



CHEMELIL SUGAR COMPANY LIMITED

JOB TITLE: HEAD OF FACTORY (1 post)

Reports to: Managing Director

1) Job Purpose

The job holder plans, programs and controls activities in the Factory in order to maximize the production of sugar to the required standards cost effectively.

2) Key Responsibilities / Duties / Tasks

a) Managerial / Supervisory Responsibilities

- i. Ensure timely crushing of cane made available to the Factory.
- ii. Ensure the production of quality sugar as per set standards.
- iii. Ensure timely production and execution of the department annual operating plan.
- iv. Ensure Programming of weekly and annual maintenance schedules.
- v. Develop strategic plan for staff training and development for the department.

b) Operational Responsibilities / Tasks

- i. Preparation and control of Factory operating and Capital Budgets.
- ii. Ensure safe working practices of Personnel & equipment.
- iii. Maintain and safeguard Factory assets.
- iv. Maintain good Industrial Relations in the Factory.
- v. Assigns duties to and co-coordinating activities of staff.
- vi. Liaison with External parties.
- vii. Provision of electricity and water.

c) Financial Responsibility

- i. Ensure budgetary control.
- ii. Expenditure planning & control.
- iii. Responsible for physical assets assigned by the institution.
- iv. Provide oversight for all the physical assets in the department.

d) 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 performance.

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

a) Academic/Professional Qualifications

- i. Master's degree in Mechanical/ Production/Industrial/Electrical/Chemical Engineering or Management oriented field.

- ii. Bachelor's degree in Mechanical/Production/Industrial/Electrical/Chemical Engineering, or Bachelor's degree in Chemistry/Food Science and Technology.
- iii. International Certificate/Diploma in sugar cane manufacture.

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 Competencies/Attributes:

- i. Computer literate.
- ii. Good Communication skills.
- iii. Be a Team player.
- iv. Interpersonal Skills.
- v. Leadership & Supervisory skills.
- vi. Professionalism.

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/HOF/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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