



SOUTH NYANZA SUGAR COMPANY LIMITED

VACANCIES

1. Security Manager (1 Post)

Reporting to Managing Director, the Security Manager will be responsible for:-

- Directing and controlling security operations within the entire Company premises.
- Formulating security policies and strategies in a cost effective manner to ensure execution of maximum safety/protection of company employees and assets.
- Working closely with the outsourced security service provider to ensure effective security for the Company.
- Ensuring maximum security vigilance and patrols throughout the Company.
- Advising Management on the security requirements and developing sound security procedures to safeguard the organizations assets.
- Managing any internal investigations and act as a liaison officer with all other interested parties both internal and external including the Police, regulators and auditors.
- Coordinating with appropriate law enforcement agencies to identify and facilitate investigative actions.
- Maintaining comprehensive records of all investigation findings and action plans.

Person Specifications:-

- Bachelor's degree in relevant field from a recognized institution.
- Five (5) years' relevant work experience in a similar position.
- Postgraduate Diploma in Criminology.
- Experience in Corporate Safety management.
- Those who have served in the Disciplined Forces at the rank of Commissioned Officer for a period of three (3) years will have added advantage.
- Knowledge of Health and Safety Regulations.
- Excellent communication and interpersonal skills.
- Demonstrated high degree of professional and managerial competency as reflected in work performance and results.
- Computer proficiency.
- Valid Driving license.

2. Harvesting & Transport Manager (1 Post)

Reporting to Head of Agriculture, the Harvesting and Transport Manager will be responsible for:-

- Planning and managing harvesting and transport of milling cane as per budget.
- Liaison with factory for daily cane delivery targets.
- Develop harvesting program and ensure adherence.
- Ensure delivering of fresh cane to the factory.
- Ensure discipline of the workforce.
- Ensure adequacy and mobility of harvesting labour.
- Source and recruit cane transport contractors.
- Ensure fair distribution of cane transport fleet within the Outgrowers.
- Ensure in field and on transit operational standards are adhered to.
- Ensure Company's mill cane transport fleet operates profitably.

Person Specifications:-

- Bachelor's Degree in Agriculture Engineering or Agriculture related field from a recognized institution.
- Five (5) years' relevant work experience in a similar position.
- Post-graduate qualification in relevant field (added advantage).
- Member of a professional body.
- Computer Proficiency.
- Ability to use ERP/SAP (Agriculture Management System)
- Valid Driving license.

3. Outgrowers Extension Services Manager (Area "B") (1 Post)

Reporting to Head of Agriculture, the Outgrowers Extension Services Manager (Area B) will be responsible for:-

- Preparation of monthly cane position.
- Acquisition and contacting of outgrowers farms for cane development.
- Ensures accurate projection of cane availability to meet current and future factory requirements.
- Ensuring adherence to land selection and farmers recruitment as per laid down procedures/policies.
- Offer effective extension services and ensure that the growers follow recommended agronomic sugarcane management practices.
- Maintain accurate and reliable farmer/farm records.
- Liaise with Harvesting and Transport Manager to plan for cane harvesting.
- Annually carryout cane census.

Person Specifications:-

- Bachelor of Science Degree in Agriculture/ Farm Management/ Extension from a recognized institution.
- Five (5) years' relevant work experience in extension or relevant field.
- Post-graduate training in Extension Management (added advantage).
- Strong interpersonal, leadership and communication skills.
- Computer Proficiency.
- Ability to use ERP/SAP (Agriculture Management System)
- Valid Driving license.

4. Outgrowers Cane Development Manager (1 Post)

Reporting to Head of Agriculture, Outgrowers Cane Development Manager will be responsible for:-

- Planning and coordinating all cane development activities in the outgrowers to enable achievement of set production, productivity and performance targets.
- Responsible for ensuring that lead times between various field operations are strictly adhered to.
- Responsible for timely harvesting and distribution of seed cane to all furrowed land in the outgrowers and nucleus estate.
- Ensure timely distribution of inputs to contracted farms in the sugarcane growing zones as per approved requests from extension managers.
- Ensure strict adherence to set quality standards in land development, seed harvesting and distribution.
- Responsible for accurate capture and maintenance of all operational data regarding land development, seed cane supply, fertilizer distribution, herbicides and vehicle/machine utilization.
- Timely preparation, verification and submission of billing inputs to Outgrowers accounts.
- Harmonious implementation of program through liaison with extension services.

Person Specifications:-

- Bachelor of Science Degree in Agriculture or Agriculture Engineering from a recognized institution.
- Five (5) years' relevant work experience in extension or agriculture production.
- Post graduate qualifications in sugarcane agronomy and/or relevant field (added advantage).
- Ability to work under pressure and with little supervision.
- Computer proficiency.
- Ability to use ERP/SAP (Agriculture Management System)
- Valid driving license.

5. Agriculture Workshop Manager (1 Post)

Reporting to Head of Agriculture, the Agriculture Workshop Manager will be responsible for:-

- Providing technical guidance to staff on repairs and maintenance of mobile units.
- Ensuring maintenance, service and repairs of mobile and non-mobile machines are accomplished within the agreed set targets and schedules.
- Ensuring vehicle and plant daily availability above 80%.
- Setting priorities on the daily work schedule for superintendents.
- Ensuring accurate fault diagnosis and repair.
- Ensuring adequate resource availability.
- Advising machine shop on modifications/fabrication of components.
- Maintaining spares utilization records.
- Advise management on replacement of non performing machinery and equipment.
- Ensuring that specifications developed for machinery and equipment meet the Company's standards and needs.
- Providing budgetary data and information.
- Handling requests for third party workshop services.

Person Specifications:-

- Bachelor of Science Degree in Automotive/Plant/Mechanical/Agriculture Engineering Or Higher National Diploma in Automotive/Mechanical Engineering with ten (10) years' relevant work experience.
- Five (5) years' relevant work experience in automotive engineering workshop.
- Post-graduate qualification in relevant field (added advantage).
- Ability to attain high work output.
- Good interpersonal and communication skills.
- Computer proficiency.
- Ability to use ERP/SAP (Agriculture Management System)
- Valid driving license.

6. Corporate Quality Assurance Manager (1 Post)

Reporting to Managing Director, the Corporate Quality Assurance Manager will be responsible for:-

- Monitoring and advising on quality management system performance.
- Publishing data and reports regarding Company performance against set indicators.
- Liaises with managers and staff to ensure quality assurance system is functioning.

- Facilitates training and acquisition of techniques to enable achievement of quality in the entire organization.
- Promotes quality achievement and performance improvement.
- Assesses suppliers' and Company's products specifications and customer requirements.
- Ensures compliance with national and international standards and legislation.
- Ensures compliance with environment health and safety standards.
- Establishes clear defined quality methods for staff to apply.
- Sets up and maintains management systems document and records control.
- Collates and analyses performance data and charts against defined parameters.
- Ensure test and procedures are properly understood, carried out and evaluated.

Person Specifications:-

- Bachelor of Science Degree or equivalent in Physical Sciences/Chemical Engineering and related discipline from a recognized institution.
- Five (5) years' relevant work experience in a similar position.
- Post graduate qualification on Quality Management.
- Must be Certified Quality Auditor.
- Demonstrated a high degree of professional and managerial competency as reflected in work performance and results.
- Computer proficiency.
- Good interpersonal and communication skills.

7. Human Resource Development Manager (1 Post)

Reporting to Head of Human Resource, the Human Resource Development Manager will be responsible for:-

- To coordinate implementation of Human Resources Development policies and programs.
- Liaise with line managers to identify training needs.
- Draws annual training and development plans.
- Facilitates development of in-house training programs.
- Liaise with external institutions for implementation of approved Human Resource Development programs.
- Coordinate productivity improvement programs.
- Conduct post-training evaluation to assess effectiveness of the learning processes.
- Coordinate recruitment and selection processes.
- Coordinate implementation Succession Plan.
- Coordinate Management Trainee and Apprentice Schemes.
- Liaise with Directorate of National Industrial Training Authority (NITA) on training matters.

Person Specifications:-

- Degree in Social Sciences from a recognized institution.
- Five (5) years' relevant work experience in a similar position.
- Post- graduate Diploma in Human Resource Management from a recognized institution.
- Member of Institute of Human Resource Management.
- Demonstrated a high degree of professional and managerial competency as reflected in work performance and results.
- Good communication and interpersonal skills.
- Excellent organizational ability.
- Computer Proficiency.

8. Financial Accountant (1 Post)

Reporting to Head of Finance, the Financial Accountant will be responsible for:-

- Ensuring effective financial accounting systems and up-to date books of accounts.
- Preparing cash flow projections and controlling disbursements.
- Ensuring compliance with regulatory and legislative requirements and accounting standards.
- Ensuring bank reconciliations are prepared accurately and promptly.
- Preparation of Senior Management Payroll.
- Ensuring the staff salaries, allowances and wages are paid accurately and promptly.
- Timely interfacing of sub-ledgers and ensuring reconciliation of the general ledger.
- Ensuring preparation of annual financial statements in compliance with International Accounting Standards (IAS).
- Timely submission of monthly statutory returns.
- Providing liaison for effective external audits.

Person specification:-

- Relevant Bachelor of Commerce/Business Administration Degree or its equivalent from a recognized institution.
- Five (5) years' relevant work experience in a similar position.
- Must be a holder of CPA (K)/ACCA 3.
- Must be a member of ICPAK.
- Computer Proficiency in accounting packages.
- Post Graduate qualification in relevant field (an added advantage).
- Ability to work with minimum supervision.
- Strong analytical, communication and interpersonal skills.

9. Electrical Engineer (1 Post)

Reporting to the Electrical Engineering Manager, Electrical Engineer will be responsible for:

- Ensuring effective coordination, budgeting and execution of specific activities in his/her section aimed at securing optimal plant/equipment availability for efficient sugar processing.
- Planning, installation and commissioning of electrical machines and systems to the right standard.
- Planning and supervision of all electrical section human resource, daily works and maintenance.
- Availing of electrical equipment, machinery and systems to meet the desired corporate goals.
- Embracing of customer focus, teamwork, integrity and staff requirements.
- Ensuring health, safety and environmental practices are adhered to.
- Controlling cost of running electrical equipment, machinery and human resource within the approved budgets.
- Availing of electrical plants by carrying out trouble shooting in electrical lines, electrical drives and their systems.
- Periodically reviewing equipment and systems in line with the market technology changes and advice management appropriately.

Person Specifications:-

- Bachelor of Science in Electrical Engineering from a recognized institution.
- Five (5) years' relevant work experience in a similar work position preferably in a manufacturing industry.
- Knowledge in electrical fault diagnosis, trouble shooting, equipment maintenance, budgeting and condition monitoring.
- Demonstrate ability in Variable Speed Drives (VSD), Programme Logic Control; systems (PLC), Supervisory Control and Data Acquisition (SCADA), Relays & Metering testing and calibration.
- Instrumentation and Electronics will be an added advantage.
- Must be knowledgeable in energy management and conservation systems.
- Member of relevant professional body.
- Must be IT proficient.
- Must be able to work long hours to meet deadlines.

10. Medical Officer (1 Post)

Reporting to Head of Human Resource, the Medical Officer will be responsible for:-

- Formulation, development and implementation of policies and programs aimed at ensuring provision of quality Health services to staff, their dependents and the community.
- Ensures provision of preventive and curative medical care.

- Contacts and liaises with various stakeholders to support and assist in improving community based health programs.
- Advise the Company on medical legal issues.
- Counselling clients on treatment.
- Conduct health inspection and advise Management and the Community on the maintenance and improvement of appropriate Public Health standards.

Person Specifications:-

- Bachelor of Medicine and Surgery Degree from a recognized institution.
- Three (3) years' relevant work experience in a busy medical facility.
- Registered with the Medical Practitioners and Dentist Board of Kenya.
- Be a member of Kenya Medical Association.
- Demonstrate professional competence and ability in discharging duties as Medical Officer.
- A postgraduate qualification is an added advantage.
- Computer Proficiency.

11. Insurance Officer (1 Post)

Reporting to the Company Secretary, the Insurance Officer will be responsible for:-

- Proper and efficient coordination and administration of insurance services in the Company.
- Arrange for insurance renewal for both company assets and staff related policies.
- Reports all accidents to the insurers.
- File all insurance claims for reimbursement.
- Ensures reimbursement of claims.
- Administer staff car loan scheme.
- Coordinates all insurance duties.

Person Specifications:-

- Bachelor's Degree in Insurance from a recognized institution.
- Five (5) years' relevant work experience in a similar position.
- A member of Insurance Institute of Kenya Or Association of Chartered Institute of Insurance.
- Post graduate professional qualification in the relevant field (added advantage)
- Must demonstrate professional competence and ability in work performance.
- Computer Proficiency.

12. Sales Representatives (2 Posts)

Reporting to the Sales and Operations Manager, the Sales Representative will be responsible for:-

- Achieving the weekly, monthly and annual sales target.

- Visit customers regularly, to negotiate for orders, maximize stocking and ensure prompt delivery of orders.
- Maintain and update sales records for the assigned territory.
- Monitor sales performance for assigned territory on a daily/weekly and monthly basis and mitigate variances.
- Create and build a strong and positive relationship with customers.
- Provide support for and brand promotional initiatives.
- Implement merchandising standards.
- Prompt resolutions of customer queries and complaints as per laid down procedures and standards.
- Marketing intelligence information gathering.

Person Specifications:-

- Bachelor of Commerce/Business Administration (Marketing Option) or its equivalent from a recognized institution.
- Three (3) year's relevant work experience in a similar position.
- Post graduate/professional qualification in the relevant field (an added advantage)
- Shown merit and ability in work performance and results
- Good communication, numerical and customer care skills.
- Knowledge or experience in SAP and data analysis skills will be added advantage.
- Computer Proficiency
- Holder of a valid driving license.

13. Company Archivist (1 Post)

Reporting to the Legal Services Manager, the Company Archivist will be responsible for:-

- Provide a high quality records management and archiving service.
- Conduct quarterly and on demand records survey in all company offices with a view to assessing and where need be, recommend the improvement of the conditions under which the records are maintained.
- Carrying out annual and on-demand appraisals in all company offices and identifying potential archives early enough so as to make arrangements for their transfer to the central repository.
- Preparing records retention/disposal schedules and monitoring overall compliance with the same throughout the company.
- Managing the organization, location, storage, retrieval, use and disposal of records/archives in the central archival repository.
- Providing on the job training, professional advice and technical support to company staff on records creation, use, maintenance and preservation or disposal policies and procedures.

Person Specifications:-

- Bachelor's Degree in Information Science/Records Management or related field from a recognized institution.
- Three (3) years' relevant work experience in a busy and large organization in a similar position.
- Proficiency in office packages and Electronic Document Management System (EDMS).
- Be a member relevant professional body.
- Postgraduate professional qualification in the relevant field (an added advantage).
- Must demonstrate professional competence and ability in work performance.
- Computer Proficiency.

14. Fire Engine Operator (I Post)

Reporting to Environment Health and Safety Manager, the Fire-Engine Operator will be responsible for:-

- Performing specialized functions in preparing and responding to fire/emergency calls in order to ensure no loss of life, property or injury.
- Responding to emergency calls, laying and connecting hose, holding nozzles and directing water streams, raising and climbing ladder, using fire extinguishers and other equipment.
- Assisting in rescue operations during emergencies.
- Operating appliances and communication equipment.
- Providing first responder actions to emergency medical and hazardous material calls.
- Maintenance of equipment in good repair in accordance with company policies and procedures.

Person specifications:-

- KCSE Grade C (Plain) or its equivalent.
- Five (5) years' relevant work experience in a similar position.
- Relevant qualification from a reputable Fire Training School.
- A minimum level of fireman grade 1.
- First Aid Certificate Course lasting not less than 1 week from St. Johns Ambulance or any other recognized institution.
- Knowledge of firefighting techniques and methods, emergency procedures and public safety theories and methods.

15. Fire Engine Driver (1 Post)

Reporting to Environment Health and Safety Manager, the Fire Engine Driver will be responsible for:-

- Responding to fire emergencies and ensuring no loss of life, property or injury.
- Safely and efficiently driving the fire engine to the scene of fire in response to an emergency.
- Operating the fire engine pumps and other fire/rescue apparatus safely and efficiently.
- Making routine daily checks and inspection of the fire engine to ensure it is in sound mechanical condition.
- Ensuring general routine maintenance of equipment in line with the manufacturer's specifications.
- Perform all functions of a fire fighter.

Person Specifications:-

- KCSE Grade C (Plain) or its equivalent.
- Five (5) years' relevant work experience in a similar position.
- Relevant qualifications from a reputable fire training school.
- Heavy commercial driving license (class BCE) that has been continuously in use for a minimum of 5 years.
- Must be a trained pump operator with a reputable fire training school.
- Attained a minimum level of fireman grade 1.
- Ability to detect malfunction on equipment.
- First Aid Certificate Course not lasting less than 1 week from St. Johns Ambulance or other recognized institution.

Application Procedure;

Candidates should forward their applications by post, courier or hand-delivery enclosing current and detailed CV, copies of relevant academic, professional certificates and testimonials, details of day time telephone contacts, current and expected remuneration, notice period required to take up the appointment if successful, and names and full contacts of three (3) professional referees. Candidates MUST meet Chapter Six requirements of the Constitution.

All applications MUST have the job reference number clearly marked on the envelope so as to reach the office of the undersigned not later than May 16, 2017.

SonySugar is an equal opportunity employer. Qualified persons irrespective of Gender, Race, Ethnicity, Religion, Culture or Disability are encouraged to apply. Only shortlisted candidates will be contacted. Any form of canvassing will lead to disqualification.

**The Managing Director
South Nyanza Sugar Company Limited
P.O. Box 107 – 40405
Sare – Awendo
“Simply The Sweetest”**