

JOB ADVERTISEMENT

WEIGHBRIDGE IN CHARGE – AWASI WEIGHBRIDGE



Location : West Valley Sugar Company
Department : Agriculture, West Region
Reports To : Agriculture Manager
Application Deadline: September 2025
Vacancy :1

JOB OVERVIEW

The job holder will manage the process of weighing of inbound and outbound trucks on weighbridge system and maintain the associated records. Weigh incoming trucks at entry/exit point, ensure accuracy of relevant details in the appropriate module, depending on the product to be weighed.

DUTIES AND RESPONSIBILITIES

- Assign and supervise all staff at the weighbridge in their respective shifts.
- Noting any unusual circumstances at the weighbridge and immediately report such occurrences to the supervisor.
- Supervising and controlling the vehicles transporting cane at the weighbridge yard.
- Vouch cane deliveries and certify the accuracy of the data on them.
- Maintaining accurate records of all transactions at the weighbridge during shift and ensuring their safety.
- Checking and recording the attendance and punctuality of the weighbridge staff and ensuring that there is optimal output from them.
- Directing and controlling the offloading of sugarcane by coordinating with the cane yard supervisor.
- List of all the quality management systems documentations based on the departments / sections.
- Checks on how the company is prepared in terms of risks and emergency preparedness' in case of fire.
- And any other duty that you may be assigned by your supervisor or the management at any given time.

KEY QUALIFICATIONS

- Should have Diploma or A bachelor's Degree in Business administration from a recognized University.
- Should have three (3) years of proven experience in Business Administration.

KEY SKILLS AND COMPETENCIES

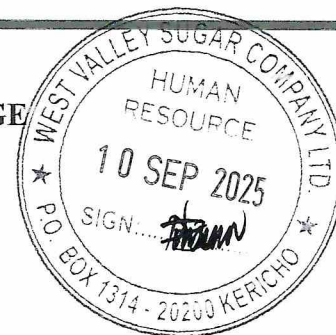
- very good knowledge of computer packages, good supervisory skills, good communication and interpersonal skills.
- Communication Skills: The position demands constant interactions with employees, management, and stakeholders throughout the business and, therefore, communication skills are an absolute necessity.
- Analytical Skills: A candidate for this position must be capable of gathering and interpreting raw information and data, documenting findings, and drawing appropriate recommendations.

HOW TO APPLY

Interested candidates should submit their resume and a cover letter detailing their qualifications and experience to recruit@westvalleysugar.co.ke or (With subject 'AWASI WEIGHBRIDGE' hand delivered to the Human Resource Office on or before **Friday, 12th September 2025**).

West Valley Sugar Company is an equal opportunity employer.

JOB ADVERTISEMENT WEIGHBRIDGE CLERK- AWASI WEIGHBRIDGE



Location : West Valley Sugar Company
Department : Agriculture, West Region
Reports To : Weighbridge-in-charge
Application Deadline: September 2025
Vacancy :2

JOB OVERVIEW

We are seeking a dedicated and motivated individual to join our team as a Weighbridge clerk. In this role, you will support the Weighbridge-in-charge in overseeing daily operations, managing resources, and ensuring the efficiency and productivity of our Transport department. This is an excellent opportunity for someone passionate about advancing their career within our organization.

DUTIES AND RESPONSIBILITIES

- Efficiently complete the entry of weight slips in the weighbridge system.
- Ensure that all deliveries have relevant documentation.
- Accurately and promptly capture all receipt loads over the weighbridge.
- Ensure that samples are taken and delivery is approved before allowing delivery vehicles to enter the premises.
- Implement health, safety, and environmental practices at the weighing section to prevent accidents or near misses.
- Control traffic at the weighbridge.
- Work with the health and safety committee to identify risks and hazards, and implement recommended safety measures.
- Collaborate with the production team and logistics team internally and service contractors externally.
- Performing any other related duties as may be assigned to you by the management from time to time. This also means that you may be required to work in any part of the Company.

KEY QUALIFICATIONS

- Diploma in Procurement and Supplies Accounting or a related field.
- KCSE C- and above.
- 1-2 years of weighbridge experience.
- Proficiency in MS Office (Excel and Word).

KEY SKILLS AND COMPETENCIES

- Ability to perform work while wearing appropriate PPE (e.g. long clothing, hearing and eye protection, etc.)
- Ability to work in a hot, moist environment.
- Ability to perform work in a standing position for long periods.

HOW TO APPLY

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JOB ADVERTISEMENT

FIELD ASSISTANT – AWASI WEIGHBRIDGE

Location : West Valley Sugar Company
Department : Agriculture, West Region
Reports To : Agriculture Manager
Application Deadline: September 2025
Vacancy :3



JOB OVERVIEW

The Field Assistant is responsible for supporting field operations, meeting farmers at farms, conducting data collection, assisting with logistics, and ensuring smooth execution of field activities. This role requires working in outdoor or on-site locations, collaborating with teams, and following company guidelines to achieve operational goals.

DUTIES AND RESPONSIBILITIES

- Assist in conducting fieldwork, surveys, and data collection as per Company requirements.
- Support in organizing field visits, coordinating transportation, and ensuring necessary equipment is available.
- Maintain accurate records and reports of farmers, field activities, observations, and findings.
- Communicate effectively with team members, supervisors, and stakeholders to report progress and challenges.
- Follow safety protocols and ensure compliance with company and regulatory standards.
- Provide logistical and administrative support for field projects, including inventory management and documentation.
- Assist in troubleshooting issues encountered in the field and propose solutions when necessary.
- Perform other duties as assigned to support operational efficiency.

KEY QUALIFICATIONS

- Diploma or Certificate in General Agriculture.
- At least 1 year previous experience in fieldwork, logistics, or data collection is preferred.
- Strong communication and organizational skills.
- Ability to work independently and in a team environment.
- Willingness to travel frequently and work in outdoor conditions.
- Basic computer skills for reporting and documentation.
- Physical ability to handle field activities, including walking long distances and lifting equipment if required.
- Locals are encouraged to apply.

KEY SKILLS AND COMPETENCIES

- Experience in using GPS, mapping tools, or survey equipment.
- Knowledge of local geography and terrain.
- Ability to analyse and interpret field data.
- Problem-solving skills and adaptability in dynamic field environments.

HOW TO APPLY

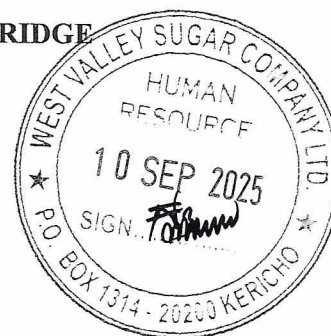
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JOB ADVERTISEMENT

CANEYARD ATTENDANT – AWASI WEIGHBRIDGE

Location : West Valley Sugar Company
Department : Agriculture
Reports To : Weighbridge in charge
Application Deadline: September 2025
Vacancy :2



JOB OVERVIEW

This position reports to the Weighbridge in charge and is responsible for general cleanliness and order of the cane yard.

DUTIES AND RESPONSIBILITIES

- Cleaning cane yard area including surrounding areas where cane may spill or may be dumped to minimize cane losses.
- Assist in regulating movement of traffic in the weighbridge to ensure smooth loading and offloading of cane.
- Ensuring that all offloaded cane is secure from damage by traffic movement in the cane yard.
- Responsible for the general cleanliness and tidiness of the weighbridge.
- And any other duty that you may be assigned by your supervisor or the management at any given time.

KEY QUALIFICATIONS

- KCSE Certificate.
- Certificate good conduct.
- Physically fit.
- 1 year of experience in related job.
- **Locals are encouraged to apply.**

KEY SKILLS AND COMPETENCIES

- Ability to perform work while wearing appropriate PPE.
- Ability to work in a hot, moist environment.
- Ability to perform work in a standing position for long periods in a vibrating environment.
- Ability to lift and carry loads in accordance with the Manual Tasks.

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JOB ADVERTISEMENT SECURITY GUARDS – AWASI WEIGHBRIDGE

Location : West Valley Sugar Company
Department : Security
Reports To : Security Supervisor
Application Deadline : September 2025
Vacancies :3



JOB OVERVIEW

We are seeking a dedicated and motivated individuals to join our team as security guards. In this role, you will support the Security Supervisor in overseeing daily operations, securing resources, and ensuring the efficiency and productivity of our security department. This is an excellent opportunity for someone passionate about security and looking to advance their career within our organization.

DUTIES AND RESPONSIBILITIES

- Patrol designated property to monitor and prevent intrusion, damage, hazards and breaches of security.
- Provide a visible presence that enforces safety and security.
- Identify and investigate suspicious behaviour, threats and irregular activity.
- Respond to alarms and requests for help.
- Monitor and control entrance and departure of employees and visitors according to prescribed protocol.
- Detect and confront unauthorized persons and violators of security procedures.
- Monitor and prevent movement of prohibited items into and out of the company.
- Contact relevant authorities to deal with unlawful or irregular activities.
- Use radio or other communication devices in a clear and concise manner.
- Prepare written reports of daily activities, observations and incidents.
- Prepare daily handover reports during shift changeover.
- Implement the prescribed emergency plan in case of emergency.
- Performing any other related duties as may be assigned to you by the management from time to time. This also means that you may be required to work in any part of the Company.

KEY QUALIFICATIONS

- KCSE Certificate OR Equivalent.
- NYS graduate.
- Certificate of good conduct.
- Minimum of 1 year of experience in a similar role.

KEY SKILLS AND COMPETENCIES

- Strong knowledge of company operations.
- Excellent leadership and communication skills.
- Ability to work effectively in a team and independently.

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