



AGRO-CHEMICAL AND FOOD COMPANY LIMITED

INTERNAL ADVERTISEMENT

1. PRINCIPAL TECHNICIAN (ELECTRICAL) - GRADE ACFC 7 Ref: ACFC/09/2026/001 - 1 POST

a) Job Specification

An officer at this level will be deployed in any of the following engineering areas: Mechanical, Electrical or Instrumentation.

Duties and responsibilities at this level will entail:

Electrical

- i. Carry out service of motors and carry out a root cause analysis in case of burnout.
- ii. Trace faults in circuits in the boiler, chiller, variable speed drivers, high tension panel boards and all electric drives in case of any fault.
- iii. Monitor motors conditions by observing machines and equipment including pumps, gearboxes, separators, clarifiers, compressors, blowers, fans in operation, listening for problems with the motor drives.
- iv. Carry out routine inspection on LT panel and associated accessories to guarantee equipment and systems availability.
- v. Carry out planned maintenance on electrical equipment, machines, and diesel generators as required.
- vi. Carry out routine checks on plant UPS and maintenance on star delta, DOL, PLC and VSD control systems and associated switch gears.
- vii. Correct any deviations from normal operations arising from condition monitoring of critical electrical equipment.
- viii. Record all the work done in the respective logbooks.

b) Person Specification

For appointment to this grade, an officer must have:

- i. At least six (6) years relevant experience in a manufacturing company
- ii. Higher Diploma in any of the following disciplines: Electrical, Mechanical or Instrumentation Engineering;
- iii. Proficiency in computer applications; and
- iv. Fulfilled the requirements of Chapter Six (6) of the Constitution.

OR

- i. At least eight (8) years relevant experience in a manufacturing company;
- ii. Diploma in any of the following disciplines: Electrical, Mechanical or Instrumentation Engineering;
- iii. Proficiency in computer applications; and
- iv. 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

2. SENIOR SUPPLY CHAIN MANAGEMENT OFFICER - GRADE ACFC 5
Ref: ACFC/09/2026/002 – 1 POST

a) Job Specification

An Officer at this level may be deployed to work in either Store, Weighbridge or Supply Chain main office.

Duties and responsibilities at this level will entail: -

- i. Participate in developing and reviewing of procurement policies, plans and strategies;
- ii. Coordinate purchasing, warehousing and control of materials from receipt to delivery to end users;
- iii. Coordinate implementation of procurement policies, regulations and procedures;
- iv. Develop the procurement manual and procedures;
- v. Ensure internal auditing and evaluation of supply chain management processes and procedures is undertaken;
- vi. Coordinate the identification of unserviceable, obsolete and surplus stores and equipment for disposal;
- vii. Ensure effective use of e-procurement system;
- viii. Ensure compliance with all regulatory requirements and ethical standards relating to procurement of goods, services and works;
- ix. Consolidate procurement budgets and plans;
- x. Ensure safe custody of procured goods;
- xi. Ensure timely, efficient and effective procurement of goods, services and works;
- xii. Prepare, publish and invite tenders, proposals and quotations in line with procurement procedure;
- xiii. Prepare and implement the Corporation's procurement plan in order to realize corporate objectives;
- xiv. Develop consolidated Procurement and Disposal Plans;

- xv. Ensure that procurement of goods, services and works is within the approved budget;
- xvi. Implement procurement and disposal plans;
- xvii. Coordinate preparation and maintenance of assets register, transfer and valuation;
- xviii. Ensure periodic stock taking and stock audit is conducted; and
- xix. Supervise and develop staff.

b) Person Specification

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

- i. At least four (4) years' experience work experience three of which should be in supervisory role.
- ii. bachelor's degree in any of the following discipline: Supply Chain Management; Procurement and Logistics; Purchasing and Supplies; Procurement and Contract Management; Supply Chain Management and Logistics; Transport and Logistics; Commerce (Purchasing and Supplies option) from a recognized institution;
- iii. Supervisory course lasting not less than two (2) weeks from a recognized institution;
- iv. Registration and membership to Kenya Institute of Supplies Management (KISM) or a relevant professional body;
- v. Proficiency in computer applications.
- vi. 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
- v. Ability to mobilize resources
- vi. Negotiation skills

3. PRINCIPAL PRODUCTION ASSISTANT – GRADE ACFC 7 ACFC/09/2026/003 - 1 POST

a) Job Specification

Duties and responsibilities will entail: -

Active Dry Yeast Packing

- i. Pack Active Dry Yeast (ADY) and Active Wet Yeast into jerrycans, cartons or sachets;
- ii. Check moisture and activity of yeast to be packed from the lab before packing and ensure that the yeast packed is of high quality;
- iii. Operate vacuum packing machine;

- iv. Flash all the jerrycans with nitrogen before sealing;
- v. Seal the jerrycans, cartons and sachets properly;
- vi. Label and stamp all the packed ADY jerrycans, cartons and sachets with the correct codes and expiry dates;
- vii. Count and reconcile jerrycans issued with packages on a daily basis;
- viii. Hand over yeast to warehouse;
- ix. Keep records of all yeast packed during the shift;
- x. Carry out manual sieving when necessary;
- xi. Ensure the workstation is clean at all times;
- xii. Report all machinery breakdowns;
- xiii. Ensure that packing operations are carried out according to the laid down process work instruction;

Water Treatment

- i. Order and receive chemicals and other items for the section's use from stores at the required time;
- ii. Ensure that all standby units are operational and changed over regularly as required;
- iii. Maintain the section's log sheet accurately;
- iv. Operate and run river pumps;
- v. Treat and purify the raw water by dosing in the prescribed chemicals as required;
- vi. Monitor the correct operational parameters and produce high-quality water;
- vii. Test for water PH, chlorine level and chemical flow rates as required;
- viii. Maintain the correct tank levels at the clarified, plant and domestic tanks;
- ix. Back wash sand filters regularly;
- x. Monitor and control the cooling towers well levels by regulating the make ups;
- xi. Carry out weekly cleaning of river pump house;
- xii. Measure River pump silt level daily;
- xiii. Report any breakdowns to the shift production officer for corrective action;

Filtration

- i. Order and procure starch salt and any other sectional requirements;
- ii. Pre-coat the RVF with starch as required;
- iii. Salting yeast cream, letting it stand for 30 minutes before the start of filtration;
- iv. Carry out yeast cream filtration;
- v. Arrange for the test of salt in the filtered yeast cake;
- vi. Set and monitoring closely the filtration parameters and RVF drum;
- vii. Clean the RVF drum at least once a month;
- viii. Check and control the use of the shredding cylinders;
- ix. Keep records of chemicals usage, balances and batches being filtered;
- x. Wash and sterilize the cream storage tank immediately on completing cream filtration;
- xi. Report any problems or malfunctions to ADY driers operator;
- xii. Ensure process work instructions are followed;
- xiii. Run stand-by units as laid down;

Spirit Bottling

- i. clean floor of workstation every morning;
- ii. Report to Assistant Manager (SBP) of any machine/equipment breakdown or malfunctions for quick;
- iii. Carry out repair/corrective action;
- iv. Monitor, control process parameters and record the same in log sheets at set time intervals;
- v. Inform Assistant Manager (SBP) of in-puts and materials required for work daily by 0800 a.m.;
- vi. Execute work in a safe way to human, equipment and products at all times;
- vii. Operate secondary water treatment plant(RO) as per PWIs issued;
- viii. Liaise with other internal parties to ensure desired work goals are achieved;
- ix. Change over to alternate/standby equipment on specific days;
- x. Write shift reports at end of every shift;

Carbon Dioxide (CO2).

- i. Clean working area/floor every morning;
- ii. Operate Carbon dioxide plant as per process work instructions (PWIs) issued and recording parameters observed in log sheets at set time intervals;
- iii. Inform Assistant Manager CO2 plant of the daily inputs/material required for work at 0800 a.m.;
- iv. Report to Assistant Manager CO2 plant on any machine/equipment breakdown or malfunction for quick repair/correction/corrective action;
- v. Execute work in a safe way to human, equipment and products at all times;
- vi. Liaise with other staff to ensure desired work goals are achieved;
- vii. Produce shift reports;

b) Person Specification

For appointment to this grade, an officer must have:

- i. At least two (4) years working experience
- ii. Higher Diploma
- iii. Proficiency in computer applications; and
- iv. Fulfilled the requirements of Chapter Six (6) of the Constitution

OR

- i. Eight (8) years' working experience.
- ii. Diploma in any of the following fields: Food Science and Technology, Chemical Engineering, Biochemistry or a qualification from a recognized institution
- 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 communication skills
- iv. Strong interpersonal skills

4. SENIOR PRODUCTION ASSISTANT - GRADE ACFC 8 ACFC/09/2026/004 - 1 POST

a) Job Specification

Duties and responsibilities will entail:

Active Yeast Dryers

- i. Operate dryers;
- ii. Monitor closely the drying and control parameters;
- iii. Monitor the performance of the shaking device;
- iv. Keep a close watch on steam control and product temperature;
- v. Clean and wash dryer carts;
- vi. Operate the hoisting device for ADY sieving unit;
- vii. Operate the moisture meter;
- viii. Take dried ADY samples to the Laboratory for final moisture and activity testing;
- ix. Assist the filtration operator in salting and starch recoating;
- x. Clean the dryers as required;
- xi. Clean and change the product filters as required;
- xii. Assist the operators in running the dryers;
- xiii. Ensure process work instructions are followed;
- xiv. Keep all the machines in the section clean; and

Acid Offloading

- i. Collect and distribute raw materials, chemicals and other plant requirements;
- ii. Clean nutrient bags;
- iii. Report to the supervisor any breakdown, malfunctions or accidents;
- iv. Offload acid into storage tank;
- v. Clean the jerrycans after emptying and returning to store;
- vi. Carry out daily general plant cleaning;
- vii. Ensure that proper acid offloading gears are put on operation;
- viii. Keep records of daily material issues from stores; and

Separators

- i. Carry out alcohol separation at the correct rates;
- ii. Operate the chilling water pumps to filtration, distillation and acidification tank;
- iii. Assist in taking temperatures of chilled water every hour;
- iv. Change over alcohol separators as required;
- v. Carry out CIP cleaning of both alcohol and ADY separators after 8 to 16 hours

- of running for the former and just before the seed for the latter;
- vi. Carry out CIP cleaning for ADY, separators before and after each separation;
- vii. Monitor the operations of pumps at OCC – 04;
- viii. Maintain constant supply of mash to distillery;
- ix. Monitor closely the operations of separators;
- x. Keep an hourly record of yeast cream brix, the current and flow rates;
- xi. Report any breakdowns or abnormalities to the Process operator I separators for the correct action;
- xii. Coordinate with ADY fermentation, driers, distillery fodder yeast and alcohol fermentation operators;
- xiii. Ensure process work instructions are followed;
- xiv. Takes yeast cream samples to the Laboratory for analysis;
- xv. Carry out manual cleaning of separators dishes;
- xvi. Help in preparing nutrients and chemicals at molasses preparation;
- xvii. Clean yeast cream tanks;
- xviii. Carry out manual cleaning of yeast cream PHE;
- xix. Keep all the machines in the section clean;

Active Dry Yeast Packing

- i. Pack Active Dry Yeast (ADY) and Active Wet Yeast into jerrycans, cartons or sachets;
- ii. Check for activity and moisture of yeast to be packed from the lab before packing and ensure that the yeast packed is of high quality;
- iii. Operate vacuum packing machine;
- iv. Flash all the jerrycans with nitrogen before sealing;
- v. Seal the jerrycans, cartons and sachets properly;
- vi. Label and stamp all the packed ADY jerrycans, cartons and sachets with the correct codes and expiry dates;
- vii. Count and reconcile jerrycans issued with packages on a daily basis;
- viii. Operate vacuum packing machine;
- ix. Carry out manual sieving when necessary;
- x. Carry out cleaning at the work station;
- xi. Report machinery breakdowns the packing in charge; and
- xii. Ensure that packing operations are carried out according to the laid down process work instruction;

Carbon Dioxide

- i. Clean work area/floor every morning;
- ii. Operate Carbon dioxide plant as per process work instructions (PWIs) issued and recording parameters observed in log sheets at set time intervals;
- iii. Inform senior process operator CO2 plant daily on inputs/material required for work at 0800 a.m.;
- iv. Report to Senior process operator CO2 plant on any machine/equipment breakdown or malfunction for quick repair/correction/corrective action;
- v. Liaise with other staff to ensure desired work goals are achieved;

- vi. Produce shift reports.

b) Person Specification

For appointment to this grade, an officer must have:

- i. At least two (2) years working experience
- ii. Higher Diploma
- iii. Proficiency in computer applications; and
- iv. Fulfilled the requirements of Chapter Six (6) of the Constitution

OR

- i. Four (4) years' working experience.
- ii. Diploma in any of the following fields: Food Science and Technology, Chemical Engineering, Biochemistry or a qualification from a recognized institution
- 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 communication skills
- iv. Strong interpersonal skills

**5. QUALITY CONTROL OFFICER - GRADE ACFC 6
ACFC/09/2026/005 – 1 POST**

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. Quality control officers may be deployed in the Main Laboratory, Micro-biology Laboratory or ISO Secretariat.

Duties and responsibilities will entail assisting in:

Main Laboratory

- i. Verifying at defined intervals, accurate sampling and chemical/ instrumental analysis of the procured raw materials, process inputs, raw/process/cooling tower water and boiler water samples and finished products, using recognized analytical techniques;
- ii. Ensuring that all the intermediate and finished products samples are properly received, recorded, accurately analysed, the analytical results promptly released to the users and the analysis turn-around time recorded;
- iii. Where appropriate, ensuring retention samples for all the finished products are appropriately packaged and stored, to facilitate quality verification at suitable

- intervals, as defined in the testing plan;
- iv. Advising the Warehouse Staff on the quantity of the denaturants to be used for the preparation of Denatured Spirits, supervise the denaturing operations, analyze the wholesome quality of the Denatured Spirit, accurately maintain updated records of the amount of Spirit denatured and the specific denaturant(s) used;
 - v. Inspecting the quality of packaging materials, verify Customers' Tankers/Trucks for cleanliness, prior to filling/loading of finished products and maintain the records;
 - vi. Taking stock of Laboratory Instruments, Equipment and Reagents and maintaining an inventory of laboratory requirements;
 - vii. Organizing shift duties and all Staffing programmes for smooth running of the Laboratory activities;
 - viii. Ensuring high personnel integrity during reporting of the analytical results and strict adherence to sampling schemes and analytical procedures;
 - ix. Ensuring effective calibration of analytical instruments and Standardization of Reagents on daily basis;
 - x. Ensuring accuracy in primary data entry, correct use of operational formulae and compilation of final reports on daily, weekly, and monthly basis;
 - xi. Liaising with relevant Organizational Functions on Out-Of-Specification Laboratory results, to ensure corrective actions are taken on deviations as required;
 - xii. Developing and implementing relevant IT programmes to evaluate manufacturing operations performance data/reports;
 - xiii. Ensuring safe custody of all technical data/files including test methods/manuals and reports from other Departments/Sections in the Laboratory Archives; and
 - xiv. Ensuring good housekeeping standards that are in compliance to the statutory requirements related to, health, safety, and environmental management.

Micro-Biology Laboratory

- i. Carrying-out microbiological analysis, monitoring the microbiological quality status of raw materials, process chemicals/nutrients, process water, process intermediates and finished products, to ensure that the established microbiological quality standards/specifications are consistently met;
- ii. Consistently drawing out at defined intervals, process water, process inputs/nutrients, molasses samples, process intermediates, finished products, the rinse water samples after vessels/equipment cleaning/sterilization, carrying out appropriate microbiological analysis, to verify microbiological quality status and the efficacy of the Sanitation Programmes;
- iii. Monitoring the microbiological quality of the Fermenter Mash Samples, during Baker's Yeast and Alcohol fermentation, at defined intervals, to confirm the microbiological quality status to assure the production of high quality and safe Baker's Yeast & Alcohol;
- iv. Checking daily, the working conditions of the Microbiological Laboratory Equipment/Instruments, to ensure sound performance; promptly and effectively report any operational or technical anomaly of the Equipment to the relevant Engineering Function, for necessary action;
- v. Preparation and Sterility verification of various Microbiological Media for yeast propagation and other routine/non-routine microbiological analysis;

- vi. Prompt compilation and presentation of all the routine and non-routine microbiological analysis reports to the Quality Control Responsible Function for review and authorization;
- vii. Ensuring the availability and controlled usage of the microbiological media, continuously assess the microbiological media shelf life and ensure appropriate storage conditions to avoid wastage;
- viii. Continuously observing and enforcing of safety regulations in the microbiological laboratory including, safe disposal of expired microbiological media and pathogenic wastes generated from the various microbiological analysis;
- ix. Carrying-out stand-by duties and attend to emergency duty calls, whenever called upon; and
- x. Guiding and assisting students on attachment in carrying out routine microbiological analysis.

b) Person Specification

For appointment to this grade, a candidate must have:

- i. bachelor's degree in any of the following Chemistry, Biochemistry, Microbiology, Food Science & Technology or its equivalent;
- 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 communication skills
- iv. Strong interpersonal skills

**6. ASSISTANT MANAGER PRODUCTION – GRADE ACFC 4
ACFC/09/2026/006 – 1 POST**

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. master's degree in any of the following fields: Food Science and Technology; Analytical Chemistry; or Biotechnology or its equivalent from a recognized institution;
- iii. bachelor's 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

**7. PRODUCTION OFFICER – GRADE ACFC 6
ACFC/09/2026/007 - 1 POST**

a) Job Specification

This is the entry grade for Degree holders in this Cadre. An officer at this level, will work under the supervision of a senior officer.

Duties and responsibilities at this level will entail assisting in:

- i. Supervising all shift production work and update production records;
- ii. Ensuring all stations are well manned and that they are operating correctly and efficiently;

- iii. Ensuring that the correct parameters are being kept by the stations;
- iv. Checking and initial all station log sheets for correctness;
- v. Carrying out and record spot/snap checks and assist operators experiencing difficulties;
- vi. Ordering for chemicals and raw materials for all stations;
- vii. Coordinating and planning for plant repairs and maintenance;
- viii. Reporting 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. Ensuring process compliance with ISO 9001:2000 and ISO 22000:2005;
- x. Ensuring plant and machinery are always cleaned and sterilized on time;
- xi. Reviewing 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. Conducting training needs assessment, aimed at equipping staff with appropriate job competencies in order to improve the design and delivery of high quality services;
- xiii. Collecting primary data for weekly, monthly and annual production reports;
- xiv. Carrying out plant cleanliness inspection on a daily basis;
- xv. Inspecting and verify all production items received by stores;
- xvi. Carrying out spot and snap checks in the plant;
- xvii. Preparing daily, weekly and monthly steam production and sales reports;
- xviii. Analysing log sheets, operator logbooks and give feedback;
- xix. Analysing raw materials consumption reports;
- xx. Ensuring process compliance with ISO 9001:2000 and ISO 22000:2005;
- xxi. Analysing causes of process failure and assist in the improvement of process parameters;
- xxii. Reviewing 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;
- xxiii. Conducting training needs assessment, aimed at equipping staff with appropriate job competencies in order to improve the design and delivery of high quality services; and
- xxiv. Planning, monitoring and evaluate the performance of staff against set targets.

b) Person Specification

- i. Bachelor's degree in any of the following fields: Food Science and Technology; Analytical Chemistry; Biotechnology or its equivalent from a recognized institution;
- ii. Proficiency in computer applications;
- 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 communication skills

- iv. Strong interpersonal skills

**8. ASSISTANT MANAGER, ENGINEERING – GRADE ACFC 4
ACFC/09/2026/008 – 1 POST**

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;

Electrical and Instrumentation Section

- i. Ensure efficient factory operations through provision of safe generation, distribution, utilisation and control of electrical power.
- ii. Ensure proper running and operation of all electrical equipment in the factory
- iii. Co-ordinate the repairs and maintenance of all electrical/instruments equipment to ensure that downtime is minimised.
- iv. Ensure that power from Kenya Power and Lighting Company (KPLC) and own generation is of acceptable voltage and frequency.
- v. Ensure that preventive maintenance of all electrical equipment and instrumentation is carried out.
- vi. Propose the annual operating and maintenance budget for electrical and instruments sections for approval.
- vii. Ensure that there are sufficient spares for all electrical/ instruments equipment.
- viii. Attend to issues related to power supply and distribution to company housing estates
- ix. Ensure safe use of all electrical equipment and accessories and also ensure safety of all electrical equipment and workers.
- x. Help in settling and handling of workers' industrial disputes and takes disciplinary action as necessary.
- xi. 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
- xii. 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
- xiii. 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.
- xiv. 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
- xv. Participate in settling and handling of workers industrial disputes according to CBA.
- xvi. Facilitate/prepare sectional maintenance monthly report, ISO and regulatory

- requirement and other reports.
- xvii. Oversee the operations and management of instruments section
 - xviii. Ensure safe operations through provision of accurate instrumentation and sound maintenance of all instruments.
 - xix. Co-ordinate all operations and repair in the instruments section.
 - xx. Ensure that all instruments are in sound and good working condition to enhance safety and accuracy.
 - xxi. Check and ensure that all instruments are calibrated as per statutory requirements.
 - xxii. Liaise with laboratory chemist to ascertain the accuracy of weighing scales and other instruments.
 - xxiii. Ensure safe working conditions and safety of workers by provision of accurate instruments.
 - xxiv. Enhance good working relationships with other sections of the Factory.
 - xxv. Prepare operating and maintenance budget and propose capital projects for approval.
 - xxvi. Propose for spares and other items required in instruments section.
 - xxvii. Help in settling and handling industrial disputes amongst workers.
 - xxviii. 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
 - xxix. 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
 - xxx. 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
 - xxxi. 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
 - xxxii. 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
 - xxxiii. Participate in settling and handling of workers industrial disputes according to CBA
 - xxxiv. Facilitate/prepare sectional maintenance monthly report, ISO and regulatory requirement and other reports.

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. 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

- iv. Engineering; Chemical Engineering, Building Engineering or Industrial Technology;
- v. Registered with Engineers Registration Board of Kenya (EBK);
- vi. Management course lasting not less than four (4) weeks;
- 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

9. CIVIL ENGINEER – GRADE ACFC 6 - ACFC/09/2026/009 - 1 POST

a) Job Specification

This will be the entry and training grade for Engineers. An officer at this level will be deployed in any of the following engineering areas; Electrical, Mechanical, Civil, Instruments or Environment and Safety.

Duties and responsibilities will entail assisting in:

Civil

- i. Responsible for all civil engineering operations by directing the activities of both staff and external suppliers/contractors.
- ii. Ensure that the civil engineering staff participates and adequately contributes to the design for upcoming buildings and projects.
- iii. Inspect all buildings in the company for preventive maintenance of all civil equipment is well scheduled carried out and documented.
- iv. Carry out maintenance and repairs on all buildings, to ensure that downtime is minimised.
- v. Assist in the preparation of an annual operating and maintenance budget for civil operations in the region for management approval.
- vi. Participate in tendering and preparation of any other relevant documentation for civil operations projects.
- vii. Attend to issues related to civil works on premises and housing estates
- viii. Handle all safety issues all civil operations staff and safe custody and use of civil engineering equipment.
- ix. Maintain duty rosters of civil engineering staff including casuals in the section and report on staff utility rates.
- 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 programme necessary for effective job performance.
- xi. 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.
- xii. Work on standby in case of emergency;
- xiii. Help prepare maintenance and sectional monthly reports.

(b) Person Specification

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in any of the following engineering disciplines: Civil Engineering; Electrical; Instrumentation and Control Engineering; Mechanical Engineering; Manufacturing Engineering; Building Engineering or Industrial Technology;
- ii. Proficiency in computer applications;
- 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 communication skills
- iv. Strong interpersonal 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: September 30th, 2026 at 1700Hrs.