



Agro-Chemical and Food Company Limited

EMPLOYMENT OPPORTUNITIES

Agro-Chemical and Food Company Limited is a leading manufacturer and supplier of Spirits, Bakers' Yeast and CO2 located in Muhoroni, Western Kenya. We are looking for qualified, experienced and self-driven Kenyans with excellent interpersonal skills to fill the following vacant positions:

1. **Works Manager (Re-advertisement) (1 post)**

Reporting to Resident Director & Chief Executive.

a) **Key Result Areas:**

- ❖ Plan, program, coordinate, and control activities of manufacturing, quality assurance, engineering and environment departments in order to maximize production of alcohol, baker's yeast and other products of acceptable quantity and quality as efficiently and effectively as possible through proper utilization of staff, equipment and technology.
- ❖ Provide technical leadership to a multidisciplinary team to enable them to develop, implement and evaluate strategic management plans and budgets aimed at improving performance standards and organizational effectiveness.
- ❖ Advise the Chief Executive on changes in production, operations, instrumentation, quality assurance, environmental issues, additional capacity (projects) which may be necessary for optimization of **production.**
- ❖ **Plan, monitor and evaluate performance of staff against set targets and objectives and implementing development action plans aimed at building capacity of individuals and multidisciplinary teams.**
- ❖ **Innovate, guide and promote energy conservation and cost optimization initiatives.**

b) **Job specification:**

- ❖ **Bachelor's degree in food science & technology, chemical/biochemical engineering, biotechnology or mechanical engineering.**

- ❖ Preference will be given to those with post-graduate diploma in brewing & distillation.
- ❖ Master's degree in strategic management from recognized institution will be an added advantage.
- ❖ Minimum of 9 years relevant experience with at least 5 at senior management level.
- ❖ Registered member of the Institute of Food Technologists, Process Technologists, Chemical Engineers or equivalent of good standing

2. Production Manager (Re-advertisement) (1 post)

Reporting to Works Manager

c) Key Result Areas:

- ❖ Responsible for production of alcohol, baker's yeast, carbon dioxide purification and portable spirits blending and bottling, industrial and medical spirits and animal feed supplements.
- ❖ Ensure effective planning, coordination and monitoring of production of alcohol and baker's yeast to ensure quality standards and production targets are met.
- ❖ Provide technical leadership to multidisciplinary teams to enable them to develop, implement and evaluate strategic management plans and budgets aimed at improving performance standards and organizational effectiveness.
- ❖ Plan, monitor and evaluate performance of staff against set targets and objectives and implementing development action plans aimed at building capacity of individuals and teams.
- ❖ Promote implementation of energy conservation and cost optimization initiatives.

d) Job specification:

- ❖ Bachelor's degree in food science & technology or chemical engineering.
- ❖ Preference will be given to those with post-graduate diploma in brewing and distillation.
- ❖ Master's degree in strategic management from recognized institution will be an added advantage.
- ❖ Registered member of the Institute of Food Technologists, Process Technologists, Chemical Engineers or equivalent of good standing.
- ❖ Minimum of 7 years relevant experience with at least 5 at senior management level.

3. Mechanical Artisans (4 posts)

Reporting to Mechanical Supervisor, Successful candidates will carry out machine and plant equipment maintenance. Applicants should be between 25-35 years, holders of Ordinary diploma in mechanical Engineering and 3 years hands on experience in manufacturing sector.

4. Welding and fabrication Artisan (1 Post)

Reporting to Mechanical Supervisor, Successful candidates will carry out welding and fabrication works in the plant. Applicants should be between 25-35 years, holders of Craft technician certificate III in welding and fabrication or its equivalent with at least 3 years hands on experience in a busy workshop.

5. Instruments Artisans (2 posts)

Reporting to Instruments Supervisor, Successful candidate will carry out maintenance of instrumentation and control equipment's. Applicants should be between 25-40 years, holders of Ordinary diploma in Instrumentation and Control Engineering or its equivalent and at least 3 years hands on experience in a manufacturing sector. Knowledge of PLC, DCS, VSD and process instruments will be an added advantage.

6. Safety Artisan – Electrical (1 post)

Reporting to Environment and Safety Officer, Successful candidate will assist in carrying out machine/equipment condition monitoring. Applicants should be between 25-35 years, holders of KCSE certificate with aggregate of C+, ordinary diploma in Electrical Engineering/Occupational Health and Safety and 3 years hands on experience in a busy manufacturing sector.

7. Environment and Safety Officer (1 post)

Reporting to Assistant Manager (Environment and Safety), Successful candidate will carry out condition monitoring of Company equipment's. Applicants should be between 25-35 years, holders of KCSE certificate with aggregate of C+, Degree in Mechanical Engineering / Occupational Safety and Health and 5-7 years hands on experience in handling Environment and Safety issues in a busy manufacturing industry. Certified knowledge of QMS, FSMS, EMS and OSHAS, Risk Management and Firefighting and First Aid will be added advantage.

8. Process Plant Operators (5 posts)

Reporting to Process Superintendent, Successful candidates will operate the processing plant as per laid down work instructions, quality benchmarks and ensure good housekeeping and sanitation of equipment's and workstations. Applicants should

be between 25-35 years, holders of KCSE certificate with aggregate of C+, Diploma in Chemical Engineering, Food Science and Technology, Mechanical Engineering (Plant option) or its equivalent and a minimum of 4 years' experience in Chemical or Biochemical Processing Plant as Process Plant Operator. Certified knowledge of ISO 9001:2000 and ISO 22000 will be added advantage.

9. Assistant Teacher (1 post)

Reporting to Head Teacher. Successful candidate will be required to effectively and efficiently deliver curriculum, prepare lesson plans and schemes, prepare teaching and learning aids and participate in panel meetings. Applicants should be between 25-35 years, holders of KCSE C, P1 Certificate and above, ICT literate, 5 years of proven teaching experience with preferably English, Kiswahili, Mathematics and Social studies at lower primary level.

10. Assistant Security Officer (1 post)

Reporting to Security Officer. Successful candidate will be required to carry out supervision of in-house and contracted security services, liaise with external security agencies for preventive action and assist in investigations and prosecutions. Applicants should be between 30-40 years of age holders of KCSE C plain, minimum Diploma in Security Management or must have served for at least 5 years in the rank of Corporal and above in uniformed service, clean certificate of discharge and valid certificate of good conduct.

11. Human Resource Officer (1 post)

Reporting to Assistant Manager (Human Resource), successful candidate should have at least 5 years' experience in human resource management preferably in Manufacturing firms, proficient in MS office with experience in ERP. Applicants should be holders of bachelor's degree in HRM, Business Administration or Social Sciences and Diploma in HR Management (KNEC). Must be Member of IHRM. They must be 35-45 in age and those with knowledge in payroll management shall be given first preference.

Applicants for position of Works Manager and Production Manager will be required to demonstrate compliance with Chapter 6 of the Constitution of Kenya by submitting certified copies of the following documents:

1. Certificate of Clearance from Higher Education Loans Board (HELB)
2. Valid Certificate of Good Conduct from Directorate of Criminal Investigations (DCI).
3. Valid Tax Compliance Certificate from Kenya Revenue Authority (KRA)

4. Credit Reference Certificate from Credit Reference Bureau (CRB)
5. Clearance Certificate from Ethics & Anti-Corruption Commission (EACC)

Applications including detailed Curriculum Vitae (CV), copies of academic and professional certificates and testimonials, current and expected salary and allowances (attach latest pay slip), 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 June 19, 2018**. Only shortlisted candidates will be contacted.

Eligible serving ACFC officers are free to apply for the above positions.

Resident Director & Chief Executive

Agro-Chemical & Food Company Limited

P.O. Box 18-40107

MUHORONI-KENYA

ACFC IS AN EQUAL OPPORTUNITY EMPLOYER