



VACANCY

AUDIT & COMPLIANCE OFFICER

HEAD OFFICE

Job objective:

AAA Growers Limited is seeking to recruit a dynamic, detail-oriented, and results-driven Audit & Compliance Officer to support the implementation, monitoring, and continuous improvement of food safety, quality management, sustainability, certification, and regulatory compliance systems across the organization.

Key Responsibilities:

- Coordinate and conduct internal audits, including BRCGS, GlobalG.A.P., customer standards, organic certification, and other compliance audits.
- Participate in and support second-party and third-party audits, ensuring timely closure of non-conformities.
- Maintain and update audit schedules, certification records, and compliance databases.
- Coordinate staff training programs and maintain training records and matrices.
- Support the implementation and continuous improvement of Quality Management Systems (QMS).
- Manage statutory compliance requirements, including Occupational Safety and Health (OSH), NEMA, WRA, PCPB, and Public Health regulations.
- Conduct supplier audits and follow up on corrective actions.
- Maintain the company legal register and compliance documentation.
- Facilitate the review, updating, and implementation of food safety manuals, procedures, and standards.
- Support CCP validation, OPR monitoring, and overall food safety system effectiveness.
- Participate in stock-taking exercises and provide support during internal and external audits.

Key Performance Indicators (KPIs):

- Successful completion of internal, second-party, and third-party audits.
- Timely closure of audit non-conformities.
- Achievement and maintenance of statutory and regulatory compliance requirements.
- Completion of annual training plans and maintenance of training records.
- Timely renewal and maintenance of certifications and audit schedules.
- Effective maintenance of the legal register and compliance databases.

Qualifications and Key Competence:

- Bachelor's degree in food science, Food Technology, Quality Assurance, or a related discipline.
- Proven experience in food safety, quality management systems, audits, and certification standards.
- Working knowledge of BRCGS, GlobalG.A.P., HACCP, customer standards, and regulatory compliance requirements.
- Strong analytical, report-writing, organizational, and problem-solving skills.
- Proficiency in Microsoft Office applications and database management.
- Ability to work independently and collaboratively within a multidisciplinary team.
- Experience in a packhouse, manufacturing, or food processing environment will be an added advantage.

Key Competencies:

- High level of attention to detail and accuracy.
- Excellent communication, interpersonal, and training facilitation skills.
- Strong planning, coordination, and organizational abilities.
- Proactive approach to problem-solving and continuous improvement.
- Ability to work effectively in a demanding and fast-paced environment.

AAA Growers Ltd.

Head Office: Mzima House, Mzima Springs Road, P.O. Box 32201-00600, Nairobi,
Kenya

We offer.

At AAA Growers, innovation, technology, and quality drive everything we do. We provide a dynamic and collaborative work environment that fosters professional growth, continuous learning, and career development while supporting employees to achieve their full potential.

Your application

Click here to apply: <https://www.aaagrowers.co.ke/jobapplications/job-list.php>

Deadline for applications – 15th July 2026.

Only shortlisted candidates will be contacted.

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