

## **VACANCIES**

Looking for growth opportunities and great experience in a fast-growing establishment, join our Group of Companies. The Kipchimchim Group of Companies manages a diverse portfolio of over 20 companies in Agriculture, Manufacturing, Wholesale and Distribution, Logistics, Warehousing, Retail, Supermarkets, Mining, and Construction. Starting with a small retail kiosk in Kericho, Kenya, we have expanded to operate several retail stores as Kipchimatt Supermarket and serve bulk buyers through Kipchimchim Wholesalers setting a standard for quality and efficiency in production of quality products and services to our clients both locally and globally.

The Group wishes to attract talent for the following positions details of which are provided below:-

- 1 Human Resource Managers - Advert No. KG/02/3/2026g
- 2 Clearing & Forwarding Officers - Advert No. KG/03/3/2026
- 3 Agricultural Officers - Advert No KG/04/3/2026
- 4 Management Trainees - Advert No. KG/05/3/2026

### **Position 1: Human Resource Managers - KG/02/3/2026**

#### **Reports To: Unit Head**

#### **Job Overview**

The HR Manager will serve as a strategic leader, responsible for shaping and driving a Unit's human resource agenda. He/She will lead in cultivating a high- performance culture, attracting and retaining top talent, and empowering employees to deliver on the company's vision. The position entails oversight of workforce planning, recruitment, employee relations, performance management, training, and policy development, with strict adherence to labor laws and regulatory requirements. By aligning human capital strategies with business objectives, the HR Manager will play a central role in building an engaged, motivated, and future-ready workforce that advances the Unit and overall Kipchimchim Group's growth and long-term success.

#### **Duties and Responsibilities**

- Provide leadership in developing and implementing HR strategies, policies, and procedures in line with best practices.
- Oversee talent acquisition, onboarding, and staff retention strategies.
- Manage employee relations, disciplinary cases, and conflict resolution processes.
- Develop and implement performance management systems, including KPIs and appraisals.
- Lead training needs assessment, staff development, and succession planning programs.
- Monitor compliance with labor laws, health and safety standards, and organizational policies.
- Drive employee engagement initiatives to build a motivated and high performing workforce.

- Maintain accurate HR records, manage payroll and benefits administration.
- Provide HR analytics and advisory support to management on people-related matters.
- Lead HR audits, compliance reviews, and ensure proper documentation.
- Attend management and departmental meetings, representing HR functions effectively.
- Champion organizational culture and change management initiatives.
- Foster diversity, equity, and inclusion across all HR practices.
- Manage employee welfare programs and wellness initiatives.
- Oversee job evaluation, grading, and compensation structures to ensure equity and competitiveness.
- Collaborate with line managers to forecast workforce needs and align HR strategies with business objectives.
- Ensure effective communication of HR policies, procedures, and updates to staff.
- Handle grievances with professionalism while safeguarding both employee and organizational interests.
- Develop HR budgets and ensure cost-effective resource utilization.
- Serve as a trusted advisor to leadership on workforce planning, succession, and people strategy.
- Any other duty as assigned by your supervisor or management representative.

### **Required Qualifications & Experience**

- Bachelor's degree in Human Resource Management or a related field, or Business Administration with a Diploma in Human Resource Management.
- CHRP certification or valid IHRM membership is required; MBA in HRM or related specialization is an added advantage.
- Over 5-10 years of progressive HR experience, with at least 4 years at managerial level.
- Solid understanding of labor laws, HR best practices, and compliance requirements.
- Proven experience in recruitment, employee relations, and performance management.
- Proficiency in HR systems and software (ERP/HRIS).
- Excellent leadership, communication, and interpersonal skills.
- Strong problem-solving, negotiation, and organizational skills.
- Demonstrated ability to drive culture change, diversity, equity, and inclusion initiatives.
- Experience in talent development, succession planning, and employee engagement strategies.
- High level of integrity, confidentiality, and professionalism.
- Ability to analyze HR metrics and provide data-driven recommendations.
- Capacity to work under pressure, manage multiple priorities, and deliver within set deadlines.
- Strategic HR planning and execution.
- Employee relations and conflict resolution.
- Performance management and talent development.
- Training and capacity building.
- Policy formulation and compliance management.

- Strong analytical and decision-making ability.
- Effective team leadership and supervision.

## **Position 2: Clearing and Forwarding Officers - KG/03/3/2026**

### **Reports To: Unit Head**

#### **Job Overview**

We are seeking competent and results-driven **Clearing & Forwarding Officers** to join our dynamic team. The successful candidates will be responsible for ensuring efficient customs clearance, documentation processing, and timely delivery of consignments while maintaining compliance with regulatory requirements.

#### **Duties and Responsibilities**

- Shipping and Delivery Management - handle end-to-end clearing and forwarding processes for imports and exports; Handling of shipment process and managing delivery logistics i.e., container pick up, container positioning and container delivery to port.
- Manage Documentation – Prepare and process shipping documents, including invoices, packing lists, bills of lading, and customs entries; Ensure 100% compliance with KRA, KEBS, Kentrade, KNCCI and any other regulatory body.
- Communicate with Stakeholders - Coordinate with customs officials, port authorities, transporters, and other stakeholders to ensure smooth cargo movement; Ensure strong relationships with CFS, KRA, KPA, Factories, Banks, customs agents and transport logistics and any other communication along the supply chain.
- Provide Updates -Track shipments and provide timely updates to management and clients and provide a weekly summary report showing closed, open and incoming imports to management and directors.
- Ensure compliance with all statutory and regulatory requirements.
- Manage duty payments, verification, and reconciliation of clearing expenses.
- Resolve any Issues concerning importation - any clearance delays, discrepancies, or documentation issues, clearing backlog, escalating demurrages if any and ensuring the process is seamless.
- Maintain Records - Maintain accurate records and prepare operational reports; Proper maintenance and centralization of importation documents and having system in place for tracking essential.
- Handling Special Permits- Responsible in obtaining necessary permits or licenses for warehouse and specific goods, ensuring compliance with all legal requirements. e.g., custom bonds etc.
- Freight Booking and Coordination- Securing competitive cargo space with shipping lines in order to optimize capacity and scheduling.
- Shipping and Delivery Management- Handling of shipment process and managing delivery logistics i.e., container pick up, container positioning and container delivery to port.

- Lodging of EPZ entries, receiving and sharing with the brokers timely.
- Ensuring container drop off on time to avoid demurrages, detention charges and any other cost associated with delays.
- Carry out any specific projects and tasks in the warehouse as may be required by management.

### **Required Qualifications & Experience**

- Diploma in Clearing & Forwarding, Logistics, Supply Chain Management, or a related field. A Degree will be **an added advantage**.
- Minimum of **2–4 years' experience** in a busy clearing and forwarding environment.
- Strong knowledge of customs procedures, import/export regulations, and documentation.
- Experience with relevant customs systems and logistics tracking tools is an added advantage.
- Excellent organizational, communication, and negotiation skills.
- High level of integrity, accuracy, and attention to detail.
- Ability to work under pressure and meet strict deadlines.
- Problem-solving and analytical skills
- Strong coordination and follow-up ability
- Time management and multitasking
- Customer-focused approach
- Team player with a proactive attitude

### **Position 4: Agricultural Officers - KG/04/3/2026**

#### **Reports To: Agriculture Manager/Unit Head**

#### **Job Overview**

This role will support Group Agricultural establishments by providing technical guidance, training, and field support to farmers to improve crop and farm productivity, quality, and sustainable farming practices while ensuring a reliable supply of cane, tea and related products and services to the mills and to the market.

#### **Duties and Responsibilities**

- Provide technical advice to farmers on best practices in sugarcane, tea, dairy production including land preparation, planting, fertilization, pest and disease control, harvesting and animal husbandry.
- Conduct regular farm visits to monitor animal health, crop development and provide guidance.
- Train farmers on modern and sustainable farming and farm hands on animal husbandry techniques.
- Coordinate with contracted farmers supplying produce to the mill/farms.
- Assist in farmer registration, record keeping, and contract management.
- Maintain accurate data on animals, farmers, acreage, and expected product supply.

- Inspect farms, fields to assess crop performance, animal production and identify issues.
- Monitor pest and disease outbreaks and recommend appropriate control measures.
- Ensure farmers and farmhands follow recommended agronomic practices.
- Facilitate distribution of farm inputs such as crop seeds, fertilizers, and agrochemicals.
- Guide farmers on proper use and application of agricultural inputs.
- Assist in scheduling harvesting and crop delivery to the mills/factories.
- Ensure harvesting is done at the appropriate maturity stage to maintain crop quality.
- Organize farmer field days, workshops, and demonstrations show new techniques.
- Promote adoption of improved crop varieties and technologies.
- Data Collection & Reporting; collect field data on farm and crop yields, acreage, and farming practices undertake data for analysis, monitoring project quality, and writing progress reports.
- Prepare periodic reports on farm, field activities and farmer and farmhouse performance.
- Ensure farmers and farmhands comply with environmental, safety, and sustainability standards.
- Promote soil conservation, water management, and responsible chemical use.
- Project Management by implementing agricultural development projects, including budgeting, monitoring progress, and evaluating impact.
- Extension Services; connecting with farming communities to enhance capacity, promote sustainable land management, and improve livelihoods.
- Market Linkages; assisting farmers in accessing markets, inputs, and financial services.

### **Required Qualifications & Experience**

- Bachelor's Degree or Diploma in Agriculture, Horticulture, Agricultural Economics, Agribusiness, Agricultural Extension, or Agricultural Engineering, Agronomy, Agriculture, Crop Science, Agricultural Extension, Animal Science, Dairy Technology, or related field.
- Additional training in **sugarcane/tea agronomy/animal husbandry** is an advantage
- Minimum 3-6 years experience in agricultural extension work, community development, or field-based projects and farm management.
- Strong communication, training, project management, and reporting skills.
- Ability to work with local farmers and stakeholders.
- Regulatory Compliance- monitoring the implementation of agricultural standards related to sugarcane farming, tea production, and seed certification.
- Proficiency in computer applications, data analysis, herd management software etc,
- Hands-on experience in animal handling and farm machinery maintenance.
- Excellent organizational and negotiation skills.
- High level of integrity, accuracy, and attention to detail.
- Ability to work under pressure and meet strict deadlines.
- Ability to manage farm staff, provide training, and make strategic decisions to improve profitability.
- Problem-solving and analytical skills
- Strong coordination and follow-up ability
- Time management and multitasking
- Team player with a proactive attitude

## **Position 5: Management Trainees - KGROUP/05/3/2026**

### **Reports To: Departmental Supervisors**

The Group is inviting applications from highly motivated, innovative, and result-driven individuals to join our **Management Trainee Programme**, designed to develop future leaders through structured training, mentorship, and hands-on experience.

#### **Programme Overview**

The Management Trainee Programme (MTP) is a comprehensive development initiative aimed at equipping graduates with practical skills, leadership capabilities, and industry exposure through practical experience within our operations, encompassing areas such as tea and sugarcane growing, Tea and Sugar Manufacturing and Engineering, Packaging and Logistical services. Trainees will undergo Factory or departmental rotations where they will work under the supervision of the line managers undergoing professional coaching, and real-world project assignments to build strong technical and managerial competencies. The program will run for **24** months (non-renewal), and thereafter the trainees will be released or offered permanent engagement or posting across the Kipchichim Group of Companies Units depending on the availability of vacancies.

#### **Available Training Categories:**

- Mechanical, Electrical, Instrumentation Engineering
- Analytical Chemistry
- Applied Biology
- Food Science & Technology
- Environment, Health & Safety (EHS)
- Laboratory Technology
- Sugar/Tea Technology
- Agricultural Sciences
- Accounting & Finance
- Human Resource Management
- Supply Chain Management
- Law
- Logistics & Transport Management
- Insurance
- Information & Communication Technology (ICT)
- Research and Planning
- Communication and related field
- Project & Resource Management
- Operational Management
- Sales & Marketing
- Information & Records Management
- Hospitality Management

## Minimum Requirements

- Bachelor's Degree in the relevant field from a recognized institution.
- Graduated within the last three (3) years.
- Strong analytical, communication, and problem-solving skills.
- High level of integrity, professionalism, and willingness to learn.
- Proficiency in computer applications relevant to the area of specialization.
- Ability to work in a fast-paced, team-oriented environment.
- Good organising and planning skills.
- Must be a team player with good interpersonal skills.
- Age: 23-30 years

## HOW TO APPLY:

**Application Procedure Click the below link**

<https://forms.gle/jSi5dMXws4wXFuQD8>

## ALL Applications-

- Shall be done online at: **[www.kipchimchimgroup.com](http://www.kipchimchimgroup.com)**
- If you meet the above qualifications, please apply through the form provided in the link above.
- Interested candidates with the required qualifications should submit their applications clearly selecting the position applied for and Vacancy Reference No.
- Each application should be accompanied with an application letter, detailed curriculum vitae, copies of relevant academic and professional certificates, national identity card or passport, testimonials and other relevant supporting documents.
- **Application letter and supporting documents should be attached as ONE PDF file.**

## APPLICATION DEADLINE:

**Applications to be submitted ONLINE not later than 23<sup>rd</sup> March, 2026.** Further information can be obtained on our website: **[www.kipchimchimgroup.com](http://www.kipchimchimgroup.com)**

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