



CHEMELIL SUGAR COMPANY LIMITED

JOB TITLE: HEAD OF AGRICULTURE (1 post)

Reports to: Managing Director

1) Job Purpose

The job holder is responsible for production and supply of good quality milling cane to the factory, supply of good quality seed cane in the zone, coordinate service delivery with machinery both in the factory and in the field and oversee the maintenance of sugar roads.

2) Key Responsibilities / Duties / Tasks

- i. Provide leadership in the department.
 - ii. Supervise Cane Development Credit and authorize regular payment of cane proceeds to farmers.
 - iii. Oversee implementation of the department's aspects of service charter.
 - iv. Plan, monitor and evaluate the performance of staff against set targets and objectives and implement development action plans aimed at capacity building of individuals and multidisciplinary teams.
- a) Operational Responsibilities / Tasks**
- i. Co-ordinate all activities of sugarcane production to efficiently achieve set targets.
 - ii. Co-ordinate timely harvesting and delivery of mature and quality cane to the factory from out grower farms and Nucleus Estate.
 - iii. Co-ordinate the operation and maintenance of the irrigation system within the Nucleus Estate and extension to out growers.
 - iv. Oversee the handling and disposal of factory solid wastes.
 - v. Facilitate optimization of Company machinery availability.
 - vi. Facilitate land survey services.
 - vii. Co-ordinate maintenance of sugar roads.
 - viii. Ensure efficient services are rendered to farmers, other departments and external customers.
 - ix. Attend HOD meetings, chair departmental meetings, and attend other external meetings.
 - x. Co-ordinate preparation, monitor and control implementation of departmental annual budgets
 - xi. Co-ordinate preparation and supervise implementation of departmental strategic plans.

b) Financial Responsibility:

- i. Preparation, monitoring and controlling budget.
- ii. Responsibility for Physical Assets
- iii. Responsible for physical assets assigned by the institution
- iv. Provide oversight for all the departmental physical assets

c) Decision Making / Job Influence

- i. Make strategic, financial and operational decisions for the department.
- ii. Plan, assign work to the subordinates and monitor subordinates work performance

- iii. Appraise/ Evaluate subordinates.

3) Job Competencies (Knowledge, Experience and Attributes / Skills).

a) Academic/Professional Qualifications

- i. Master's degree in an Agriculture/ Management oriented field.
- ii. Bachelor's in Agriculture in agriculture/agriculture engineering or related sciences.
- iii. International Certificate/Diploma in sugarcane agronomy.

b) Previous relevant work experience required.

- i. At least 7-8 years' work experience with 3 years in a senior managerial position.

c) Functional Skills: Behavioral Skills/ Attributes:

- i. Be proficient in IT.
- ii. Be a good communicator.
- iii. Exhibit Managerial competencies.
- iv. Good Leadership skills.
- v. Must possess good Interpersonal skills.

4) Other Requirements:

- i. A Certificate of Good Conduct from Criminal Investigations Department (CID).
- ii. A Clearance Certificate from the Higher Education Loans Boards (HELB).
- iii. A Tax Compliance Certificate from the Kenya Revenue Authority (KRA).
- iv. A Clearance Certificate by the Credit Reference Bureau (CRB).
- v. Clearance from the Ethics & and Ant-Corruption Commission (EACC).

Applications with detailed CV indicating current position, qualifications, work experience, current and expected remuneration, copies of academic and professional certificates and testimonials, copy of national identity card, names of at least three (3) referees and day time telephone contact should be sent to the address below.

The envelope should be clearly marked **Ref. CHEMELIL SUGAR COMPANY LTD/HOA/2018**. Applications should be received not later than **7th December 2018**. Only shortlisted candidates will be contacted.

THE MANAGING DIRECTOR

CHEMELIL SUGAR COMPANY LIMITED

P.O. BOX 177 – 40107

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