines: Civil Engineering; Instrumentation and Control Engineering; Mechanical Engineering; Manufacturing Engineering; Chemical Engineering, Building Engineering or Industrial Technology;
- iii. Bachelors degree in any of the following engineering disciplines: Civil Engineering; Instrumentation and Control Engineering; Mechanical Engineering; Manufacturing Engineering; Chemical Engineering, Building Engineering or Industrial Technology;
- iv. Registered with Engineers Registration Board of Kenya (EBK);
- v. Management course lasting not less than four (4) weeks;
- vi. Proficiency in computer applications; and
- 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

## **APPLICATION PROCESS**

Interested and qualified persons are requested to submit applications in **hard copy** comprising of application letter, a detailed C.V, copy of National ID, copies of academic and professional certificates certified by the issuing institutions and testimonials to:

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

Only shortlisted candidates will be contacted.

**ACFC is an equal opportunity employer: Females and persons with Disability are encouraged to apply. Deadline: December 30<sup>th</sup>, 2025 at 1700Hrs.**