



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. **SAFETY OFFICER - GRADE ACFC 6 (1 POST) – Ref: ACFC/12/2024/001**

Terms of Employment (Permanent and Pensionable)

(a) Duties and Responsibilities

- i. Ensuring protection of all factory buildings and installations against lightning through earth resistance measurements within schedule.
- ii. Ensure efficacies of mild steel tanks and pipes by checking the thickness for purposes of performing predictive maintenance to avoid collapse.
- iii. Organizing for pest control programs to control malaria infections and other pests whose effects can impact on food safety negatively.
- iv. Managing occupational incidences through sensitization on use of PPE's and providence of 1st aid facilities.
- v. Ensuring compliance to legal requirements in line with occupation Health and Safety Act (OSHA) of 2007.
- vi. Ensuring regular fire drills, creation of awareness, condition monitoring of machines and installations so as to ensure both safety and compliance to correct limits.
- vii. Carry out risk assessment prior to issuing permit to work.
- viii. Ensure induction of visitors and other stakeholders.
- ix. Welding of bulk volume fermenter membrane and
- x. Keeping records.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Bachelor's degree in any of the following engineering disciplines: Instrumentation and Control Engineering; Mechanical Engineering; Manufacturing Engineering; Building Engineering or Industrial Technology.
- ii. Proficiency in computer application; and

- iii. Fulfilled requirements of Chapter Six (6) of the Constitution of Kenya.

(c) Key Competencies and Skills

- i. Strong analytical skills.
- ii. Strategic and innovative thinking.
- iii. Effective communication skills.
- iv. Strong interpersonal skill.

2. MANAGEMENT TRAINEE – INSTRUMENTS (1 POST) – Ref: ACFC/12/2024/002

- Bachelor's degree in Instrumentation and Control Engineering or its equivalent.
- Successful candidates will undergo eighteen (18) months of training in all the departments of the Company after which may be considered for appointment.

3. ASSISTANT TEACHER – GRADE ACFC 10 - (1 POST) – Ref: ACFC/12/2024/003

Terms of Employment (Permanent and Pensionable)

(a) Duties and Responsibilities

- i. Teach subjects of specialization and impart knowledge, skills and attitudes to the learner.
- ii. Evaluate learners in subjects of specialization and prepare them for national and other assessments.
- iii. Serve as a role model and maintain learner discipline to create a conducive environment for learning.
- iv. Introduce new ideas and programs to ensure improvement in teaching and learning in the subjects of specialization.
- iv. Prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the school to ensure that the syllabus is covered in time for evaluation.
- v. Ensure consistency and improvement in curriculum delivery through teamwork and collaborative planning.
- i. Provide guidance and counselling services to learners to instill norms and values for harmonious co-existence.
- ii. Safeguard safety and health of learners.
- ix. Ensure cleanliness of the school compound and tidiness of learners.
- x. Participate in workshops/seminars/symposiums to share ideas, and enhance knowledge in the subject areas.
- xi. Engage learners in curricular and co-curricular activities so as to identify, nurture and develop talents; and
- xii. Organize remedial actions to support learners with performance gaps.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. At least four (4) years' work experience in the teaching function in public or private school.
- ii. Have a PTE Certificate (P1 Certificate) or its equivalent qualifications.
- iii. Be registered with Teachers' Service Commission (TSC) and possess a TSC number according to TSC Act Cap 212.
- iv. Have successfully undertaken relevant Teachers Professional Development (TPD) and CBC modules.
- v. Proficiency in Computer applications.
- vi. Proficiency in teaching of Mathematics, Science and Music.
- vii. Proficiency in a Foreign Language e.g. French, German, Arabic, Mandarin or Spanish will be an added advantage.
- viii. Fulfilled the requirement of Chapter Six of the Kenya Constitution (2010).

(c) Key Competencies and Skills

- i. Strong analytical skills.
- ii. Strategic and innovative thinking.
- iii. Effective communication skills.
- iv. Strong interpersonal skills.

4. PRODUCTION ASSISTANTS – GRADE ACFC 9 - (3 POST) - Ref: ACFC/12/2024/004

Terms of Employment (Permanent and Pensionable)

(a) Duties and Responsibilities

- i. Operating dryers to dry yeast.
- ii. Monitoring closely the drying and control parameters.
- iii. Monitoring the performance of the shaking device.
- iv. Keeping a close watch on steam control and product temperature.
- v. Cleaning and washing dryer carts.
- vi. Operating the hoisting device for ADY sieving unit.
- vii. Operating the moisture meter.
- viii. Taking dried ADY samples to the Laboratory for final moisture and activity testing.
- ix. Assisting the filtration operator in salting and starch recoating.
- x. Cleaning the dryers as required.
- xi. Cleaning and changing the product filters as required.
- xii. Assisting the operators in running the dryers.
- xiii. Ensuring process work instructions are followed.
- xiv. Keeping all the machines in the section clean.

- xv. Taking and handing over at your workstation.

Acid Offloading

- i. Collecting and distributing raw materials, chemicals and other plant requirements.
- ii. Cleaning nutrient bags.
- iii. Reporting to the supervisor any breakdown, malfunctions or accidents.
- iv. Offloading acid into egg and pump to storage tank.
- v. Cleaning the jerrycans after emptying and returning to store.
- vi. Carrying out daily general plant cleaning.
- vii. Ensuring that proper acid offloading gears are put on operations.
- viii. Keeping records of daily material issues from stores.
- ix. Handling and taking over at the station.

Separators

- i. Carrying out alcohol separation at the correct rates.
- ii. Operating the chilling water pumps to filtration, distillation and acidification tank.
- iii. Assisting in taking temperatures of chilled water every hour.
- iv. Changing over alcohol separators as required.
- v. Carrying 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. Carrying out CIP cleaning for ADY, separators before and after each separation.
- vii. Monitoring the operations of pumps at OCC – 04.
- viii. Maintaining constant Supply of mash to distillery.
- ix. Monitoring closely the operations of separators.
- x. Keeping an hourly record of yeast cream brix, the current and flow rates.
- xi. Reporting any breakdowns or abnormally to the process operator I separators for the correct action.
- xii. Coordinating with ADY fermentation, driers, distillery fodder yeast and alcohol fermentation operations.
- xiii. Ensuring process work instructions are followed.
- xiv. Takes yeast cream samples to the Laboratory for analysis.
- xv. Carrying out manual cleaning of separators dishes.
- xvi. Helping in preparing nutrients and chemicals at molasses preparation.
- xvii. Cleaning yeast cream tanks.
- xviii. Carrying out manual cleaning of yeast cream PHE.
- xix. Keeping all the machines in the section clean.
- xx. Taking and handling over at your workstation.

Active Dry Yeast Packing

- i. Packing Active Dry Yeast (ADY) and Active Wet Yeast into jerrycans, cartons or sachets.
- ii. Checking 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. Operating vacuum packing machine.

- iv. Flashing all jerrycans with nitrogen before sealing.
- v. Sealing the jerrycans, cartons and sachets properly.
- vi. Labelling and stamp all the packed ADY jerrycans, cartons and sachets with the correct codes and expiry dates.
- vii. Counting and reconciling jerrycans issued with packages on a daily basis.
- viii. Operating vacuum packaging machine.
- ix. Carrying out manual sieving when necessary.
- x. Carrying out cleaning at the workstation.
- xi. Reporting machinery breakdowns to station to the packing in charge.
- xii. Ensuring that packing operations are carried out according to the laid down process work instruction.
- xiii. Handling and taking over work at the station.

Carbon Dioxide

- i. Cleaning working area/floor every morning.
- ii. Operating Carbon dioxide plant as per process work instructions (PWIs) issued and recording parameters observed in log sheets at set time intervals.
- iii. Informing senior process operator CO₂ plant on in-puts/material required for work daily at 0800am.
- iv. Reporting to senior operator CO₂ plant on any machine/equipment breakdown or malfunction for quick repair/correction/corrective action.
- v. Executing work in safe way to human, equipment and products at the time.
- vi. Liaising with other staff to ensure desired work goals are achieved.
- vii. Writing shift work report at end of shift.
- viii. Taking/handing over work at start/end of shift at the workstation.

(b) Person Specification

For appointment to this grade, an officer must have;

- i. Diploma in any of the following fields: Food Science and Technology, Chemical Engineering, Biochemistry or a qualification 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

5. **ENVIRONMENTAL ASSISTANT – GRADE ACFC 9 - (1 POST) - Ref: ACFC/12/2024/005**

Terms of Employment (Permanent and Pensionable)

(a) **Duties and Responsibilities**

- i. Operating and check lubrication oil for gas blowers, pump, and other effluent treatment plant equipment.
- ii. Collecting samples and carry out simple quality tests for routine analysis.
- iii. Keep records of effluent treatment plant.
- iv. Conduct daily inspection of the Effluent Treatment Plant and effluent chemical treatment.
- v. Trimming the ponds at the plant.
- vi. Conducting general cleanliness of the plant.
- vii. Removing floating foreign matters in the lagoon and ponds.
- viii. Incinerating hazardous waste.

(b) **Person Specification**

For appointment to this grade, an officer must have:

- i. Diploma in any of the following fields: Environmental Studies, Natural Resource Management, Sewerage Technician or equivalent qualification 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

6. **TECHNICIAN (MECHANICAL) – GRADE ACFC 9 – (1 POST) - Ref: ACFC/12/2024/006**

Terms of Service (Permanent & Pensionable)

(a) **Duties and Responsibilities**

- i. Inspect all mechanical equipment in the factory and rectify faulty ones.
- ii. Requisition for necessary mechanical spares in the factory.
- iii. Assist mechanical supervisor in all mechanical installation and repairs.
- iv. Monitor mechanical equipment availability by timely rectification of breakdown,
- v. Ensure safety of workers and equipment.

- vi. Responsible for shift operations
- vii. Record all the work done in respective logbooks/sheets.

b) **Person Specification**

- i. Diploma in mechanical engineering or its equivalent qualification from a recognized institution
- ii. Proficiency in computer applications; and
- iii. Fulfilled the requirement of chapter six of the Kenyan constitution

c) **Key Competencies and Skills**

- i. Strong analytical skills
- ii. Strategic and innovative thinking
- iii. Effective communication skills
- iv. Strong interpersonal skills

7. **TECHNICIAN (ELECTRICAL) – GRADE ACFC 9 – (1 POST) - Ref: ACFC/12/2024/007**

Terms of Service (Permanent & Pensionable)

a) **Duties and Responsibilities**

- i. Inspect all electrical equipment in the factory and rectify faulty ones.
- ii. Requisition for necessary electrical spares in the factory.
- iii. Assist electrical supervisor in all mechanical installation and repairs.
- iv. Monitor electrical I equipment availability by timely rectification of breakdown,
- v. Ensure safety of workers and equipment.
- vi. Responsible for shift operations
- vii. Record all the work done in respective logbooks/sheets.

b) **Person Specification**

- i. Diploma in electrical engineering or its equivalent qualification from a recognized institution
- ii. Proficiency in computer applications; and
- iii. Fulfilled the requirement of chapter six of the Kenyan constitution

c) **Key Competencies and Skills**

- i. Strong analytical skills
- ii. Strategic and innovative thinking
- iii. Effective communication skills
- iv. Strong interpersonal skills

8. **TECHNICIAN (INSTRUMENTATION) – GRADE ACFC 9 – (1 POST)**
Ref: ACFC/12/2024/008

Terms of Service (Permanent & Pensionable)

a) **Duties and Responsibilities**

- i. Learn and understand the job and the system.
- ii. Assist in the daily operations of all the instruments in the plant and ensure they are in good working condition.
- iii. Attend to planned preventive, corrective and breakdown maintenance of instrument equipment.
- iv. Effectively carry out workshop repairs of instruments and electronics equipment
- v. Inspect all instruments in the plant report and rectify faulty ones.
- vi. Calibrate instruments, control systems, weigh bridge and weigh scale.
- vii. Ensure safety of workers and equipment.
- viii. Record all the work done in respective logbooks/sheets.

b) **Person Specification**

- i. Diploma in instrumentation engineering or its equivalent qualification from a recognized institution.
- ii. Proficiency in computer applications; and
- iii. Fulfilled the requirement of chapter six of the Kenyan constitution

c) **Key Competencies and Skills**

- i. Strong analytical skills
- ii. Strategic and innovative thinking
- iii. Effective communication skills
- iv. Strong interpersonal skills

9. **ARTISAN (MECHANICAL) – GRADE ACFC 11 - (1 POST) - Ref: ACFC/12/2024/009**

Terms of Service (Permanent & Pensionable)

(a) **Duties and Responsibilities**

- i. Perform fault-finding for mechanical equipment and carry out routine service.
- ii. Conduct preventive and corrective maintenance of mechanical equipment
- iii. Test all mechanical equipment repaired/serviced and hand over for production.
- iv. Record all the work done in respective logbooks/sheets.

b) **Person Specification**

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) or equivalent qualification from a recognized institution.
- ii. Government Trade Test Certificate Grade II in Mechanical Engineering or its equivalent qualification from a recognized institution.
- iii. Proficiency in computer applications; and
- iv. Fulfilled the requirement of chapter six of the Kenyan constitution.

c) **Key Competencies and Skills**

- i. Strong analytical skills
- ii. Strategic and innovative thinking
- iii. Effective communication skills
- iv. Strong interpersonal skills

10. **RECORDS MANAGEMENT ASSISTANT – ACFC GRADE 9 - (1 POST)**
ACFC/12/2024/010

Terms of Employment (Permanent and Pensionable)

a) **Job Specification**

The duties and responsibilities shall entail assisting in:

- i. Ensuring letters are appropriately filed and marked to action officers;
- ii. Controlling opening of files and updating file index;
- iii. Ensuring security of information/files in the registry;
- iv. Updating and maintaining up-to-date file movement records and ascertaining the general cleanliness of the registry;
- v. Recording of incoming and outgoing mail; and
- vi. Maintaining an easy file retrieval system.

b) **Person Specification**

For appointment to this grade a candidate must have:

- i. Diploma in Records Management or Information Science or any other relevant qualification from a recognized institution;
- ii. Proficiency in computer applications;

(c) **Key Competencies and Skills**

- i. Strong analytical skills
- ii. Strategic and innovative thinking
- iii. Effective communication skills
- iv. Strong interpersonal skills

Additional Requirements:

Applicants will be required to submit the following documents: -

- i) Certificate of good conduct from the Directorate of Criminal Investigations.
- ii) Clearance certificate from Higher Education Loans Board (HELB).
- iii) Tax compliance certificate from Kenya Revenue Authority (KRA)
- iv) Clearance certificate from the Ethics and Anti-Corruption Commission (EACC)
- v) Report from an approved Credit Reference Bureau (CRB)

Applications including detailed Curriculum Vitae (CV), copies of academic and professional certificates and testimonials, 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 **January 15, 2025**.

Only shortlisted candidates will be contacted.

Resident Director & Chief Executive
Agro Chemical & Food Company Limited
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MUHORONI - KENYA

ACFC IS AN EQUAL OPPORTUNITY EMPLOYER
