



PYRETHRUM PROCESSING COMPANY OF KENYA LIMITED

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1. JOB REF: HR/20/FM: FACTORY MANAGER, JG. 'R'

a) Job Specifications

Duties and responsibilities will entail:-

- i. Initiating, reviewing and implementing strategic management plans and budgets aimed at improving performance standards and Factory effectiveness;
- ii. Authorizing and approving the purchase of materials, chemicals, and spare parts in the department needed for efficient production;
- iii. Carrying out training needs assessment and formulate training programs in conjunction with the Assistant Manager, Human Resource and Administration aimed at equipping staff with appropriate job competencies in order to improve their productivity;
- iv. Planning monitoring and evaluating the performance of staff against set targets and objectives and implement development action plans aimed at building the capacity of individuals and multi-disciplinary teams;
- v. Developing daily, monthly, quarterly, and annual production targets and prepare progress reports showing achievements against planned targets as well as providing justification for performance variances and also defining areas of improvement;
- vi. Preparing annual maintenance and capital budgets for the division and ensure that expenditure in engineering, production, quality control and environment and safety departments are controlled and remain within agreed budgets;
- vii. Ensuring that proper maintenance schedules are implemented to improve on plant and equipment availability and efficiency;
- viii. Planning and co-ordinating programs to ensure compliance with health, safety and environment statutory requirements;
- ix. Planning and coordinating the quality assurance programs, to ensure effective operations of the Quality Management Systems (QMS) at the factory, in accordance with the requirements of ISO 9001:2008 international standards;
- x. Planning and coordinating the manufacturing, maintenance and quality assurance programs to ensure production of safe products;
- xi. Continually assessing technical capabilities of existing manufacturing facilities and other company infrastructure, plan for modifications, upgrading, rehabilitation and improvement of the plant and equipment

- and supervise the implementation to ensure completion according to quality specifications, within specified timeframe and budget;
- xii. Advising the Chief Executive Officer on changes in production, operations, instrumentation, quality control, environmental issues, additional capacity (projects) which may be necessary for optimization of Production;
 - xiii. Ensuring that all contractors working within the factory premises meet safety requirements;
 - xiv. Ensuring correct and timely preparation of all daily, monthly and annual operational reports and ensure proper dispatch and distribution of reports as necessary;
 - xv. Reviewing incidents of violations against organizational policy and regulations as well as handle employee disputes and take appropriate action in line with approved policies, procedures and regulations;
 - xvi. Initiating and participating in organizational performance reviews and business process improvement programs as well as undertake special investigations aimed at improving organizational effectiveness;

b) Person Specifications

For appointment to this grade, an officer must:-

- i. Have a minimum Twelve (12) years' work experience five (5) of which should have been in senior management level;
- ii. Have Bachelors Degree in any of the following disciplines: Chemical Engineering, Electrical Engineering, Mechanical Engineering, Instrumentation Engineering, Manufacturing Engineering, Chemical and Process Engineering, or its equivalent qualification from a recognized institution;
- iii. A Masters Degree is an added advantage
- iv. Have a Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- v. Be a Member to a relevant professional body, where applicable;
- vi. Be proficient in computer applications;
- vii. Fulfil the requirements of Chapter Six (6) of the Constitution.

2. JOB REF: HR/20/HRAM: HUMAN RESOURCE AND ADMINISTRATOR MANAGER, JG 'R'

(a) Job Specifications

The duties and responsibilities of the Manager will entail:-

Duties and Responsibilities

- i. Coordinating, formulating and implementing HR strategies, policies rules, regulations, and systems for the Company;
- ii. Overseeing human resource planning and development;
- iii. Overseeing the Identification, designing and implementing of training programs based on identified needs;
- iv. Monitoring and evaluating the effectiveness of training and development programmes
- v. Providing guidance on development and updating of the human resource database;
- vi. Overseeing staff induction and on-boarding program;
- vii. Coordinating, reviewing and implementing the Human Resource Career Guidelines;
- viii. Supervising effective administration of the payroll system;
- ix. Reconciliation of staff complement and establishment;
- x. Ensuring preparation and compiling staff deductions done outside the payroll;
- xi. Managing employee relations programs and ensuring staff discipline is maintained;
- xii. Supervising the update of the human resource database in the Company;
- xiii. Drawing a plan for the annual performance target setting in the Company for review by management;
- xiv. Coordinating issues of staff welfare;
- xv. Managing human resource internal communication and HR information management systems
- xvi. Secretary to the Training Committee;
- xvii. Ensuring compliance with statutory obligations related to health & safety, HIV/AIDS, Alcohol and Drug Substance Abuse, Gender and Disability Mainstreaming and other requirement in working environment
- xviii. Preparing and submitting all statutory deductions; and
- xix. Processing pension claims.
- xx. Managing staff separation; and
- xxi. Supervising, training and developing staff under him or her.

(b) Person Specifications

- i. A minimum period of ten (12) years in relevant work experience and at least five (5) years in supervisory role in a position in the Public Service or Private Sector;
- ii. Bachelor degree in Human Resource Management /Social science /Business Related field or Equivalent qualifications;
- iii. Membership of the Institute of Human Resource Management.
- iv. Be a holder of Certified Human Resource Profession (CHRP-K)
- v. A Masters Degree is an added advantage
- vi. Have a Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- vii. Proficiency in computer applications
- viii. Good Communication skills
- ix. Demonstrated results in work performance; and
- x. Fulfilled the requirements of Chapter Six of the constitution

(c) Key Competencies and Skills

- i. Effective communication skills
- ii. Strong interpersonal skills
Negotiation skills

3. JOB REF: HR/20/HRAM: HUMAN RESOURCE OFFICER, JG 'K'.

(a) Job Specifications

This will be the entry for this cadre. An officer at this level will work under direct supervision of a senior officer.

Duties and responsibilities at this level entails:-

- i. Drafting memos, letters and reports;
- ii. Payroll Management
- iii. Processing cases for the Human Resource Advisory Committee (HRAC) and implementation of decisions thereof;
- iv. Assisting in reviewing job descriptions and preparing job advertisements;
- v. Assisting in coordinating the recruitment process;
- vi. Assisting in organizing Staff induction and on-boarding programs;
- vii. Assisting in processing salaries, allowances, benefits and final dues;
- viii. Updating the HR information systems data;

- ix. Facilitating issuance of staff ID's.
- x. Assisting in collating information relating to recruitment and selection, appointments, training, performance management, records and staff complement control;
- xi. Assisting in undertaking of training needs analysis, projections and developing training programmes;
- xii. Assisting in administering performance appraisal, collates performance related data, analyzing and preparing related reports;
- xiii. Assisting preparing and submitting statutory returns;

(b) Person Specifications

For appointment to this grade, a candidate must have:

- i. Bachelors degree in any of the following disciplines: Human Resource Management, business related field or its equivalent qualification from a recognized institution
- ii. Proficiency in computer applications
- iii. Fulfilled the requirements of Chapter Six of the Constitution.

(c) Key Competencies and Skills

- i. Effective communication skills
- ii. Strong interpersonal skills
- iii. Negotiation skills

4. JOB REF: HR/20/FA: ACCOUNTANT, JG ' K'

(a) Job Specifications

Duties and responsibilities will entail: -

- i. Processing payments;
- ii. Managing accounts receivables and payables;
- iii. Ensure tax compliance in all operations and submission of tax returns within the set statutory timelines;
- iv. Preparing and compiling of Quarterly and Annual statutory financial reports;
- v. Verifying payment vouchers and committal documents in accordance with laid down financial rules and regulations;
- vi. Verifying bank reconciliation statements;
- vii. Preparing the financial statements of the Company;

- viii. Supervising cash withdrawal for office use and ensuring safety of the same;
- ix. Analyzing revenue collected; and
- x. Preparing quarterly financial management reports that fall under his/her section(s);
- xi. Manage statutory audits as well as implement the agreed upon audit recommendations;

(b) Person Specifications

For appointment to this grade, a candidate must:-

- i. Have Bachelor's Degree in any of the following disciplines; Commerce (Accounting/Finance option), Finance, Economics, Business Administration, Business Management or equivalent qualification from a recognized institution;
- ii. Have Part II of the Certified Public Accountants (CPA) Examination or equivalent qualification from a recognized institution; and
- iii. Be Proficient in computer application.
- iv. Fulfilled the requirement of Chapter Six of the Constitution

(c) Key competencies and Skills

- i. Effective communication skills
- ii. Interpersonal skills

5. JOB REF: HR/20/CPR: AGRONOMIST JG 'J'

This is the entry grade for Diploma holders in this Cadre. An officer at this level will work under the supervision of a senior officer.

Duties and responsibilities will entail:-

- i. Collecting and collating research data;
- ii. Compiling and generating simple field and laboratory reports;
- iii. Administering research questionnaires;
- iv. Laying out experimental trials;
- v. Administering experimental protocols and schedules
- vi. Maintaining laboratory and field notebooks;
- vii. Participating in outreach activities;
- viii. Keeping accurate reports of work undertaken;
- ix. Ensuring the safety of research data; and
- x. Complying with Standard Operating Procedures.

(a) Person Specifications

For appointment to this grade, a candidate must:-

- i. Have a Diploma in any of the following disciplines:-Biochemistry, Chemistry, Botany, Zoology, Physics, Agriculture, Environmental Science, Natural Resource Management, Agriculture Education and Extension, Crop Improvement and Protection, or equivalent qualification from a recognized institution; and
- ii. Be proficient in computer applications.
- iii. Fulfill the requirements of Chapter Six of the Constitution.

a. Key Competencies and Skills

- i. Effective communication skills
- ii. Interpersonal skills

6. JOB REF: HR/20/CS: LEGAL OFFICER – JG 'K'

a) Job Specification

This is the entry grade for degree holders into this cadre. The duties and responsibilities are to assist in:

- i. Interpreting legal cases;
- ii. Advising the Company on all legal requirements and prosecution procedures;
- iii. Issuing instructions to agreement and contract defaulters;
- iv. Developing and implementing legal agreements and contracts in liaison with relevant departments, divisions and units;
- v. Ensuring compliance with legal framework, agreements and contracts; and
- vi. Preparing legal opinions on legal cases.

b) Person Specification

For appointment to this grade, a candidate must have:

- i. Bachelor of Law (LL.B) degree or equivalent qualification from a recognized institution;
- ii. Advocate of the High Court of Kenya;
- iii. Valid Practicing Certificate;
- iv. Good communication skills;
- v. Proficiency in Computers Applications, and
- vi. Fulfilled the requirements of Chapter Six of the constitution of Kenya 2010.

c) Key Competencies and Skills

- i. Effective communication skills
- ii. Interpersonal skills
- iii. Negotiation skills

7. JOB REF: HR/20/IA: INTERNAL AUDITOR – JG 'K'

This is the entry and training grade for this cadre. An officer at this level will work under guidance and supervision of a senior officer.

a) Job Specification.

The Duties and Responsibilities at this grade entails:

- i. Assisting in undertaking audit assignments in line with the approved audit work plans to ascertain the adequacy and effectiveness of governance, risk management and control processes;
- ii. Assisting in performing audit procedures to verify that controls are operating through testing and interviewing techniques;
- iii. Assisting in Implementing the approved audit plan including any special tasks and projects requested by the Audit Committee, and Top Management;
- iv. Assisting in conducting regular audits (financial, regulatory, compliance or operational review/audits to ensure effectiveness and efficiency of operations, compliance with relevant laws, policies, procedures and best practice;
- v. Assisting in preparing audit reports on audit assignments that are in line with evidence obtained and forwarding the reports to the internal audit manager for review and onward transmission to the CEO/ and Audit Committee;
- vi. Assisting in post auditing of payments and financial transactions of the Company to verify compliance with laws, regulations, policies and procedures;
- vii. Assisting in performing substantive and compliance testing of accounting records and documents and preparing audit working papers;
- viii. Assisting in evaluating the progress and effectiveness of actions taken to implement audit recommendations received from internal and external audits;
- ix. Assisting in undertaking compliance audits to ascertain the level of compliance with to Statutory and Regulatory requirements;

- x. Participating in the year end stock taking exercise and assist in preparing stock take reports; and,
- xi. Assisting in carrying out audit investigations as they may arise and assist in reporting the findings thereof.

b) Person Specification

For appointment to this grade, an officer must have:

- i. Bachelor's degree in any of the following fields: Finance, Accounting, Business Administration, Business Management or any other equivalent/relevant qualification from a recognized institution;
- ii. Certified Public Accountants (K) or Association of Certified Chartered Accountant (ACCA) or its equivalent from a recognized institution;
- i. Be proficient in computer applications and,
- ii. Fulfils the requirements of Chapter six of the Constitution of Kenya;

c) Key Competencies and Skills

- i. Analytical skills;
- ii. Communication and reporting writing skills;
- iii. Interpersonal and negotiation skills;