

1. ENVIRONMENT OFFICER I - GRADE ACFC 6 - ACFC/11/2025/001

Terms of Service

Permanent & Pensionable

a) Job Specification

This will be the entry and training grade for Degree holders in this cadre. An officer in this level will work under the supervision of a senior officer.

Duties and responsibilities will entail assisting:

- i. Implementing environmental management plans;
- ii. Participate in environmental audits and following up implementation of the recommendations.
- iii. Maintaining register on compliance to environmental legislation, propose corrective actions and follow up on implementation;
- iv. Comply with occupational health and safety requirements;
- v. Inspect waste generation and disposal;
- vi. Comply with the company's environment management policy and Occupational Safety Management policy;
- vii. Prepare reports; and
- viii. Prepare budget proposals.
- ix) Carry out and interpret effluent monitoring analysis; and
- x) Conversant with the implementation of environmental regulatory requirements.

b) Person Specification

For appointment to this grade, a candidate must have:

- i) Bachelors degree in any of the following disciplines: - Environmental Studies, Natural Resource Management, Environmental Science or equivalent qualification from a recognized institution.
- ii) Proficiency in computer applications.
- iii) Fulfilled the requirements of Chapter six of the Kenyan Constitution
- iv) Registered associate expert with NEMA
- v) Member of professional body i.e. EIK an added advantage.

c) Key Competencies and Skills

- i) Strong analytical skills
- ii) Strategic and innovative thinking
- iii) Effective communication skills
- iv) Strong interpersonal skills
- v) Basic laboratory maintenance skills
- vi) Basic laboratory first aid and fighting 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)

2. ENVIRONMENT ASSISTANT - GRADE ACFC 9 - ACFC/11/2025/002

Terms of Service

Permanent & Pensionable

a) Job Specification

This will be the entry and training grade for Diploma holders in this cadre. An officer in this level will work under the supervision of a senior officer.

Duties and responsibilities for an officer at this level will entail assisting in:

- i) Operating and check lubrication oil for gas blowers, pump, and other effluent treatment plant equipment.
- ii) Collecting samples and carry out simple quality tests for routine analysis;
- iii) Keep records of Effluent treatment Plant;
- iv) Conduct daily inspection of the Effluent Treatment Plant and effluent chemical treatment.
- v) Trimming the ponds at the plant;
- vi) Conducting general cleanliness of the plant;
- vii) Removing floating foreign matters in the lagoon and ponds; and
- viii) Incinerating hazardous waste.
- ix) Carry out basic machinery diagnosis and troubleshooting

b) Person Specification

For appointment to this grade a candidate must have:

- i) Diploma in any of the following fields: - Environmental Studies, Natural Resource Management, Sewerage Technician or equivalent qualification from a recognized institution.
- ii) Proficiency in computer applications; and
- iii) 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 communications skills
- iv) Strong interpersonal 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 23rd, 2025. Only shortlisted candidates will be contacted.

Resident Director & Chief Executive
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P. O. Box 18 - 40107

MUHORONI

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