

Recruitment Notice

IL&FS Cluster Development Initiative Limited, Noida, India (IL&FS Clusters) is seeking to hire qualified Kenyan professionals for engagement under ***Agriculture Innovation Bridge: Feed the Future India Kenya Dairy Development Project (AIFIKDP)*** being implemented at Nakuru county Kenya. All positions are based for **Subukia sub-county** only.

Background

The AIFIKDP envisages facilitating adoption and replication of successful Indian dairy sector innovations (technological, institutional) in Kenya through series of interventions so as to cover the entire dairy value chain. The interventions are broadly classified into (a) training and capacity building; (b) creation of infrastructure facilities. The former includes training for dairy farmers and AI practitioners, exposure visits, providing AI services, promoting homestead green fodder cultivation etc; and infrastructure component includes setting up / up-gradation of cattle sheds, setting up of milk collection points and a pilot milk processing unit.

It is under this context IL&FS Clusters is looking for a professional to facilitate management and implementation of activities for operations and management of the pilot milk processing unit set up at Subukia sub-county Nakuru.

Applications are invited from eligible candidates for following posts:

- 1) Dairy Plant Manager
- 2) Dairy Plant Supervisor
- 3) Milk Procurement Officer
- 4) Dairy Lab Technician
- 5) Utility Technician

Last date for application is **Friday Jul 28th 2017**. The candidates meeting the desired educational and experience qualifications would only be contacted.

Applicants are requested to submit their application on email ID ilfs.dairy@gmail.com with **subject line as “Name of Job Position”**

1) Dairy Plant Manager – Terms of Reference

Location: Subukia sub-county, Nakuru (Kenya)

Nationality: Open for Kenyan nationals. Others with relevant official permit to work in Kenya may also apply.

Language required: English, Kiswahili

Contract duration: 1 year bond

Duties and Responsibilities

The Dairy Plant Manager will work at the project location under overall guidance, coordination and supervision of the senior dairy processing advisor, project manager and the project implementation team of IL&FS Clusters based out of India office. He/she will also work closely with the responsible officers/ representatives of Suka Farmers Cooperative Society Limited Subukia and shall be responsible for planning and managing rollout of all operational activities of the pilot milk processing unit on a day to day basis.

The Plant Manager shall perform the following functions but not limited to:

- Undertake day-to-day planning, implementation and monitoring of all activities related to the milk processing unit including:
 - arrival of quality milk at factory gate and in desirable quantities
 - maintain timing of processing operation cycles
 - procurement of inputs like fuel, quality testing chemicals and reagents
 - supervise cleanliness of factory premises, maintenance of equipment including timely cleaning in process (CIP) rollout
 - maintenance of milk arrival, processed and delivery records
 - build backward linkages with potential suppliers including small holders, collection agents etc for increasing intake of milk and develop forward market linkages to sell processed milk
 - any other task as supervised by the technical advisor/project manager/project implementing team of IL&FS Clusters
- Reporting: The plant manager shall report to the technical advisor and program manager.

Functional and Core Competencies

- Strong interpersonal and communication skills
- Analytical, reporting and writing abilities
- Ability to plan, organize, implement and report on work
- Basic computer literacy with proficiency in MS Office tools
- Demonstrates integrity and ethical standards
- Positive, constructive attitude to work
- Displays cultural, gender, religion, nationality and age sensitivity and adaptability.

Required skills and experience

Educational qualification: Diploma/degree in dairy technology and processing

Experience

- Minimum 5 years or more hands-on experience in handling processing operations of a milk plant of similar or higher capacity
- He/she should have independently coordinated all day to day operations of a milk processing facility including milk procurement and delivery; processing operations; mobilization of suppliers for increasing collections and ensuring sustainability of milk supply; procurement of supplies; delivery of milk to market; creation of forward linkages etc.
- Experience of working on multilateral agency supported projects of similar kind would be preferred.

Language

Fluency in English language is required. Knowledge of Swahili and other local languages would be preferred. Valid passport is mandatory.

2) Dairy Plant Supervisor – Terms of Reference

Location: Subukia sub-county, Nakuru (Kenya)

Nationality: Open for Kenyan nationals. Others with relevant official permit to work in Kenya may also apply.

Language required: English, Kiswahili

Contract duration: 1 year bond

Duties and Responsibilities

The Dairy Plant Supervisor shall work at the project location under overall guidance, coordination and supervision of the Dairy Plant Manager. He/she will also work closely with the responsible officers/ representatives of Suka Farmers Cooperative Society Limited Subukia and shall be responsible for coordinating and managing rollout of all operational activities of the pilot milk processing unit on a day to day basis.

The Dairy Plant Supervisor (under direct supervision and guidance of the Dairy Plant Manager) shall perform the following functions but not limited to:

- Undertake day-to-day planning, implementation and monitoring of all activities related to the milk processing unit including:
 - arrival of quality milk at factory gate and in desirable quantities
 - maintain timing of processing operation cycles
 - procurement of inputs like fuel, quality testing chemicals and reagents
 - supervise cleanliness of factory premises, maintenance of equipment including timely cleaning in process (CIP) rollout
 - maintenance of milk arrival, processed and delivery records

- any other task as supervised by the technical advisor/project manager/project implementing team of IL&FS Clusters
- Reporting: The dairy plant supervisor shall report to the dairy plant manager and would assume full charge in his absence.

Functional and Core Competencies

- Strong interpersonal and communication skills
- Ability to plan, organize, implement and report on work
- Basic computer literacy with proficiency in MS Office tools
- Demonstrates integrity and ethical standards
- Positive, constructive attitude to work
- Displays cultural, gender, religion, nationality and age sensitivity and adaptability.

Required skills and experience

Educational qualification: Diploma/degree in dairy technology and processing

Experience

- Minimum 3 years or more hands-on experience in handling processing operations of a milk plant of similar or higher capacity
- He/she should have independently coordinated all day to day operations of a milk processing facility including milk procurement and delivery; processing operations; mobilization of suppliers for increasing collections and ensuring sustainability of milk supply; procurement of supplies; delivery of milk to market; creation of forward linkages etc.
- Experience of working on multilateral agency supported projects of similar kind would be preferred.

Language

Fluency in English language is required. Knowledge of Swahili and other local languages would be preferred. Valid passport is mandatory.

3) Milk Procurement Officer – Terms of Reference

Location: Subukia sub-county, Nakuru (Kenya)

Nationality: Open for Kenyan nationals. Others with relevant official permit to work in Kenya may also apply.

Language required: English, Kiswahili

Contract duration: 1 year bond

Duties and Responsibilities

The Milk Procurement Officer shall work at the project location under overall guidance, coordination and supervision of the Dairy Plant Manager. He/she will also work closely with the responsible officers/ representatives of Suka Farmers Cooperative Society Limited Subukia and shall be responsible for coordinating and managing all activities related to the

aggregation, handling and delivery of raw milk for the pilot milk processing unit on a day to day basis.

The Milk Procurement Officer (under direct supervision and guidance of the Dairy Plant Manager) shall perform the following functions but not limited to:

- Undertake day-to-day planning and implementation of all activities related to the procurement of milk including:
 - defining milk routes and organizing collection through milk collection van for the milk processing unit
 - ensure timely arrival of raw milk at factory gate in desirable quality and quantity
 - manage relationships with existing suppliers, milk collection centers and reach out to potential suppliers to sustain milk collection for the processing unit
 - maintenance of milk arrival, processing and delivery records
 - organize refresher trainings for milk collection graders on milk hygiene and quality management
 - any other task as supervised by the dairy plant manager and project implementing team
- Reporting: The milk procurement officer shall report to the dairy plant manager.

Functional and Core Competencies

- Strong interpersonal and communication skills
- Ability to anticipate, plan and organize work activities for sustained procurement of milk
- Basic computer literacy with proficiency in MS Office tools
- Demonstrates integrity and ethical standards
- Positive, constructive attitude to work

Required skills and experience

Educational qualification: Diploma/degree in dairy technology and processing

Experience

- Minimum 3 years or more hands-on experience in procurement of milk under a similar role
- He/she should have independently coordinated all day to day operations of milk procurement and delivery including mobilization of suppliers for increasing collections, ensuring sustainability of milk supply; delivery of milk to market; creation of forward linkages etc.
- Experience of working on multilateral agency supported projects of similar kind would be preferred.

Language

Fluency in English language is required. Knowledge of Swahili and other local languages would be preferred.

4) Dairy Lab Technician – Terms of Reference

Location: Subukia sub-county, Nakuru (Kenya)

Nationality: Open for Kenyan nationals. Others with relevant official permit to work in Kenya may also apply.

Language required: English, Kiswahili

Contract duration: 1 year bond

Duties and Responsibilities

The Dairy Lab Technician shall work at the project location under overall guidance, coordination and supervision of the Dairy Plant Manager. He/she will also work closely with the responsible officers/ representatives of Suka Farmers Cooperative Society Limited Subukia and shall be responsible for coordinating and managing all activities related to quality management of raw milk for the pilot milk processing unit on a day to day basis.

The Milk Procurement Officer (under direct supervision and guidance of the Dairy Plant Manager) shall perform the following functions but not limited to:

- Undertake day-to-day planning and implementation of all activities related to assessment of milk quality and testing including:
 - establishment of a milk quality testing laboratory within factory premises of Suka cooperative society Subukia equipped with all necessary equipment, tools, chemicals, reagents etc.
 - testing quality of milk arriving at the factory gate (organoleptic and chemical testing both)
 - maintaining cleanliness of the laboratory and all quality test records
 - organize refresher trainings for milk collection graders on milk hygiene and quality management
 - track supplies of chemical/reagents in the quality testing laboratory and inform the plant manager/plant supervisor on the availability and requirement on a timely basis
 - any other task as supervised by the dairy plant manager and project implementing team
- Reporting: The dairy lab technician shall report to the dairy plant manager.

Functional and Core Competencies

- Strong technical skills in quality management of milk and milk products
- Planning and organizing abilities
- Basic computer literacy with proficiency in MS Office tools
- Demonstrates integrity and ethical standards
- Positive, constructive attitude to work

Required skills and experience

Educational qualification: Diploma/degree in dairy technology and processing

Experience

- Minimum 3 years or more hands-on experience in quality management of milk and milk products under a similar role
- He/she should have independently coordinated all day to day operations of milk quality testing and management
- Experience of working on multilateral agency supported projects of similar kind would be preferred.

Language

Fluency in English language is required. Knowledge of Swahili and other local languages would be preferred.

5) Utility Technician – Terms of Reference

Location: Subukia sub-county, Nakuru (Kenya)

Nationality: Open for Kenyan nationals. Others with relevant official permit to work in Kenya may also apply.

Language required: English, Kiswahili

Contract duration: 1 year bond

Duties and Responsibilities

The Utility Technician shall work at the project location under overall guidance, coordination and supervision of the Dairy Plant Manager. He/she will also work closely with the responsible officers/ representatives of Suka Farmers Cooperative Society Limited Subukia and shall be responsible for coordinating and managing all activities related to operations and maintenance of all equipment for the pilot milk processing including boiler and associated accessories on a day to day basis.

The Utility Technician (under direct supervision and guidance of the Dairy Plant Manager) shall perform the following functions but not limited to:

- Undertake day-to-day planning and implementation of all activities related operations and maintenance of all equipment for the pilot milk processing including boiler and associated accessories including:
 - planning of fuel and power requirements to efficiently run the pilot milk processing unit and inform the plant manager/plant supervisor on the availability and requirement on a timely basis
 - ensure proper maintenance and timely service of all equipment including boiler and associated accessories
 - maintaining all service contracts and fuel procurement records
 - any other task as supervised by the dairy plant manager and project implementing team
- Reporting: The utility technician shall report to the dairy plant manager.

Functional and Core Competencies

- Strong technical skills on operations and maintenance of milk processing equipment, boiler and associated accessories
- Planning and organizing abilities
- Basic computer literacy with proficiency in MS Office tools
- Demonstrates integrity and ethical standards
- Positive, constructive attitude to work

Required skills and experience

Educational qualification: Diploma/degree in dairy engineering

Experience

- Minimum 3 years or more hands-on experience in operations and maintenance of milk processing equipment, boiler and associated accessories under a similar role
- He/she should have independently coordinated all day to day operations concerning operations & maintenance of milk processing equipment, boiler and associated accessories
- Experience of working on multilateral agency supported projects of similar kind would be preferred.

Language

Fluency in English language is required. Knowledge of Swahili and other local languages would be preferred.