

1.MANAGER, SALES AND MARKETING – GRADE ACFC 3 (1POST)

ACFC/03/2026/001

Terms of Service

Five-year contract renewable subject to performance and retirement age

a) Job Specification

Duties and responsibilities at this level will entail: -

- i. 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.
- ii. Coordinate the sale of yeast, alcohol and other by-products, overseeing the transport and distribution network at local and regional levels for these products.
- iii. Oversee marketing plans, advertising, promotion, research and ensuring that ACFC products meet market standards;
- iv. Organize major events like company anniversaries, public and promotional forums, and coordinating the company's sporting activities, Board functions and meetings.
- v. Coordinate participation at shows and exhibitions and organizing for press supplements and coverage of these functions.
- vi. 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.
- vii. Oversee the handling of all external visitors to the company.
- viii. 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.
- ix. 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;
- x. 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.

xi. 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

xii. 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 also defining areas of improvement.

b) Person Specification

For appointment to this grade an officer must have: -

i. Minimum twelve (12) years' with a at least five (5) year at management position;

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 (cumulative);

vi. Registration and membership to a relevant professional body;

vii. Proficiency in computer application skills;

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

2. MANAGER, PRODUCTION - GRADE ACFC 3 (1POST) ACFC/03/2026/002

Terms of Service

Five-year contract renewable subject to performance and retirement age

a) Job Specification

Duties and responsibilities at this level will entail:

- i. Ensure production targets are met through proper utilization of staff and equipment.
- ii. Ensure the department adheres to laid down production standards.
- iii. Ensure safety standards are followed;
- iv. Prepare budgets, daily and monthly reports on production and consumption to guarantee the attainment of set targets in the production of quality bakers' yeast and alcohol;
- v. Plan and organize for weekly, monthly and annual process maintenance of all the equipment in the production plant in consultation with the Engineering manager.
- vi. Ensure timely procurement of quality process chemicals and materials and use the same;
- vii. Ensure good housekeeping standards that comply with statutory requirements in Product Quality;
- viii. Ensure process compliance with ISO 9001:2000 and ISO 22000:2005;
- ix. Provide technical leadership to teams to enable them develop, implement and evaluate strategic management 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;
- xii. 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; and

xiii. Plan, monitor and evaluating 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.

b) Person Specification

- i. At least twelve (12) years relevant experience five (5) of which must be in management level in a manufacturing company,
- 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. Leadership course lasting not less four weeks;
- v. Proficiency in computer applications;
- vi. Membership to a relevant professional body; 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

3. ASSISTANT MANAGER, ENGINEERING (MECHANICAL) – GRADE ACFC 4(1 POST)-ACFC/03/2026/003

Terms of Employment (Permanent and Pensionable)

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 (12) years' work experience five (5) of which should be in a Supervisory position;
- ii. Master's 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. Bachelor's 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

4. ASSISTANT MANAGER, PRODUCTION (CO2 & BOTTLING) – GRADE ACFC 4 (1 POST)-ACFC/03/2026/004

Terms of Employment (Permanent and Pensionable)

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

**5. ASSISTANT MANAGER, SALES AND MARKETING – GRADE ACFC 4 (2 POST)-
ACFC/03/2026/005**

Terms of Employment (Permanent and Pensionable)

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; logbooks, 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

**6.ASSISTANT MANAGER, PROJECTS & TECHNICAL SERVICES– GRADE ACFC 4
(1POST)-ACFC/03/2026/006**

Terms of Employment (Permanent and Pensionable)

a) Job Specification

Duties and responsibilities at this level will entail t:

- 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

(b) Person Specification

For appointment to this grade, a candidate must have:

i. At least eight (8) years relevant experience three (3) of which must have been in supervisory level.

ii. Master's 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. Bachelor's 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. Management course lasting not less four (4) weeks.

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

7. ENVIRONMENT OFFICER - GRADE ACFC 6 (1 POST)-ACFC/03/2026/007

Terms of Employment (Permanent and 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) Bachelor's 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)

8.SENIOR PRODUCTION OFFICER – GRADE ACFC 5 (1POST) ACFC/03/2026/008

Terms of Employment (Permanent and Pensionable)

a) Job Specification

Duties and responsibilities at this level will entail:

- i. Supervise all shift production works and update production records.
- ii. Ensure all stations are well manned and that they are operating correctly and efficiently.
- iii. Ensure that the correct parameters are being kept by the stations;
- iv. Check all station log sheets for correctness;
- v. Carry out and record spot/snap checks and assist operators experiencing difficulties;
- vi. Order for chemicals and raw materials for all stations;
- vii. Coordinate and plan for plant repairs and maintenance;
- viii. Report breakdowns that last more than 30 minutes to the head of section or department and shutdowns of more than one hour to HOD or GM, Factory;
- ix. Ensure process compliance with ISO 9001:2000 and ISO 22000:2005;
- x. Ensure plant and machinery are always cleaned and sterilized on time;
- 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
- xii. Collect primary data for weekly, monthly and annual production reports;
- xiii. Carry out plant cleanliness inspection on a daily basis;
- xiv. Inspect and verify all production items received by stores;
- xv. Carry out spot and snap checks in the plant;
- xvi. Prepare daily, weekly and monthly steam production and sales reports;
- xvii. Analyze log sheets, operator log books and give feedback;
- xviii. Analyze raw materials consumption reports;
- xix. Ensure process compliance with ISO 9001:2000 and ISO 22000:2005;
- xx. Analyze causes of process failure and assist in the improvement of process

parameters.

xxi. 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.

xxii. Conduct training needs assessment, aimed at equipping staff with appropriate job competencies in order to improve the design and delivery of high-quality services; and

xxiii. Plan, monitor and evaluate the performance of staff against set targets.

b) Person Specification

i. At least four (4) years of work experience.

ii. Bachelors degree in any of the following fields: Food Science and Technology; Analytical Chemistry; Biotechnology or its equivalent from a recognized institution

iii. Supervisory course lasting not less two weeks.

iv. Proficiency in computer applications.

v. Fulfilled the requirements of Chapter Six (6) of the Constitution.

25

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

9.INTERNAL AUDITOR - GRADE ACFC 6-(1POST) ACFC/03/2026/009

Terms of Employment (Permanent and 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 at this level shall entail assisting in:

- i. Gathering and collating financial data and reports to ensure efficiency and effectiveness of funds utilization;
- ii. Checking on budgetary controls;
- iii. Ensuring compliance with set budget and work plan;
- iv. Carrying out audit checks and verification of payments;
- v. Preparing audit observation reports;
- vi. Participating in preparation of internal audit reports; and
- vii. Participating in preparation and implementation of annual work plans, budgets and reports.

b) Person Specification

- i. Bachelors degree in Finance, Accounting Economics, Business Administration or any other related disciplines
- ii. Professional accounting qualifications of CPA (K)/ACCA or its equivalent;
- iii. Registration and membership to a relevant professional body;
- iv. Proficiency in computer application; 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 & negotiation skills
- v. Ability to mobilize resources

10. SENIOR ACCOUNTANT – GRADE ACFC 5 (1POST)-ACFC/03/2026/010

Terms of Employment (Permanent and Pensionable)

a) Job Specification

The duties and responsibilities for the officer at this level shall entail:

- i. Assist in managing, updating and reviewing 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. Assist in preparing annual statutory financial statements accounts;
- vi. Manage statutory audits as well as implement the agreed upon audit recommendations;
- vii. Update and maintain the fixed asset register;
- viii. Manage and monitor the ERP system; and
- ix. Maintain book of debtors, debt accounts and monitor payments and update records and periodically reconcile their accounts.

b) Person Specification

For appointment to this grade, a person must have:

- i. At least four (4) years' work experience in Finance/Accounting in the manufacturing sector;
- ii. Bachelors Degree in any of Commerce (Accounting option); Commerce (Finance option); Business Administration (Accounting option) or equivalent qualification from a recognized institution;
- iii. Certified Public Accountant (CPA) or Certified Chartered Accountant (ACCA) or equivalent qualification from a recognized institution;
- iv. Proficiency in computer applications;
- v. Fulfilled the requirements of Chapter Six 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 skills

11. SAFETY OFFICER - GRADE ACFC 6 (1 POST) ACFC/03/2026/011

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 1st 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 skills.

12. DRIVER - GRADE ACFC 11 (2POST) ACFC/03/2026/012

Terms of Employment (Permanent and Pensionable)

a) Job Specification

Duties and Responsibilities of the officer will entail: -

- i. Drive a vehicle as authorized.
- ii. Carry out routine checks on the vehicles cooling system, oil, electrical and brake systems, tire pressure etc.
- iii. Detect malfunctioning of vehicle system.
- iv. Maintain work tickets for vehicles assigned.
- v. Ensure security and safety of the vehicle on and off the road.
- vi. Oversee safety of the passengers and/or goods therein; and
- vii. Maintain cleanliness of the vehicle.

b) Person Specification

For appointment to this grade, a candidate must: -

- i. KCSE mean grade D plain or equivalent qualification.
- ii. Have Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive.
- iii. Six (6) years driving experience
- iv. Have Passed the Suitability Test for Drivers Grade I from the Ministry of Roads and Public Works.
- v. Have First-Aid Certificate Course lasting not less than one (1) week from a recognized institution.
- vi. General Computer Knowledge.
- vii. Have Valid Certificate of Good Conduct from the Kenya police; 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

13. ARTISAN (BOILER) - GRADE ACFC 11 (2POST) ACFC/03/2026/013

Terms of Employment (Permanent and Pensionable)

a) Job Specification

This is the entry grade for Craft certificate holder in this Cadre. An officer at this level, will work under the supervision of a more experienced officer in line with the area of specialization (Electrical, Mechanical, Instrumentation Carpentry, Masonry, Welding, Painting and Plumbing).

Duties and responsibilities entail assisting in;

- i) Maintenance and operation of boilers, electrical and mechanical equipment.
- ii) Maximizing production by ensuring timely mechanical and electrical preventive/breakdown maintenance thus minimizing downtime of plant equipment;
- iii) ensuring that pipes, fixtures, metal roofing, fittings, gas meters and regulators are in good working condition.
- iv) Construction and maintenance of residences and buildings of the Company.
- v) Conducting regular repairs of the company's infrastructure.
- vi) Painting work in the company.

b) Person Specification

For appointment to this grade, a candidate must have: -

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) or equivalent qualification from a recognized institution;
- ii. Government Trade Test Certificate Grade II in the area of specialization (Electrical, Mechanical, Instrumentation, Carpentry, Masonry, Welding, Painting and Plumbing);
- iii. Proficiency in computer applications;
- iv. Fulfilled the requirements of Chapter six of the Kenyan constitution.

c) Key Competencies and Skills

- i. Strong analytical skills
- ii. Strategic and innovative thinking
- iii. Effective communication skills
- iv. Strong interpersonal skills