



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 Kisumu County. 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. **CHIEF INTERNAL AUDITOR (1 POST)**

Reporting administratively to Resident Director & Chief Executive and functionally to the Audit Committee of the Board.

a) Key Result Areas:

- ❖ Formulate effective risk management strategies, policies, plans and procedures.
- ❖ Coordinating and overseeing all risk management activities and assessing compliance with systems of internal controls.
- ❖ Coordinate preparation, approval by the Board and implementation of annual audit plans and programs.
- ❖ Ensure proper preparation of audit reports, presentation of the same to Audit Committee on quarterly basis and implementation of audit recommendations.

b) Job specification:

- ❖ Bachelor's degree in Finance, Accounting, Commerce, IT, Business Administration or other relevant discipline.
- ❖ Master's degree in Finance, Accounting or Strategic Management from recognized institution will be an added advantage.
- ❖ CPA (K) or ACCA – Final.
- ❖ Member of ICPAK, Institute of Internal Auditors (IIA) or Information Systems & Control Association (ICASA) of good standing.
- ❖ Certification as Certified Information Systems Auditor (CISA), Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE) or Certified Forensic Accountant (CFA) is an added advantage.
- ❖ Minimum of 10 years relevant experience with at least 5 at senior management level.
- ❖ Broad knowledge of Public Sector Accounting Standards.

2. ASSISTANT MANAGER -MARKETING (MUHORONI) – (1 POST)

Reporting to Marketing Manager.

a) Key Result Areas:

- ❖ Ensure effective and efficient coordination of marketing activities to maximize customer experience.
- ❖ Generate annual sales forecasts and monthly demand schedules to guide production.
- ❖ Develop optimum distribution structure for Company's products.
- ❖ Manage sales and marketing strategies, services and resources to maximize Company product sales and revenue.
- ❖ Build a strong customer base and promote customer service culture in the organization.

b) Job specification:

- ❖ Bachelor's degree in Food Science & Technology, Chemical Engineering Sales & Marketing or related disciplines.
- ❖ Post-graduate diploma in sales and marketing.
- ❖ Registered member of Marketing Society of Kenya (MSK) of good standing.
- ❖ Minimum of 7 years relevant experience with at least 5 at senior management level.

3. HUMAN RESOURCE OFFICER (1 POST)

Reporting to Assistant Manager (Human Resource)

a) Key Result Areas:

- ❖ Provide support to management and staff on the interpretation of HR policies to ensure appropriate application of the policies and safeguard the Company's and staff interests.
- ❖ Monitor implementation of staff development programs to ensure staff and management accomplish their development plans satisfactorily.
- ❖ Administer and monitor utilization of the organization's staff leave benefits to ensure that compliance with the applicable internal policies and legislation.
- ❖ Manage the organization's medical and welfare scheme in line with established policies.
- ❖ Participate in the recruitment, selection, induction and reference checks for new employees to ensure compliance with applicable legislation and internal policies.
- ❖ Maintain and update the staff database (manual and electronic) to ensure accessibility of up to date staff data.
- ❖ Monitor and follow-up the performance management activities/calendar to ensure adherence by staff and management to timelines.

- ❖ Review and update HR and administrative forms in line with HR policies.
- ❖ Take part in the staff disciplinary process in line with the organization's disciplinary procedures.

b) Job Specification:

- ❖ Bachelor's degree in HRM, business administration, social sciences or related disciplines.
- ❖ Post-Graduate Diploma in HRM.
- ❖ Member of IHRM of good standing.
- ❖ Proficient in MS Office with experience in ERP.
- ❖ Knowledge of payroll management will be an added advantage.
- ❖ Minimum of 5 years' experience in HRM preferably in a manufacturing firm.

4. **ACCOUNTANT (1 POST)**

Reporting to Chief Accountant.

a) Key Result Areas:

- ❖ Managing accounts payables by processing payments to creditors on time as per policies and regulations.
- ❖ Managing accounts receivables by ensuring timely collection as per policies and regulations.
- ❖ Invoicing, receipting and collection of debts.
- ❖ Undertaking bank, creditors, imprest, debtors and bank reconciliations.
- ❖ Carrying out various analysis.
- ❖ Project accounting.
- ❖ Tax accounting and filing.
- ❖ Payroll processing and accounting.
- ❖ Maintenance of fixed assets register.
- ❖ Development of budgets.
- ❖ Checking of budgets, signing of LPO's & LSO's & approval of petty cash transactions.

b) Job Specification:

- ❖ Bachelor's degree in Commerce, Finance, Accounts, Economics, Business Administration or a related field.
- ❖ Minimum CPA II or ACCA II
- ❖ Membership to ICPAK is an advantage.
- ❖ At least 3-4 years of total experience.

5. ENVIRONMENT AND SAFETY OFFICER (1 POST)

Reporting to Assistant Manager (Environment & Safety) (1 post) (Re-advertisement).

b) Key Result Areas:

- ❖ Engage in fire prevention activities through regular fire drills and awareness creation.
- ❖ Scanning of machines and installations to ensure both safety and compliance to correct limits.
- ❖ Organize pest control programs to control malaria infections and other pests whose effects can impact negatively on food safety.
- ❖ Managing occupational incidences through sensitization on use of PPE's and provision of First Aid facilities.
- ❖ Ensure statutory compliance with Occupational Safety & Health Act, 2007.

b) Job Specification:

- ❖ Bachelor's degree in mechanical engineering, occupational safety & health or related discipline.
- ❖ Certified knowledge of QMS, FSMS, EMS and OSHAS, Risk management and Firefighting and First Aid will be added advantage.
- ❖ 5-7 years hands-on experience in handling Environment and Safety issues in a busy manufacturing industry.

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 April 12, 2019.

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