



## 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 CO<sub>2</sub> 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. **ENGINEERING MANAGER (1 POST)**

Reporting to Works Manager.

##### a) Key result Areas

- ❖ Plan, program, co-ordinate and control operations and maintenance activities regarding Mechanical engineering, Electrical engineering, Instrumentation engineering and Civil engineering aspects of processing plants, processing equipment and company facilities.
- ❖ 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.
- ❖ Ensure operations and planned maintenance schedules for processing plant and equipment are effectively carried out as to optimize plant and equipment availability and efficiency.
- ❖ Plan and implement engineering modifications, design upgrades, rehabilitation and improvements in processing plant and equipment so as to optimize efficiencies and installed capacities.
- ❖ Innovate, guide and promote energy conservation and cost optimization initiatives.

##### b) Job Specification

- ❖ Bachelor of Science degree or Bachelor of Technology degree in Mechanical Engineering, Electrical Engineering or equivalent.
- ❖ Minimum ten (10) years of relevant experience, five (5) which must be in senior management level in food manufacturing sector.
- ❖ Must be proficient in MS office, MS project, Auto CAD, CMMS and experience in using integrated ERP system for inventory control.

- ❖ Membership to a relevant professional body such as Institute of Engineers of Kenya or Institute of Engineering Technologist of good standing.
- ❖ Registered to practice engineering by Engineers Registration Board of Kenya or Kenya Engineering Technology Registration Board.

## 2. **ASSISTANT MANAGER -HUMAN RESOURCE – (1 POST)**

Reporting to Human Resource Manager

### a) **Key Result Areas**

- ❖ Assist in the farming of Company's HR policies and procedures and their implementation.
- ❖ Ensuring the development, implementation and monitoring of remuneration policy.
- ❖ Assists in the planning, coordinating and implementing of the Company's short- and long-term HR requirements, recruitment, management development, staff appraisals, performance related rewards and sanctions, job evaluation, career progression and succession management.
- ❖ Participates in identifying training requirements, designing, scheduling and implementation of training programmes.
- ❖ Responsible for ensuring harmonious relationship with unionisable staff and availability of motivated and disciplined workforce.
- ❖ Ensuring maintenance of up to date HR records and reports.

### b) **Job Specification**

- ❖ Bachelor's degree in HRM, Business Administration or its equivalent.
- ❖ Higher Diploma in HRM (KNEC) or Certified Human Resource Professional Part II (CHRP II), (HRMPEB) or its equivalent.
- ❖ Must be member of IHRM of good standing.
- ❖ Minimum ten (10) years of relevant experience, five (5) which must be in senior management level in manufacturing sector.
- ❖ Must be proficient in MS office, PLEDGE+ (SAP).
- ❖ Between the 35 and 45 years of age.

## 3. **EXECUTIVE SECRETARY**

Reporting to Resident Director and Chief Executive.

### a) **Key Result Areas**

- ❖ Maintain effective communication channels with all departments as well as external organizations and individuals.
- ❖ Oversee proper maintenance, storage, retrieval of files and documents in order to ensure that they are accessible and secure.

- ❖ Schedule appointments, screen requests for meetings, prepare notes, draft correspondence, type letters and reports including document binding in accordance with agreed instructions.
- ❖ Ensure timely preparation, circulation of Board and Committee papers in an accurate and neat manner.
- ❖ Monitor and track the progress of various assignments and regularly updating the appropriate Head of Department and other members of staff on specific deadlines and problems.
- ❖ Keep valuable documents for the Company e.g. Logbooks, title deeds, cheque books, contracts/agreements and policy documents,

b) Job Specification:

- ❖ Bachelor's degree in Secretarial Studies/ Business Administration or a relevant degree in the Social Sciences.
- ❖ Diploma in Secretarial Studies.
- ❖ Diploma in Public Relations and Communication.
- ❖ Must be proficient in MS office and experience in SAP (ERP).
- ❖ Minimum ten (10) years of relevant experience, five (5) which must be in senior management level.
- ❖ Aged between 35 and 45 years of age.

5. **SALES EXECUTIVES**

Reporting to Assistant manager (Marketing)

a) Key Result Areas

- ❖ Achieve weekly, monthly and annual sales targets provided.
- ❖ Efficiently manage customers and territory to maximize sales.
- ❖ Keep accurate Sales records and prepare weekly and monthly sales reports for Management.
- ❖ Manage debts owed and keep customer ledger in line with the Company policy.
- ❖ Collect market intelligence and submit on regular basis competitor's information on pricing and promotion activities to Management.
- ❖ Work with sales team to conceptualize & execute strategies to maximize revenue and achieve set sales targets.
- ❖ Implement and execute all sales objectives and action plans to reach and exceed targets set.

b) Job specification

- ❖ Bachelor's degree in marketing or business-related discipline.
- ❖ A minimum of 5 years' experience in sales preferably in alcoholic beverage sector.

- ❖ Excellent knowledge and working experience with MS Excel, MS PowerPoint and MS Word;
- ❖ Person of integrity with high level of confidentiality;
- ❖ Excellent interpersonal skills with good written and verbal communication skills (articulate);
- ❖ Excellent statistical analysis skills coupled with good listening and critical reasoning skills;
- ❖ Must possess a clean valid driving license – minimum driving experience of 2 years.’
- ❖ Membership in a professional body would be an added advantage.
- ❖ **Terms of engagement – retainer stipend plus straight percentage commission on gross sales**

**7. SAFETY OFFICER – (1 POST)**

Reporting to Assistant Manager (Environment and Safety)

a) Key Result Areas

- ❖ Carry out condition monitoring of safety aspects of Company equipment and facilities.
- ❖ Prevention of accidents and various occupational safety incidences.

b) Job Specifications

- ❖ Bachelor’s degree or Higher National Diploma in Mechanical Engineering.
- ❖ Post graduate diploma in Occupational Safety & Health.
- ❖ Minimum of five years of relevant experience in manufacturing sector.
- ❖ Working knowledge of SAP 1 (ERP)
- ❖ Certified knowledge of QMS, FSMS, EMS and OSHAS, Risk Management, Fire prevention and First Aid will be added advantage.
- ❖ Member of relevant professional body of good standing.
- ❖ Between 30 and 45 years of age.

**6. EARLY CHILDHOOD DEVELOPMENT EDUCATION (ECDE) TEACHER – (1 POST)**

Reporting to Head Teacher.

a) Key Results Areas:

- ❖ Effectively and efficiently deliver curriculum and co-curriculum programs.
- ❖ Prepare teaching and learning aids.
- ❖ Keep professional records.

b) Job Specifications:

- a) Minimum KCSE C and above.
- b) Holders of ECDE training certificate from DECECE, Montessori or KHA.
- c) Must be proficient in MS office.

- d) Registered by TSC as a teacher.
- e) Must be Competency Based Curriculum (CBC) trained.
- f) Applicants with certified knowledge on Special Needs Education (SNE) will have added advantage

**7. MANAGEMENT TRAINEE -PRODUCTION (1 POST)**

Reporting to Production Manager, the applicant should be between 25-30 years of age with degree in B.Tech. in Chemical and Process Engineering, Food Science & Technology or its equivalent. The successful candidate will undergo 18 months management training program in all departments of the Company and upon completion will be deployed in supervisory position in Production department.

**8. MANAGEMENT TRAINEE -TECHNICAL SERVICES (1 POST)**

Reporting to Projects and Technical Services Manager, the applicant should be between 25-30 years of age with degree in B.Tech. in Chemical and Process Engineering or its equivalent. The successful candidate will undergo 18 months management training program in all departments of the Company and upon completion will be deployed in supervisory position in Projects and Technical Services department.

Applicants for the positions of Engineering Manager, Assistant Manager (Human Resource), Executive Secretary, Sales Assistants and Safety Officer will be required to demonstrate compliance with Chapter 6 of the Constitution of Kenya by submitting certified copies of the following documents:

- ❖ Clearance certificate from Higher Education Loans Board (HELB)
- ❖ Valid Certificate of Good Conduct from Directorate of Criminal Investigations (DCI).
- ❖ Valid Tax Compliance Certificate from Kenya Revenue Authority (KRA)
- ❖ Clearance certificate from approved Credit Reference Bureau (CRB)
- ❖ Clearance Certificate from Ethics & Anti-Corruption Commission (EACC)

Applications including detailed Curriculum Vitae (CV), copies of academic and professional certificates, transcripts and testimonials, current and expected gross salary (attach latest pay slip), names and contacts of at least three professional referees, two coloured passport size photos, copy of national ID card and day time telephone contacts should be delivered to the undersigned by hand, courier or post so as to reach him on or before **5.00 pm of December 6,2019.**

Resident Director & Chief Executive

Agro-Chemical & Food Company Limited  
P.O. Box 18-40107  
**MUHORONI-KENYA**

ACFC is an equal opportunity employer. Women and Persons Living with Disabilities (PLWD) are encouraged to apply. Eligible serving ACFC officers are free to apply for the above positions.

Only shortlisted candidates will be contacted. Canvassing in any form will lead to automatic disqualification.

