



VACANCY

POSITION – COMPLIANCE OFFICER

LOCATION –HEAD OFFICE

REPORTING TO	Technical Manager

Company Profile

AAA-Growers Limited is among the leading Kenyan exporters of different types of Vegetables, Flowers, and Avocados. We are looking for a Compliance Officer- to be based at our Head Office at Mzima House, Mzima springs Lane.

Job objective

As the Compliance Officer, your role objective will be to create an environment at the workplace in which people can operate safely, ensure that most operations are environmentally friendly and carry out all necessary Environment, Health and Safety related activities

Your tasks and responsibilities

- Company PPE Management including carrying out needs assessments across all sites to check the status of the PPEs for all employees, spearhead PPE ordering process, monitor use of PPE and assist in issuance of PPE ensuring proper record keeping.
- Monitoring and maintenance of firefighting appliances, conduct fire drills at least once per year per site and ensure that all fire related signage's are in place
- Ensure adequate representation of First Aid staff in each department per every site, take part in selection of new FA staff and monitor the use and management of FA kits
- Organize for relevant training for departments
- Identify hazards at the HO and enter hazard logbook, make sure hazards are removed and regularly discuss hazards with staff at the workplace.
- Assist in the Preparation of farm audits including ETI and Fairtrade audits and inspections as per the standards/legal requirements
- Assist in carrying out yearly NEMA self-audits across all the farms.
- Conduct random audits for the hygiene records within the farm.

Your profile

- Degree/Diploma in Environmental Science, Occupational Health and Safety or a related field.
- At least 3 years in health, safety, and environmental management, preferably in an agricultural or manufacturing setup.
- Familiarity with audit processes, particularly ETI, Fairtrade, OSH or NEMA standards
- Strong understanding of PPE management and related processes (needs assessment, ordering, issuing, and monitoring).
- Knowledge of fire safety procedures, including maintenance of firefighting equipment and conducting fire drills.
- Familiarity with local occupational health and safety regulations, environmental management laws, and labor laws.
- Knowledge of NEMA requirements and the ability to conduct self-audits in compliance with these regulations.
- First Aid skills, including monitoring FA kits and selecting/mentoring First Aid staff.
- Excellent hazard identification and mitigation skills.
- Strong organizational skills to manage training schedules, audits, and compliance activities.
- Proficiency in report writing and maintaining detailed records for audits and inspections.
- Detail-oriented with strong analytical and problem-solving skills.
- Ability to work independently and as part of a team.
- Proactive in identifying and resolving workplace hazards.
- Commitment to promoting a safe and compliant work environment.

We offer.

AAA growers has great ambitions. Innovation, technology, and quality are high priorities. This results in a challenging working environment in which you can develop yourself. AAA growers offers plenty of room for personal growth and development. We have an informal and easily accessible working environment in which cooperation is very important.

The position comes with a competitive salary as well as other benefits.

Your application

Click here to apply: [job application \(aaagrowers.co.ke\)](https://www.aaagrowers.co.ke)

Deadline for Applications –20th December 2024