



SOUTH NYANZA SUGAR COMPANY LIMITED

Revised

1. General Manager, Agriculture SG 2

Reporting to the Managing Director, the position will be charged with developing, reviewing and implementing policies, standard operations procedures, work instructions and guidelines for Agriculture Extension Services, Agriculture Engineering Services, Research and Development, Cane Harvesting and Transport, Machine and equipment repairs and maintenance.

Specific responsibilities will include:-

- i) Ensuring the department's goals and objectives are aligned to corporate strategic plan;
- ii) Ensuring implementation and cascading of corporate strategies and targets;
- iii) Ensuring adherence to good agricultural practices;
- iv) Maintaining good relationship with the farming community and other relevant stakeholders;
- v) Ensuring production of accurate monthly and periodic raw material inventory;
- vi) Guiding and advising on necessary improvements based on analyzed production and productivity data;
- vii) Ensuring maintenance of clean and accurate farmers and cane production data and records in the AMS and ERP systems;
- viii) Ensuring cane development is aligned to projected factory requirements;
- ix) Advising Management on sugarcane varietal development and distribution, sugarcane nutrition, crop protection and soil amelioration;
- x) Ensuring establishment of seed cane nurseries to ensure that certified high quality planting material is available in adequate quantity;
- xi) Coordinating and liaising with sugar Research Institute on introduction of new and improved sugarcane varieties and other research findings;
- xii) Co-ordinating repairs, service and maintenance of all mobile machines and equipment;
- xiii) Ensuring land development activities are carried out in line with company production and quality targets;
- xiv) Co-ordinating cadastral survey activities on all contracted cane plots;
- xv) Co-ordinating Design, construction, repairs and maintenance of all sugar roads within Company owned plantation and outgrowers region;
- xvi) Coordinating farmers contracting process to ensure adequate supply of sugarcane;

- xvii) Coordinating production and implementation of mature cane harvesting programme;
- xviii) Ensuring timely and efficient transport of harvested cane to the factory;

Job Specification/Requirement:

- Masters in Agronomy, Agribusiness Management, Agriculture Economics, Agriculture Extension and Education, Agriculture Engineering, Plant Bio-Technology or equivalent from a recognized institution.
- Bachelors degree in General Agriculture, Agriculture Engineering or equivalent qualification from a recognized institution.
- At least fifteen (15) years' relevant work experience five (5) of which must be at senior management level.
- Leadership course lasting not less than four (4) weeks from a recognized Institution;
- Membership to professional Body where applicable.
- Computer Proficiency.
- Fulfilled the requirements of Chapter Six (6) of the Constitution.

2. General Manager, Manufacturing SG 2

Reporting to the Managing Director, the position will be responsible for planning, programming, implementing and controlling activities for production of sugar in the factory.

Specific responsibilities will include:-

- i. Formulating and implementing strategies on efficient sugarcane milling and sugar production;
- ii. Formulating, documenting and reviewing process control procedures and work instructions required in sugar processing;
- iii. Ensuring receipt and storage of sugarcane as it is weighed in from the farms;
- iv. Ensuring preparation of sugarcane for juice extraction;
- v. Ensuring extraction of sugarcane juice to recover the sugar;
- vi. Ensuring processing of sugarcane juice into sugar crystals;
- vii. Coordinating bagging /packaging of sugar in the required stock-keeping units and deliver to warehouse;
- viii. Ensuring abstraction and treatment of water for industrial and domestic use;
- ix. Ensuring sugar produced meets the relevant national and international standards;
- x. Ensuring management of all the factory effluents/discharges in order to meet regulatory requirements;
- xi. Ensuring generation of steam for power and heat requirements of the factory;
- xii. Ensuring generation and distribution of electricity required for the factory;
- xiii. Ensuring operation and maintenance of electricity distribution and supply infrastructure within the company ;
- xiv. Ensuring maintenance, service and repair of electrical machines, switchgears and electrical infrastructure within the factory, offices, institutions and company residential estates;

- xv. Overseeing maintenance, service and repair instrumentation and control equipment throughout the factory;
- xvi. Ensuring maintenance, service and repair radio communications infrastructure within the company;
- xvii. Ensuring statutory requirements for radio communications are met;
- xviii. Ensuring maintenance, service, repair and calibration of all the weighbridges for both cane, products and miscellaneous items;
- xix. Ensuring maintenance, service, repair and calibration/programming of all control systems;
- xx. Ensuring compliance with statutory calibration and certification of all measuring equipment (weighbridges, weigh scales, instrumentation laboratory testers, etc.);
- xxi. Ensuring preparation of equipment specifications for electrical, mechanical, instrumentation and control projects;
- xxii. Coordinating installation and commissioning of new factory equipment;
- xxiii. Ensuring maintenance, service and repair of all material handling equipment, power transmission systems, pumps, pipes & fittings, etc;
- xxiv. Ensuring maintenance and repair of refractory and insulation installations throughout the factory;
- xxv. Coordinating all civil works related to new equipment installations within the factory;
- xxvi. Coordinating all building services and repairs of factory building, offices, institutions and residences;
- xxvii. Coordinating development of scopes of works for all maintenance works to be contracted out;
- xxviii. Coordinate supervision of all contracted out maintenance works and services;

Job Specification/Requirement:

- Masters in Engineering, Science, Business Administration/Management or equivalent from a recognized institution;
- Bachelors/ Degree in Engineering (Mechanical, Electrical, Instrumentation, Chemical), Chemistry, Food Science/Technology or equivalent from a recognized institution;
- At least fifteen (15) years' relevant work experience five (5) of which must be at senior management level.
- Leadership course lasting not less than four (4) weeks from a recognized Institution;
- Membership to professional Body where applicable.
- Computer Proficiency.
- Fulfilled the requirements of Chapter Six (6) of the Constitution.

3. General Manager, Legal Services & Company Secretary SG 2

Reporting to the Managing Director, the position is responsible for facilitating legal compliance and providing legal services to the Company; provision of Board Secretariat services and advisory services on corporate governance.

Specific responsibilities will include:-

- i. Coordinating and managing the Board Secretariat and Legal Services function;
- ii. Offering Secretarial services to the Board;
- iii. Providing guidance to the Board on their duties and responsibilities and on matters of governance;
- iv. Assisting the Board in carrying out induction and training;
- v. Updating the Board and Committee charters;
- vi. Assisting the Board in carrying out preparation of Company work plans;
- vii. Assisting the Board in carrying out Board evaluation;
- viii. Assisting the Board in carrying out Governance audit;
- ix. Implementing the Code of Conduct and Ethics;
- x. Ensuring the timely preparation and circulation of Board reports and Committee papers;
- xi. Ensuring timely circulation of Board and Committee minutes;
- xii. Custodian of the Seal of the Organization and account its use to the Board;
- xiii. Maintaining and updating the register of conflicts of interest;
- xiv. Ensuring that Board members are aware of all relevant laws affecting the organization.
- xv. Ensuring that the annual returns and any other statutory documents required to be filed are promptly filed with the relevant authorities;
- xvi. Providing legal guidance on contractual and statutory obligations binding upon the Company;
- xvii. Managing staff performance management in the Department;
- xviii. Ensuring the planning and budgeting for the Department;
- xix. Providing advice on legal and corporate governance matters to the Board;
- xx. Maintaining safe custody of contracts and legal documents;
- xxi. Reviewing contracts, Service Level Agreements, Memorandum of Understanding, leases and other legal documents to ensure compliance with statutory requirements and the Company's policies;
- xxii. Coordinating and ensuring representation of the Company in courts or other judicial authorities;
- xxiii. Managing litigation and review progress of litigation matters;
- xxiv. Liaising with the Attorney General, law enforcement agencies and stakeholders on all legal matters;
- xxv. Ensuring registration of the Company's documents for intellectual property; and
- xxvi. Overseeing risk mitigation in the Department.

Job Specification/Requirement:

- Masters Degree in Law (LLM) or equivalent from a recognized institution.
- Bachelors Degree in Law (LLB).
- Post Graduate Diploma from Kenya School of Law.
- Advocate of the High Court of Kenya.
- Certified Public Secretary of Kenya.
- At least fifteen (15) years' relevant work experience five (5) of which must be at senior management level.
- Member of LSK and ICPSK.

- Leadership course lasting not less than four (4) weeks from a recognized Institution;
- Computer Proficiency.
- Fulfilled the requirements of Chapter Six (6) of the Constitution.

4. General Manager, Finance & Accounts SG 2

Reporting to the Managing Director, the position is responsible for developing, implementing, reviewing financial and accounting policies, strategies, standards and procedures.

Specific responsibilities will include:-

- i. Ensuring compliance with internal financial and accounting policies and procedures;
- ii. Advising management on all policies and strategies relating to finance and accounting;
- iii. Advising on levies, fees and import or export duties on sugar;
- iv. Advising on agricultural cess and fees for the County governments;
- v. Designing, monitoring and overseeing the implementation of internal controls to safeguard the Company's assets;
- vi. Mobilizing resources from the government, development partners, private sector and other stakeholders to meet the mandate of the Company;
- vii. Formulating the Company's financial strategy and coordinate preparation of annual budgets and resource allocation;
- viii. Coordinating preparation of Annual Public Expenditure Review and the Medium-Term Expenditure budget;
- ix. Ensuring compliance with Government financial policies & circulars and statutory requirements on financial matters;
- x. Managing treasury
- xi. Facilitating internal and external audit;
- xii. Ensuring compliance with tax and other statutory obligations;
- xiii. Disbursing funds to facilitate Company activities;
- xiv. Managing and controlling budget;
- xv. Managing and controlling credit;
- xvi. Preparing financial reports in accordance with International Public Sector Accounting Standards (IPSAS);
- xvii. Providing financial advice in the development and negotiation of proposals for strategic partnerships; and
- xviii. Submitting timely statutory reports to the relevant authorities.
- xix. Reconciling ledgers.
- xx. Developing and overseeing the implementation of financial strategies.
- xxi. Developing corporate business plans.
- xxii. Performing advisory role in sourcing and application of funds.
- xxiii. Budgetary control.
- xxiv. Coordinating preparation of budget in accordance with stipulated standards.
- xxv. Preparing of management accounts and other financial data as may be required.
- xxvi. Ensuring compliance with budgetary policies and procedures.
- xxvii. Preparing and presentation of monthly cost reports.

- xxviii. Reconciling and costing of company stores and stocks.
- xxix. Maintaining fixed asset register.
- xxx. Accounting for the company plantation.
- xxxi. Undertaking product costing and advising as appropriate.
- xxxii. Ensuring billing of agricultural inputs to outgrowers farmers
- xxxiii. Ensuring timely recovery of agricultural inputs to outgrowers farmers.
- xxxiv. Ensuring preparation of payment to farmers, land development, cane transport and harvesting contractors.
- xxxv. Ensuring periodic reconciliation of outgrowers' ledger.
- xxxvi. Ensuring recovery of services offered to third parties.

Job Specification/Requirement:

- Masters in Business Administration/Management or equivalent from a recognized institution.
- Bachelor of Commerce (Accounting Option), Business Administration/ Management (Accounting Option) or equivalent from a recognized institution.
- CPA (K).
- At least fifteen (15) years' relevant work experience five (5) of which must be at senior management level.
- Member of ICPAK
- Leadership course lasting not less than four (4) weeks from a recognized Institution;
- Computer Proficiency.
- Fulfilled the requirements of Chapter Six (6) of the Constitution.

5. General Manager, Corporate Services

Reporting to the Managing Director, the position is responsible for coordinating efficient and effective management of Human Resource Management & Administration, Information Communication Technology, Security Services and Corporate Communication functions.

Specific responsibilities will include:-

- i. Initiating the development, review and implementation of policies, plans and strategies in the functional areas of HR and Administration, Corporate Communications, Information Communication Technology and Security services;
- ii. Coordinating Human Resource Management and Administration, Information Communication Technology; Corporate Communication and Security services in the Company;
- iii. Fostering a culture that promotes team capability and reflects the values which facilitate performance, professionalism and innovation by staff;
- iv. Coordinating the overall accountability for planning directing and executing all human administrative strategies policies and activities;
- v. Oversee planning, directing and executing of all human resources strategies, policies and plans;

- vi. Ensuring effective implementation and compliance with all legislative requirements relating to corporate services;
- vii. Coordinating Company's Management Information Systems and security;
- viii. Coordinating technology infrastructure in line with the Company's goals and changing technologies;
- ix. Providing technical, strategic and policy advice on ICT matters and implementation of various ICT work processes, procedures and other administrative related matters;
- x. Developing, reviewing and implementing communications strategy to support the Company's objectives;
- xi. Coordinating security, cleaning and related services;
- xii. Coordinating repairs, maintenance and improvement of Company's equipment assets;
- xiii. Overseeing development of internal and external communications programmes;
- xiv. Overseeing the development and maintenance of corporate brand;
- xv. Coordinating the Company's advertising and publicity programs to sensitize the public and market the Company;
- xvi. Coordinating the Company's public functions and corporate events to facilitate publicity;
- xvii. Overseeing the Company's website and social media platforms;
- xviii. Coordinating the Company's Corporate Social Responsibility programmes;
- xix. Advising Management on all matters relating to Security and safety of the Organization;
- xx. Ensuring adequate deployment of Security to key areas of the company;
- xxi. Initiate development, implementation and review of insurance policy, strategies (both short term and long term) and programs;
- xxii. Identify and ensure that all insurable risks are optimally placed with risk carriers;
- xxiii. Management the underwriting processing by ensuring that appropriate information is availed to the brokers/underwriting for pricing;
- xxiv. Manage relationship with the insurance industry players i.e. Regulator, Risk Carriers (Insurance and Re-insurance Companies), Intermediaries (Brokers and Agents), Loss Adjusters, Loss Assessor, Insurance Investigators etc. and negotiate for the best terms available in the market;
- xxv. Facilitate processing of all lawfully lodged claims by ensuring quick documentation and settlement within the agreed timelines;
- xxvi. Negotiate complex claims and offer proper interpretation of policy wordings;
- xxvii. Advise Management on changes in the Company operations which may prejudice the effectiveness of insurance policies with regard to the terms, exclusions and warranties;
- xxviii. Ensure proper records of all company insurance policies and claims are maintained;
- xxix. Facilitate risk survey and motor vehicle valuation exercise to ensure adequate coverage of the risks;
- xxx. Administration of staff medical scheme;

Job Specification/Requirement:

- Bachelors degree in any of the following disciplines: - Commerce (Accounting/ Finance option), Finance, Economics, Human Resource Management, Business

Management/Administration, Public Administration, ICT, Corporate Communications, Social Sciences or equivalent qualification from a recognized institution;

- Masters degree in any of the following disciplines: - Business Administration, Public Administration, Economics, Human Resource Management, ICT, Corporate Communications, Social Sciences or equivalent qualification from a recognized institution;
- At least fifteen (15) years' relevant work experience five (5) of which must be at senior management level.
- Leadership course lasting not less than four (4) weeks from a recognized Institution;
- Membership to professional Body where applicable.
- Computer Proficiency.
- Fulfilled the requirements of Chapter Six (6) of the Constitution.

6. Manager, Supply Chain Management SG 3

Reporting to the Managing Director, the position is responsible for developing, reviewing and implementing, reviewing procurement, inventory and warehouse policies and procedures for effective management of procurement services in the organization.

Specific responsibilities will include:-

- i. Providing advice on procurement matters to ensure compliance with the Public Procurement and Asset Disposal Act 2015;
- ii. Co-ordinating the preparation and implementation of the annual procurement plan;
- iii. Maintaining and continually updating the list of registered suppliers;
- iv. Preparing, publishing and distributing procurement and disposal opportunities;
- v. Receiving quotations, bids, tenders, proposals and expression of interest;
- vi. Co-ordinating opening and evaluation of quotations, bids, tenders, proposals and expression of interest;
- vii. Carrying out procurement and asset disposal activities in accordance with the Public Procurement and Asset Disposal Act 2015;
- viii. Maintaining records of all purchased goods, works and services, including costs, deliveries and inventories;
- ix. Undertaking market surveys;
- x. Monitoring contract management;
- xi. Maintaining optimal stock levels and carry out quarterly and annual stock take; and
- xii. Providing secretariat services to the procurement committees which maybe constituted by the accounting office;
- xiii. Safeguarding stores operations and contents by establishing and monitoring security procedures and protocols;
- xiv. Maintaining physical condition of stores by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement;
- xv. Co-ordinating receipt of sugar bags/bales and final molasses into warehouse;
- xvi. Controlling stores inventory levels by conducting physical counts;

- xvii. Maintaining accurate records and documentation of supplies received and issued
- xviii. Coordinating receipt of finished products from production;
- xix. Coordinating storage of finished products in compliance with legal requirements on food storage standards and enforcing adherence to requirements and advice management on appropriate actions;
- xx. Dispatching of finished products to customers;

Job Specification/Requirement:

- Master Degree in the relevant field will be an added advantage
- Bachelors Degree in Purchasing & Supply Management, Procurement & Logistics Management or equivalent from a recognized institution;
- At least fifteen (15) years' relevant work experience five (5) of which must be at senior management level;
- Member of KISM/CIPS;
- Leadership course lasting not less than four (4) weeks from a recognized Institution;
- Computer Proficiency.
- Fulfilled the requirements of Chapter Six (6) of the Constitution.

7. General Manager, Marketing and Business Development SG 2

Reporting to the Managing Director, the position is responsible for Initiating and updating the Company's Sales and Marketing strategies and policies.

Specific responsibilities will include:-

- i. Initiating and updating the company's sales and marketing strategies and policies;
- ii. Developing, reviewing and implementing brand development policies;
- iii. Initiating and developing new products;
- iv. Developing and venturing into new markets;
- v. Identifying, recruiting and retaining customers;
- vi. Maintaining good healthy relationship with the customers;
- vii. Generating the annual company sales forecast and monthly demand schedules to guide production;
- viii. Generating the annual company sales and marketing plan;
- ix. Generating the annual company business development plans;
- x. Building a strong customer base and promoting customer service culture;
- xi. Developing an optimum distribution structure for company's products;
- xii. Generating and implementing new product development plan;
- xiii. Advising management on best pricing strategies for profitability;
- xiv. Developing and monitoring SonySugar's brand performance in the market;
- xv. Developing a strong positive corporate image for the company;
- xvi. Conducting regular marketing research to sharpen company's competitive edge;
- xvii. Reporting performance trends for company and industry;
- xviii. Developing, coordinating and implementing corporate business development plans;
- xix. Advising on product differentiation and needs for quality improvements;

- xx. Monitoring brand performance;
- xxi. Planning and conducting regular market surveys to determine market preferences;
- xxii. Analyzing periodic reports and trend analysis;
- xxiii. Setting and monitoring brand targets;
- xxiv. Monitoring SonySugar's brand performance in the market;
- xxv. Developing and implementing brand campaigns programs;
- xxvi. Initiating new product development initiatives.

Job Specification/Requirement:

- Masters in Business Administration/Management or equivalent from a recognized institution.
- Bachelor of Commerce Degree Marketing option equivalent from a recognized institution
- Professional qualifications in Sales Management.
- At least fifteen (15) years' relevant work experience five (5) of which must be at senior management level.
- Member of Marketing Society of Kenya/Chartered Institute of Marketing.
- Leadership course lasting not less than four (4) weeks from a recognized Institution;
- Computer Proficiency.
- Fulfilled the requirements of Chapter Six (6) of the Constitution.

8. Manager, Human Resource Management & Administration SG 3

Reporting to the General Manager Corporate Services, the position is responsible for providing strategic direction in all human resource management and administration matters.

Specific responsibilities will include:-

- i. Formulating, implementing and reviewing Human Resource Management and Administration policies and strategies;
- ii. Managing human resource and career development;
- iii. Interpreting and implementing the human resource management and administration policies and circulars;
- iv. Developing and implementing staff training programmes ;
- v. Managing staff recruitment, selection, induction and placement;
- vi. Ensuring an effective employee industrial relations and communication process;
- vii. Coordinating the development, implementation and review of performance management system;
- viii. Ensuring a competitive staff compensation and benefits package;
- ix. Managing staff payroll, leave and performance appraisal system;
- x. Managing staff probation, confirmation, promotion and exit processes;
- xi. Managing staff disciplinary process and grievances;
- xii. Managing staff medical scheme and welfare programmes;
- xiii. Coordinating work-related counselling and stress management services for staff;
- xiv. Administering employment contracts, pensions and gratuities;
- xv. Maintaining the staff establishment, employee records and human resource information systems;

- xvi. Developing and implementing Company's Succession Management Policy and Strategy;
- xvii. Coordinating the compilation of human resource and administration reports;
- xviii. Coordinating the provision of general administrative services including office allocation and cleanliness, messengerial services, transport/logistics and security;
- xix. Managing repairs, maintenance and improvement of equipment and assets;
- xx. Participating in the development and implementation of the Company's Strategic Plan;
- xxi. Planning and budgeting for the Division;
- xxii. Providing secretariat services to the Human Resource Management Advisory Committee; and
- xxiii. Undertaking risk mitigation in the department.

Job Specification/Requirement:

- Master Degree in the relevant field will be an added advantage
- Bachelors Degree in Human Resource Management/Social Sciences plus post graduate in Human Resource Management or equivalent qualifications from recognized institution.
- Post Graduate qualification in Human Resource Management.
- At least fifteen (15) years' relevant work experience five (5) of which must be at senior management level.
- Member of IHRM.
- Leadership course lasting not less than four (4) weeks from a recognized Institution;
- Computer Proficiency.
- Fulfilled the requirements of Chapter Six (6) of the Constitution.

9. Manager, Security Services SG 3

Reporting to General Manager Corporate Services, the position is responsible for providing comprehensive security systems to ensure maximum protection of employees, customers, visitors and property.

Specific responsibilities will include:-

- i. Planning, directing, controlling and coordinating all security operations and activities across the Company;
- ii. Developing and implementation of security strategies, policies and procedures so as to protect and secure company employees, assets and brand.;
- iii. Managing Company operation rooms, control Rooms, CCTVs and their operational activities;
- iv. Overseeing the security and safety of employees, facilities, electronic and biological assets in the Company nucleus estate and contracted sugar cane in the Out-growers.
- v. Undertaking anti-cane poaching initiatives;
- vi. Collecting, analyzing and producing intelligence reports to assist in the preparation of risk based information and summary reports for dissemination of same to management for decision making;
- vii. Reviewing reports on incidents, breaches' and conducting thorough investigations to resolve issues on time;

- viii. Conducting security surveys, risk management programs to safeguarding core sites and customers' assets;
- ix. Coordinating security operations and Rapid Response in circumstances of incidents/accidents, threats and disaster;
- x. Liaising with the Police, regulators, auditors and other government Law Enforcement Agencies on matters relating to Company security;
- xi. Prepare, control and oversee financial year budget and expenditure for security division.
- xii. Managing the relationship with security services provider to ensure effective security for the company as per the agreed SLA's;
- xiii. Monitoring and evaluate security trends and threats targeting the Company
- xiv. Detecting and carrying out professional investigations involving theft, disciplinary cases, accidents and incidences;
- xv. Ensuring maximum Security vigilance and coordinated patrols throughout the Company;
- xvi. Fraud detection and investigation.
- xvii. Conducting internal investigations on Road Traffic Accidents in liaison with the traffic police;
- xviii. Liaises with LO/CS on matters pertaining to legal aspects of accidents and court matters.

Job Specification/Requirement:

- Master Degree in the relevant field will be an added advantage.
- Degree in Security Studies or Criminology or equivalent from recognized institution.
- At least twelve (12) years' relevant work experience five (5) of which must be at management level.
- Senior Management Course will be an added advantage;
- Membership to professional Body where applicable.
- Computer Proficiency.
- Fulfilled the requirements of Chapter Six (6) of the Constitution.

10. Manager, Machinery & Maintenance SG 3

Reporting to the General Manager, Agriculture, the position is responsible for Agricultural Machine and equipment repairs and Maintenance.

Specific responsibilities will include:-

- i. Ensuring the departments' strategic plan is adequately cascaded and implemented;
- ii. Ensuring implementation of divisional strategies and achievement of set goals and targets;
- iii. Maintaining availability of mobile fleet at set targets;
- iv. Identifying and initiating procurement of required spares;
- v. Ensuring operations parameter and targets are achieved;
- vi. Ensures analysis of performance data and reports and advice on areas of improvements;
- vii. Ensuring adherence and compliance to OSHA requirements

- viii. Analyzing machines and equipment production and productivity reports and advising accordingly;
- ix. Ensuring accurate costing repair works;
- x. Coordinating Vehicles and machine statutory inspections
- xi. Coordinating machines and equipment suitability tests;
- xii. Organizing and coordinating outside repairs.
- xiii. Ensuring adherence to machines and equipment repair and maintenance schedules
- xiv. Coordinating machines and equipment suitability tests

Job Specification/Requirement:

- Master Degree in the relevant field will be an added advantage
- BSc. Degree in Agricultural Engineering, Mechanical Engineering, Automotive Engineering or Equivalent qualifications.
- At least twelve (12) years' relevant work experience five (5) of which must be at management level.
- Senior Management Course will be an added advantage;
- Membership to professional Body where applicable.
- Computer Proficiency.
- Fulfilled the requirements of Chapter Six (6) of the Constitution.

11. Manager, Production SG 3

Reporting to General Manager, Manufacturing, the position is responsible for formulation, review and implementation of standard operating procedures and work instructions required for sugar processing and related activities.

Specific responsibilities will include:-

- i. Cascading and implementing strategies on efficient sugarcane milling and sugar production;
- ii. Documenting and reviewing process control procedures and work instructions required in sugar processing;
- iii. Formulating, reviewing and implementation of Standard Operating Procedures (SOPs) and work instructions required for sugar processing and related activities;
- iv. Ensuring that set production targets for sugar and molasses (quality, quantity, product mix, etc.) are met;
- v. Preparing, implementing and monitoring operation plans/programs;
- vi. Ensuring adequate provision of potable water for domestic and factory use;
- vii. Ensuring right treatments of factory effluent meet statutory requirements;
- viii. Preparing, implementing and controlling operating budgets;
- ix. Ensuring environment, health and safety standards are maintained.
 - x. Ensuring receipt and storage of sugarcane as it is weighed in from the farms;
 - xi. Ensuring processing of sugarcane juice into sugar crystals;
 - xii. Coordinating bagging /packaging of sugar in the required stock-keeping units and deliver to warehouse;
 - xiii. Ensuring abstraction and treatment of water for industrial and domestic use;

- xiv. Ensuring sugar produced meets the relevant national and international standards;
- xv. Ensuring management of all the factory effluents/discharges in order to meet regulatory requirements;

Job Specification/Requirement:

- Master Degree in the relevant field will be an added advantage
- Degree in Chemistry, Food Science and/or Technology, Chemical Engineering, Sugar Technology or equivalent
- At least twelve (12) years' relevant work experience five (5) of which must be at management level.
- Senior Management Course will be an added advantage;
- Membership to professional Body where applicable.
- Computer Proficiency.
- Fulfilled the requirements of Chapter Six (6) of the Constitution.

12. Assistant Manager, Network and Infrastructure SG 4

Reporting to Manager, ICT, the position is responsible for planning, implementing and maintaining the Company's Network, Hardware, Related Software, and Communications Infrastructure.

Specific responsibilities will include:-

- i. Assessing the performance and availability of hardware and software related to servers, storage, networks, and communication systems;
- ii. Designing, implementing, maintaining and upgrading new technologies including LAN/WLAN performance and monitoring tools, software and data backup technologies;
- iii. Ensuring that all the ICT Systems are up to date, have valid licenses and maintenance contracts tgr5;
- iv. Periodically review and update departmental policies and procedures on network and hardware;
- v. Work collaboratively with management to identify and prioritise institutional needs, develop cost/benefit analysis, IT budgets, schedules and capacity plans;
- vi. Supervising and monitoring of network and infrastructure staff, prioritizing work, infrastructure design, continuous quality improvement and staff development;
- vii. Analysing and identify infrastructure requirements and initiate improvements projects;
- viii. Overseeing installation, configuration and maintenance of multiplatform systems hardware, software and components including virtualisation of hardware;
- ix. Ensuring minimum interruption to ICT Systems by maintaining and troubleshooting all networks and computer-related downtimes;
- x. Ensure effective and efficient security systems that ensure network, systems and data security and recovery from internal and external security threats;
- xi. Facilitate automation of all offices including inter-office communication including securing and maintaining the register of all ICT hardware and equipment;

- xii. Establish a strong working relationship with external support partners in order to enhance productivity and manage costs including vendor negotiations, hardware/software selection, , and vendor escalation;
- xiii. Developing implementation plan of the ICT Strategy and policies on Networks and Infrastructure;
- xiv. Developing of procedures and tools to ensure that users are accorded fast responses to the front to end ICT users;
- xv. Developing, maintaining and improving the Service Level Agreement on all the functions to improve efficiency in the Networks and Infrastructure Division;
- xvi. Providing technical guidance on all matters related to High Availability, Redundancies, Backups and Recovery of the ICT Systems;
- xvii. Developing of Technical Specification documents of all ICT Projects and Equipment and ensuring that the product delivered meets the initial specifications;
- xviii. Ensuring timely implementation, monitoring & Completion of ICT projects within your division;
- xix. Overseeing the development and implementation of ICT business disaster management strategies to ensure Company's network systems, establishments and the physical environment, data and users are protected against cyber-attacks, risk exposure, unauthorized access, data loss and corruption;
- xx. Performing duties that might arise from time to time as directed by the HICT.

Job Specification/Requirement:

- Master Degree in the relevant field will be an added advantage
- Bachelor's degree in Information Technology, Information Systems, Business Information Technology (BBIT), Computing Science and Technology, or equivalent qualification from a recognized University;
- Certification in Cisco Certified Network Associate (CCNA) or other network security certifications, Microsoft Server 2019 and Microsoft Exchange Server 2023 are a **MUST HAVE**.
- Proficiency in project management, excellent communication skills, and often industry certifications like IT Security/Cybercrime, COBIT/ITIL, CCNA or equivalent shall be considered as an added advantage.
- Familiarity with a mid to large ICT business enterprises preferred
- Excellent Communication and Leadership Skills
- Minimum relevant work experience of five (5) years;
- Senior Management Course will be an added advantage;
- Membership to professional Body where applicable.
- Computer Proficiency.
- Fulfilled the requirements of Chapter Six (6) of the Constitution.

13. Assistant Manager, Business Applications SG 4

Reporting to the Manager, ICT, the position is responsible for the management and coordination of the of the Company's Business Application Systems i.e. SAP & AMS Systems.

Specific responsibilities will include:-

- i. Analysing business systems to determine effectiveness; identifying inadequacies, inefficiencies and problems; developing system specifications and recommending application software development, upgrade or enhancement;
- ii. Reviewing, analysing, evaluating and testing detailed business and functional requirements, documentation, process flows and data models to contribute to the development of project plans including project charter, project deliverables, cost/benefits analysis, time line estimates, scope and control.;
- iii. Ensuring that effective liaison and communication is maintained with end -users, vendors and management, to minimize downtimes;
- iv. Proactively managing SonySugar's business applications on a day to day basis including troubleshooting and providing 2nd level support for these applications. This will include providing remedial support for all operational failures and ensuring that initial resolutions are followed up with full corrective actions;
- v. Ensuring that end-users are appropriately trained on all necessary applications;
- vi. Oversee translation and documentation of user requirements into system specifications;
- vii. Ensuring alignment and adherence to SonySugar ICT strategy, governance policies, processes and standards and with external regulatory requirements;
- viii. Ensuring high availability of Applications by designing and deploying high quality maintenance plans, covering backup, archiving, housekeeping, health checks, job runs and administration;
- ix. Ensuring that Service Providers resolve incidents and issues in an efficient and effective manner, and that the root cause analysis studies are conducted and clear improvement plans are identified;
- x. Developing, reviewing and maintaining a Service Level Agreement(SLA) and ensuring that internal and external service requests (SRs) are implemented according to the SLA
- xi. Establish problem resolution procedures through Helpdesk and ensuring compliance by all;
- xii. Analysing and monitoring support partners performance against agreed service levels, publishes the results, and initiates remedial actions based on results;
- xiii. Liaising with the Network and Infrastructure Team during issue resolution, escalation for coordination, planning and reviews;
- xiv. Managing, Configuring and Maintenance of the Systems Databases (Oracle & Sybase) to ensure high levels of availability, efficiency and minimum downtimes.
- xv. Establishing a reliable data mirroring solution at an off-site location to serve as a backup in case of downtime at the primary servers;
- xvi. Proactively instituting IT Security measures to ensure that information confidentiality, integrity and availability is guaranteed by ensuring timely identification, mitigation and control. This shall include Roles Management to ensure that only users with the requisite authority to access systems are permitted;
- xvii. Ensuring that all the ICT Systems Applications are up to date, have valid licenses and maintenance contracts;
- xviii. Performing duties that might arise from time to time as directed by the HICT.

Job Specification/Requirement:

- Master Degree in the relevant field will be an added advantage
- Bachelor's degree in Information Technology, Information Systems, Business Information Technology (BBIT), Computing Science and Technology, or its equivalent qualification from a recognized University;
- Certification in SAP Systems Administration and Oracle Database Administration are a **MUST HAVE**.
- Certification in, relevant Systems Applications Development, Microsoft Certification, IT Security/Cybercrime, COBIT/ITIL, Database Administration Certification Web Development Certification are an added advantage.
- Excellent Communication and Leadership Skills
- Familiarity with a mid to large ICT business enterprises preferred
- Relevant work experience of five (5) years;
- Senior Management Course will be an added advantage;
- Membership to professional Body where applicable.
- Computer Proficiency.
- Fulfilled the requirements of Chapter Six (6) of the Constitution.

14. Manager, Planning & Strategy SG 3

Reporting to General Manager Planning and Quality Assurance, the position is responsible for initiating the development of policies and strategies relating to planning, resource mobilization and performance management.

Specific responsibilities will include:-

- i. Overseeing the development and reviewing of the Company's Master plan, strategic and business plans for the Company;
- ii. Preparing of annual work plan for development activities for the Company as per the strategic plan;
- iii. Monitoring and evaluating the implementation of the Company's strategic plan and projects;
- iv. Managing performance management process in the Company;
- v. Overseeing the preparation and implementation of the Company's performance contract;
- vi. Co-ordinating the risk management activities in all directorates, departments and divisions;
- vii. Submitting monthly, quarterly, semi-annual and annual organizational performance report to the Managing Director and relevant statutory offices;
- viii. Developing and maintaining Risk management Register;
- ix. Promoting innovations within company and initiating business reengineering processes programs;
- x. Planning and formulating the Company's development and resource mobilization strategies;

- xi. Developing overall strategic intent for the organization and business modelling in line with relevant government policies and communicate to function units;
- xii. Preparing and coordinating the negotiation on behalf of the Company the organizational performance contract; coordinate justification and provision of evidence on behalf of the Company;
- xiii. Developing the M&E tools and implementing them;
- xiv. Monitoring implementation of strategic plan;
- xv. Supervising performance contracting activities.

Job Specifications/Requirement:

- Master Degree in the relevant field will be an added advantage
- Bachelor’s degree in Economics/Statistics/Mathematics/Project planning and Management, Business Development, Development Studies, Business Administration or any business-related course or equivalent from a recognized institution or any relevant field;
- At least twelve (12) years’ relevant work experience five (5) of which must be at management level.
- Senior Management Course will be an added advantage;
- Membership to professional Body where applicable.
- Computer Proficiency.
- Fulfilled the requirements of Chapter Six (6) of the Constitution.

15. Manager, Corporate Communications SG 3

Reporting to General Manager, Corporate Services the position is responsible for Developing, reviewing and overseeing the implementation of the Company’s Corporate Communications policies, strategies and programmes.

Specific responsibilities will include:-

- i. Providing technical advice to the management on corporate communications, public and media relations matters;
- ii. Managing negative publicity of the Company in consultation with the Manager, Corporate Services;
- iii. Undertaking customer satisfaction surveys, monitoring and reporting on the public perception of the Company;
- iv. Initiating and managing internal and external communications programmes;
- v. Establishing communication linkages with stakeholders;
- vi. Facilitating and supporting the preparation and publication of the institutional information, educational and communication materials;
- vii. Overseeing the preparation of speeches, press releases and stakeholder responses;
- viii. Overseeing the development and maintenance of the corporate brand;
- ix. Engaging with stakeholders to enhance positive perception by special groups, organizations and the general public;
- x. Liaising with media practitioners and the public on issues of mutual concern;
- xi. Creating, coordinating, and executing crisis communication plans where applicable;

- xii. Coordinating the Company's advertisements and publicity programs;
- xiii. Co-coordinating the Company's public functions and corporate events;
- xiv. Initiating and developing Corporate Social Responsibility programmes;
- xv. Preparing and implementing annual work plans, budgets and reports;
- xvi. Establishing and implementing internal communication systems;
- xvii. Acting as the link person between the Company and other partners in community programmes;
- xviii. Overseeing and approving all information prepared for upload to company website digital space.

Job Specifications/Requirement:

- Master Degree in the relevant field will be an added advantage
- Bachelor's degree in Communication, Public Relations, Journalism or equivalent qualification from a recognized institution;
- At least twelve (12) years' relevant work experience five (5) of which must be at management level.
- Senior Management Course will be an added advantage;
- Membership to professional Body where applicable.
- Computer Proficiency.
- Fulfilled the requirements of Chapter Six (6) of the Constitution.

Visit our website www.sonysugar.co.ke for detailed Job Specifications.

Application Method

Applications with detailed curriculum vitae 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 addressed to the contact below.

Applications should be sent by registered mail, courier, or hand delivered to **SonySugar Headquarters, Sare-Awendo along Kisii-Migori Road** or sent via email to administration@sonysugar.co.ke on or before **Tuesday, 25th, February, 2025 at 05.00 p.m.**

All candidates will be required to meet Chapter Six of the Constitution requirements.

THE MANAGING DIRECTOR
SOUTH NYANZA SUGAR COMPANY LIMITED
P.O. BOX 107 – 40405
SARE – AWENDO
“Simply the Sweetest”

SonySugar is an equal opportunity employer. Qualified persons irrespective of Gender, Race, Ethnicity, Religion, Culture or Disability are encouraged to apply. Canvassing will lead to disqualification.