



SIREET OUTGROWERS EMPOWERMENT & PRODUCER CO. LTD

REF: JOB OPENING

17th November 2020

Sireet Outgrowers Empowerment and Producer Company Limited is putting up a modern tea factory known as Kamarich Empowerment Tea Factory located in Kaptumo Location, Aldai Sub-County in **Nandi County**, which will manufacture and produce high quality black CTC tea for export and retail markets. Our objective is to manufacture high quality tea through investment in modern tea production systems as well as ensuring that the factory operates efficiently with increased production capacity. The Company is seeking to recruit highly and self-motivated and result- oriented individual to fill the following open vacancies:

Sn.	Position	No.	Job Ref
1	Internal Auditor	1	KETF02/20
2	Sales & Marketing Manager	1	KETF03/20
3	Factory Accountant	1	KETF04/20
4	Mechanical Artisans	2	KETF05/20
5	Payroll clerk	2	KETF06/20
6	Stores Assistant	1	KETF07/20
7	Shift Supervisors (Withering, CTC, Drier, Sorting/Packing)	6	KETF08/20
8	Operators (Withering, CTC, Fermenting, Drier, Boiler	5	KETF09/20

NOTE TO ASPIRING INTERESTED APPLICANTS

- Interested applicants who meet the minimum requirements for these vacancy to send their applications, detailed CV, academic and professional certificates directly to the factory through email: recruit@sireetoepl.co.ke
Addressed to; The Group Manager
Sireet OEP/KETF plc.
P.O Box 301-30301, Nandi Hills
- All applications to be received on or before **2nd December 2020**. Only shortlisted applicants will be contacted by **4th December 2020** for interviews.
- Any form of canvassing or coercion will lead to automatic disqualification.
- The company does NOT demand any payments to receive and/or process any job application.
- Sireet Outgrowers Empowerment and Producer Company is an equal opportunity Employer.
- Detailed requirements for the advertised jobs can be obtained from the company website on www.sireetop.co.ke



1. INTERNAL AUDITOR

Duties and Responsibilities

- Perform and control the full audit cycle including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations
- Generating reports and provide the management review letters covering all issues raised during both routine audits and special assignments.
- Determine internal audit scope and develop annual plans
- Reporting to the Finance & Audit Committee on matters pertaining to the activities of the department periodically.
- Obtain, analyse and evaluate accounting documentation, previous reports, data, flow-charts.
- Prepare and present reports that reflect audit's results and document process
- Act as an objective source of independent advice to ensure validity, legality and goal achievement
- Identify loopholes and recommend risk aversion measures and cost savings
- Maintain open communication with management and audit committee
- Document process and prepare audit findings review notes
- Conduct follow up audits to monitor management's interventions
- Engage to continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques and performance standards
- Continually reviewing and updating the audit manual as necessary.
- Briefing the Group manager on the on the department's activities

Required Qualifications and Experience

- Bachelor of Commerce degree or an equivalent.
- Certified Public Accountant (CPA-K) or equivalent.
- Proven working experience as Internal Auditor or Senior Auditor
- Advanced computer skills on MS Office, accounting software and databases
- Ability to manipulate large amounts of data and to compile detailed reports
- High attention to detail and excellent analytical skills
- Sound independent judgement
- Knowledge of current Internal Auditing Standards issued by the Institute of Internal Auditors.

2. SALES & MARKETING MANAGER

Roles and Responsibilities



1. Prepares tea brands and channel blueprints, sales forecasts and sales route plans.
2. Prepares customer category plans for brand / channel specific events, prepares trade material and national promotions and trade fairs.
3. Accountable for full year sales forecast for both local sales and international auction.
4. Defines brand /Channel promotion guidelines and secures implementation.
5. Evaluates / monitors Promotion progress and addresses deviations.
6. Develops Sales plans and budgets to achieve or exceed the annual sales objectives for each area.
7. Monitor and control the sales budget to ensure optimum utilization of resources.
8. Generate sales of tea in the identified areas through a team of salesmen in order to achieve or exceed the annual sales targets.
9. Conduct regular market visits to check route coverage, competitor activity and continuously search for new opportunities in order to increase sales.
10. Provide distributors and customers in the areas identified with information about new or improved tea products and services.
11. Develop and maintain an efficient distribution network to ensure the comprehensive availability of company's products and services across the markets to achieve or exceed the sales targets
12. Establish and ensure that all sales administration procedures are properly implemented to support the sales teams in their efforts to accomplish the sales targets.
13. Co-ordinate and follow up with the stores team leader to ensure that adequate inventory stock of product and packaging material is maintained in order to meet the sales delivery schedules and provide the distributors with superior levels of service and meet the needs of the customer.
14. Liaise with the Marketing team to ensure that adequate marketing support by way of merchandising and promotions is available in order to provide brand visibility and promote sales.
15. Periodically appraise, train and develop all marketing employees on tea sales and marketing

Required Qualifications and Experience

- a. Bachelor's degree or Higher Diploma in sales & Marketing or related field.
- b. Six (6) years' experience in sales and marketing field.
- c. Proven experience in planning and implementing sales strategies.
- d. Experience in customer relationship management.
- e. Experience managing and directing a sales & Marketing team.
- f. Excellent written and verbal communication skills.
- g. Dedication to providing great customer service.
- h. Ability to lead a sale team.



3. FACTORY ACCOUNTANT

Roles and Responsibilities

1. Develop, review and implement financial policies that include among others financial reporting, financial management, accounts receivable management, accounts payable, fixed assets management
2. Develop and implement a financial strategy in line with generally accepted principles, international accounting standards, and legal framework in place from time to time.
3. Provide effective leadership to the finance team and develop the teams to achieve appropriate financial management skills. Trains and develops all staff on finance and manage Industrial Relations in finance department
4. Analyse financial statement of the company and give sound advice to the management as per the requirement.
5. Maintenance of accounting and preparation of management accounts e.g. (Cash flow, Income statement, and Balance sheet).
6. Provides updates on the Supplier Balances and payments.
7. Salaries-farmers/Employees' payments and follow ups thereafter.
8. Computation of factory COP and recommending ways of cutting cost.
9. Prepare business budgets/forecasting and Capital Expenditure Proposals, ensures that the business annual revenue budget & expenditure controls against approved budget are in place.
10. Computation of Boiler efficiency.
11. Validate, updating and filing statutory returns and ensure tax compliance on all statutory obligations (VAT, PAYE, income Tax, NHIF, NSSF etc)
12. Made Tea-Updates on Auctions and Retail Made Tea
13. Supervise the staff within the Accounts Section of the Company;
14. In charge of the proper keeping of books of accounts and monthly financial statements;
15. Provide financial projections to enable/advise the board to effectively conduct its business;
16. Generate the yearly budget estimates and ensure that the budgetary allocations are adhered to.
17. Develop and manage an efficient filing system at the various company offices;
18. Ensure that proper books of accounts are kept at all times;
19. Participate in annual stock counts
20. Petty cash payment posting and reconciliation
21. Make periodical management reports on finance and accounts;
22. Provide support to internal and external auditors as and when required;
23. Maintain an accurate register of all the company assets at all times;



24. Continuously carry business risk assessment and propose to Board appropriate mitigation measures (i.e. insurance, audits, governance etc) to mitigate risks
25. Appraise the accounts section staff periodically.

Required Qualifications and Experience

- Degree/graduate in finance or accounting
- Certified Public Accountant (CPA-K) or its equivalent
- Masters degree will be an advantage
- Minimum of 10+ years post qualification experience, five of which must be in Tea Factory set up.
- Experience in ERP systems
- Knowledge in computer applications Especially MS Excel and other Accounting Packages and reporting Tools
- Member of professional body

4. PAYROLL CLERK

Duties and Responsibilities

1. Compiling payroll records
2. Processing both employees and Outgrowers payroll
3. Prepare labour distribution and issue to employees
4. Record daily attendance for purposes of payment processing
5. Preparing payment vouchers
6. Computation of payroll or accounting records based on routine or special sources of information
7. Post and process journal entries to ensure all business transactions are recorded.

Required Qualifications and Experience

- Diploma in Accounting/Business Administration/Agricultural Economics/HR or any other related degree or diploma course
- At least CPA 2
- Ability to coordinate tasks to meet deadlines
- 3 years' Experience
- Knowledge in computer application and especially MS suite.

5. STORES ASSISTANT

Duties and Responsibilities

1. To ensure proper control of stocks in & out of the store
2. Prepare spare parts, materials requisitions based on the Internal Order Request



3. Carry out a monthly stock take and send a Stock summary report to the Procurement Officer
4. Liaise with Procurement Officer in all matters concerning requisitions & supply
5. Compile and send defined reports per schedule.
6. Maintain and up to date filing system of administrative paperwork
7. Generate job cards and GRN's
8. Update and maintain Procurement and Stores records

Required Qualifications and Experience

- Diploma in Stores and Procurement/ Purchasing and suppliers management or any related field.
- Registered with Kenya the Institute of Supplies management
- 3 years' Experience
- Knowledge in computer applications

6. CTC OPERATOR

Duties and Responsibilities

1. Ensure consistent feeding of leaf to the rotorvanes and CTC machines so as to achieve the desired standard of cut, and the targeted cutting rate.
2. Ensure that the rotorvane runs smoothly without making unusual noise and that the setting gives a maximum squeeze evidenced by a juicy drip at the discharge end.
3. Maintain cleanliness at all times and control dhool spillage.
4. Weigh, record and dispose of any waste generated in the waste bins provided.
5. Ensure that all moving machinery parts are well guarded before starting up the machines.
6. Make sure that the daily wash down and weekly chemical cleaning are thoroughly done, and the correct dilution rates used.
7. Ensure that magnets are checked, cleaned and their efficiency tested as per procedure before commencing manufacture.
8. Make use of the provided protective clothing and personal protective equipment while at work.
9. Follow all company health and safety regulations to completely eliminate lost time accidents in your section.
10. Check for any oil leakage on the gearbox while ascertaining the motor load. Ensure that this does not contaminate the product.
11. Check that the CTC rollers are well sharpened and have been sufficiently cleaned to remove metal chips and coolant residues before installation.
12. Report any broken glass to management immediately and isolate any contaminated product.



13. Ensure that rollers are properly meshed so that the respective motor ratings are optimized on the true load rather than that indicated by incorrect meshing.
14. Ensure that all documents are updated correctly before approval by management.
15. Monitor all quality and critical control points as identified in the HACCP study.

Required Qualifications and Experience

- Diploma or certificate in engineering/technical area or any other related field
- 4 Years' experience as a CTC operator or Team leader
- A Clear Communicator
- Good record keeping.

7. FERMENTING OPERATOR

Duties and Responsibilities

1. Monitor dhool fermentation to ensure adherence to the targeted fermenting time so that dhool is not under-or-over-fermented.
2. Maintain the required fermenting air temperatures.
3. Minimize dhool spillage and maintain a high standard of cleanliness at the fermenting area.
4. Weigh, record and dispose of any waste generated in the waste bins provided.
5. Carry out fermenting trials as required under the direction of management.
6. Ensure that daily wash-down and weekly chemical cleaning are thoroughly done and that the correct dilution rates are used.
7. Ensure proper use of the sluice gate during the weekly chemical cleaning, as per the effluent treatment management instructions.
8. Make sure that all workers in fermenting section use the provided protective clothing and personal protective equipment.
9. Promote safe working practices, making sure that all company health and safety regulations are followed to completely eliminate lost time accidents in your section.
10. Ensure that humidifier water is regularly flushed and replenished.
11. Report any broken glass to management immediately and isolate any contaminated product.
12. Ensure that all documents are updated correctly before approval by management.
13. Monitor all quality and critical control points as identified in the HACCP study.
14. Train new employees assigned to the section.
15. Ensure at all times that no foodstuffs are prepared or consumed in this section as this may be a source of product contamination.



Required Qualifications and Experience

- Diploma or certificate in food technology or any other related field
- 4 Years' experience as a fermenting operator or Team leader
- A Clear Communicator
- Good record keeping.

8. DRYER OPERATOR

Duties and Responsibilities

1. Ensure consistent feeding of dhool to the dryers so as to obtain made tea with required ex-drier temperature and moisture content.
2. Ensure the inlet and outlet temperatures are set and calibrated the required temperatures.
3. Ensure that the operational dryer residence time is always adhered to.
4. Maintain cleanliness and high standards of hygiene during processing; spillage of dhool and made tea must be kept to a minimum and any spills onto the floor must be trapped.
5. Weigh, record and dispose of any waste generated in the waste bins provided.
6. Carry out dryer tests as required by management from time to time.
7. Ensure that daily wash-down and weekly cleaning are thoroughly done.
8. Ensures that all workers in your section use the provided protective clothing and personal protective equipment.
9. Promote safe working practices, making sure that all company health and safety regulations are followed to completely eliminate lost time accidents in your section.
10. Report any broken glass to management immediately and isolate any contaminated product.
11. Train any new employees assigned to the dryer section.
12. Ensure that all documents are updated correctly before approval by management.
13. Monitor quality and critical control points as identified in the HACCP study.
14. Ensure at all times that no foodstuffs are prepared or consumed in this section as this may be a source of product contamination.

Required Qualifications and Experience

- Diploma or certificate in food technology or any other related field
- 4 Years' experience as a fermenting operator or Team leader
- A Clear Communicator
- Good record keeping.



9. BOILER OPERATOR

Duties and Responsibilities

1. Operating the steam system equipment as per approved procedures.
2. Reporting malfunction of boilers at all times.
3. Carrying out boiler water treatment as per necessary.
4. Carrying out planned preventive maintenance for the boilers as per procedures.
5. Ensuring that the boilers are safe for use at all times.
6. Recording and keeping boiler operations and maintenance data.
7. Ensuring that the factory maximizes on the use of firewood boiler.
8. Observing and complying with environmental, health and safety measures and regulations
9. Perform routine maintenance of the boiler, engine, piping system and other related appliances in the Factory.
10. Test boiler water chemical balance and bring it to the recommended level so as to avoid corrosion, deposits that may damage it thus affecting operations in the Factory
11. Manipulate valves to control the flow of water and fuel and to increase or decrease steam pressure and heat as required for use in the Factory.
12. Observe operating equipment, meters, and gauges to ensure that operation is in accord with specified instructions to ensure safety of the device and users in the Factory.
13. Prepare boiler daily, weekly, monthly, quarterly and annual firewood and steam consumption returns for management.

Required Qualifications and Experience

- Diploma in Boiler Operation, Advanced Certificate in Boiler Operation, or Craft 1 or other relevant field from a recognized institution.
- At least 4 years working experience as a Boiler Operator.
- Knowledge of relevant professional standards.
- Knowledge of water treatment, electricity, plumbing welding and Computer control.
- Knowledge of Diesel engines and Petrol engine.

10. SHIFT SUPERVISORS

Duties and Responsibilities

1. Allocate work on day to day basis and supervise staff at the factory;
2. Ensure that prompt and timely, processes take place at the factory,



3. Ensure that all within the factory are in good and working condition;
4. Team leaders at health and safety committee and ensures implementation of the health and safety policy as required;
5. Make periodical reports to the management on all the operations and activities of the respective areas
6. He/she ensures reception shall direct the offloading process by deciding where a consignment will be offloaded.
7. Undertake periodical appraisals for the staff.
8. Safety checks of vehicles
9. Good interpersonal skills, quick decision maker and high level of integrity

Required Qualifications and Experience

- Diploma in Food science/Technology/Agriculture or any other related field
- 4 Years' experience in a related environment.
- Good interpersonal skills
- A Clear Communicator
- Remarkable signs of integrity.
- Good record keeping.

11. MECHANICAL ARTISANS

Duties and Responsibilities

1. Run a maintenance shift work and ensure machinery operate at optimum levels.
2. Capability to perform the following responsibilities;
 - 2.1 Machinery maintenance
 - 2.2 Machinery fitter
 - 2.3 Welding
 - 2.4 Greasing
3. Set up, test, and adjust manufacturing machinery or equipment, using any combination of electrical, electronic, mechanical, hydraulic, pneumatic, or computer technologies.
4. Adhere to all applicable regulations, policies, and procedures for health, safety, and environmental compliance.
5. Monitor activities affecting production, safety, environmental, quality etc.
6. Inspect finished products to locate flaws for quality and adherence to customer specifications.
7. Set up and operate production equipment in accordance with current good manufacturing practices and standard operating procedures.
8. Calibrate or adjust equipment to ensure quality production, using tools such as calipers, micrometers, height gauges, protractors, or ring gauges etc.



9. Calibrate scientific or technical equipment.
10. Troubleshoot problems with equipment, devices, or products.
11. Determine causes of operational problems or failures.
12. Monitor and adjust production processes or equipment for quality and productivity.
13. Prepare detailed work plans and lay out technical work to meet production schedules.
14. Provide advice or training to operators and other technicians.
15. Train operators/personnel on proper operational procedures.
16. Measure and record data associated with operating equipment.
17. Maintain operational records or records systems.
18. Install new equipment.
19. Clean production equipment or work areas and maintain clean work areas.
20. Collect hazardous or non-hazardous waste in correctly labeled barrels or other containers and transfer them to collection areas.
21. Provide production, progress, or changeover reports to shift supervisors.
22. Ensuring safe custody of spares, tools and equipment assigned.
23. Attending to emergency breakdown in and outside central workshop.
24. Observing and complying with environmental, health and safety measures and regulations.

Required Qualifications and Experience

- Diploma or certificate in mechanical Engineering or any other related field.
- 4 Years' experience as a production technician.
- A good communicator.
- Ability to check for defects and identify and distinguish between various variables.
- Ability to read and carefully follow instructions.
- Excellent attention to detail and good organization.
- Capable of working independently to a production schedule.