



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 in Western Kenya. We are looking for qualified, experienced and self-driven Kenyans with excellent interpersonal, communication, analytical, report writing and ICT skills to fill the following positions:

1. **Assistant Manager (Stores) (1 post)**

Reporting to Supply Chain Manager

a) Key Result Areas:

- ❖ In-charge of main stores and warehouses.
- ❖ Initiate orders for all essential stock items including factory production materials, spares and consumables such as fuels, chemicals, lubricants, bags, industrial gases, etc
- ❖ Ensure prudent management of the company's petrol stations, accountability of credit sales to customers, transporters and all company fleet.
- ❖ Ensure all materials brought into the company for use in all departments are properly documented.
- ❖ Ensure goods received are properly stored before they are issued to user departments.
- ❖ Ensure all stores issue notes are correctly priced, recorded in the stores ledgers and released weekly to accounts for costing and posting to the general ledger.
- ❖ Undertake mini and annual stocktaking exercise to determine the physical existence of stores stock/finished goods and release such results to finance department for external audits and final accounts and perform monthly stock reconciliation exercise
- ❖ Produce daily and monthly stock reports to users and management
- ❖ Prepare progress and annual reports showing achievement of the stores function and providing justification for performance variances.

b) Job specification:

- ❖ Bachelor's degree in Supply chain management or business-related discipline.
- ❖ Post graduate Diploma in Purchasing and supplies/ Stores management or its equivalent.
- ❖ Working Knowledge of E-procurement System SAP 1(ERP)
- ❖ Registered member of Chartered Institute of Purchasing & Supplies (CIPS) or Kenya Institute of Supplies Management (KISM).
- ❖ Possess good understanding of Public Procurement laws and regulations
- ❖ Minimum of 7 years relevant experience with at least 5 at senior management level.

2. Assistant Manager (ICT) (1 post)

Reporting administratively to ICT Manager.

a) Key Result Areas:

- ❖ Ensuring that Systems and Database is running optimally.
- ❖ Administer Enterprise Resource Planning System (SAP B1).
- ❖ Administer and manage Microsoft windows active directory users and groups.
- ❖ Handle operating system and software installations.
- ❖ Monitoring Server performance and planning parameters to provide fast query responses to "front end" users.
- ❖ Installing and testing new versions of the Database Management Systems and application systems.
- ❖ Writing database documentation, including data standards, procedures and definitions for the data dictionary.
- ❖ Developing, managing and testing backup and recovery plans for various applications.
- ❖ Ensuring that storage, archiving, backup and recovery procedures are functioning correctly as well as controlling access permissions and privileges.
- ❖ Assist in ensuring all ICT systems and infrastructure are properly protected from external and internal attacks and breach.
- ❖ Communicating regularly with technical, applications and operational staff to ensure database integrity and security.
- ❖ Maintaining the Company's website and other Web Based Applications.
- ❖ Provide second level ICT support to end users.
- ❖ Assist in acquisition and maintenance of ICT infrastructure, Internet and Intranet resources.

❖ Assist in continuous implementation of ICT Strategy and Policy.

b) Job specification:

❖ Bachelor's degree in Computer Science or Information Technology.

❖ Certification from MCSE and CCNA.

❖ Working Knowledge SAP B1(ERP)

❖ Minimum of 4 years relevant experience in a busy ICT environment.

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 February 22, 2019 at 5.00 pm.**

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 EMPLOYE

