

# Vistari SEZ Limited - Job description

| Job details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                 |
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| <b>Job title:</b> Sustainability & Compliance Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Line Manager title:</b> General Manager - Technical Services |
| <b>Department:</b> Technical Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Location:</b> Eldoret, Kenya                                 |
| Direct reports                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                 |
| <ul style="list-style-type: none"> <li>None</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                 |
| Job summary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                 |
| <p>The Sustainability &amp; Compliance Officer promotes and monitors compliance with environmental, social, and governance (ESG) standards across all textile and garment operations, ensuring that the company adheres to local regulations, buyer requirements, and international sustainability frameworks. The position supports eco-friendly and ethical practices by coordinating sustainability certifications, conducting audits, managing compliance documentation, and driving continuous improvement in environmental performance, worker welfare, and responsible sourcing. The role acts as a liaison between internal departments, suppliers, and regulatory agencies, ensuring that sustainability and compliance objectives are embedded into daily operations and long-term strategy.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                 |
| Key roles and responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                 |
| <ul style="list-style-type: none"> <li> <b>Sustainability Strategy &amp; Certification Management</b> <ul style="list-style-type: none"> <li>Implement Vistari's sustainability framework and environmental policies in line with national and international standards.</li> <li>Liaise with vendors, suppliers, and internal stakeholders to track and maintain certifications and other buyer or export-linked schemes.</li> <li>Maintain up-to-date libraries of certification and audit documentation for internal and external reference.</li> <li>Coordinate certification renewals and ensure corrective actions from external audits are implemented promptly.</li> <li>Support eco-friendly material sourcing, vendor traceability, and waste-reduction initiatives in partnership with Procurement and Production teams.</li> </ul> </li> <li> <b>Environmental &amp; Regulatory Compliance</b> <ul style="list-style-type: none"> <li>Monitor compliance with NEMA, DOSHS, and relevant environmental and safety legislation.</li> <li>Track and report environmental performance metrics (energy, water, waste, emissions) and ensure regulatory submissions are up to date.</li> <li>Conduct internal audits and environmental risk assessments across operations and supplier sites.</li> <li>Coordinate implementation of environmental management systems (EMS) and chemical safety controls, ensuring compliance with REACH, RoHS, and product-safety standards.</li> <li>Work with the Engineering and Production teams to drive energy and water efficiency programs and ensure compliance with effluent, waste, and air-quality standards.</li> </ul> </li> <li> <b>Social &amp; Labour Standards Compliance</b> <ul style="list-style-type: none"> <li>Support HR in ensuring adherence to national labour laws and buyer social-compliance requirements (e.g., WRAP, SEDEX, BSCI, Fair Trade).</li> <li>Conduct routine inspections and internal audits of working conditions, health and safety, and employee welfare facilities.</li> <li>Develop and update social-compliance procedures, ensuring fair labour, non-discrimination, and ethical workplace practices.</li> <li>Coordinate corrective action plans with HR and suppliers and monitor progress.</li> <li>Participate in buyer or third-party compliance audits and facilitate documentation and interviews.</li> </ul> </li> <li> <b>Policy Development, Training &amp; Awareness</b> <ul style="list-style-type: none"> <li>Develop and update sustainability and compliance policies, SOPs, and communication materials.</li> <li>Organise training sessions for staff, supervisors, and suppliers on sustainability, compliance, and chemical-safety requirements.</li> </ul> </li> </ul> |                                                                 |

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- Build awareness on sustainability culture and promote employee participation in environmental and social programs.
- Support internal campaigns, CSR, and community-engagement initiatives aligned with the company's sustainability goals.
- **Monitoring, Reporting & Continuous Improvement**
  - Maintain sustainability and compliance dashboards and prepare periodic reports for management and regulatory agencies.
  - Support preparation of ESG and sustainability disclosures for buyers, investors, and other stakeholders.
  - Track corrective-action closure rates from internal/external audits and provide progress updates.
  - Benchmark company performance against global textile-sector best practices and recommend improvements.
  - Monitor emerging sustainability regulations, standards, and innovations relevant to textile and garment production.
- **Compliance with Vistari's Corporate Systems**
  - Apply the highest standards of internal controls and risk management practices and behaviours and embed a positive risk and control culture.
  - Demonstrate prudence, sound judgement, and appropriate and timely escalations in management of all types of risk (including fraud risk) applicable to the role.
  - Promote and adhere to Vistari's core values and ensure compliance with organisational policies and procedures, collective agreements, and statutory employment standards.
  - Maintain zero tolerance to bribery, fraud, and corruption, and ensure the immediate reporting of any corruption or suspect behaviour that threatens Vistari's reputation.
  - Adhere to safeguarding policies and procedures and immediately report any safeguarding concerns.
  - Any other related responsibilities that may be assigned by the Line Manager from time to time.

## Academic and professional qualifications

- Bachelor's degree in Environmental Science, Sustainability, Textile Technology, Chemical Engineering, or related discipline.
- Certification in Environmental Management, ESG Reporting, or Health & Safety is an advantage.

## Work experience

- Minimum of six (6) years' experience in sustainability and compliance management preferably within the textile, garment, or manufacturing industry.
- Strong understanding of environmental laws, labour standards, and industry certifications.
- Experience in conducting internal audits and coordinating with external auditors or certification bodies.
- Knowledge of chemical-management frameworks (REACH, RoHS) and environmental reporting tools.
- Proficiency in data analysis, MS Excel, and digital compliance systems (ERP/EMS).
- High personal integrity and commitment to professional ethics and compliance.
- Proficiency in MS Office and experience with ERP or quality data systems is an advantage.

## Technical skills and behavioural competencies

- **Sustainability & Environmental Management:** Knowledge of sustainable production, circular economy, and eco-efficiency practices.
- **Compliance Oversight:** Ability to interpret, implement, and monitor legal and buyer requirements.
- **Technical Acumen:** Understanding of textile processes, chemical use, and production impacts on the environment.
- **Audit & Risk Management:** Skilled in conducting internal audits and managing corrective-action follow-up.
- **Data & Reporting:** Analytical and detail-oriented; capable of consolidating sustainability metrics and dashboards.
- **Training & Communication:** Strong facilitator and communicator who can translate technical standards for operational teams.

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- **Problem Solving & Initiative:** Proactive approach to identifying issues and proposing practical, sustainable solutions.
- **Collaboration & Influence:** Works effectively across departments and with external partners to achieve shared goals.
- **Integrity & Accountability:** Upholds transparency, professionalism, and compliance at all times.
- **Innovation Mindset:** Open to adopting new technologies and best practices in sustainability management.
- **Values and work ethic:** High integrity, ethical judgment, results-driven approach, and commitment to accountability.

## Sign off

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|--------------------------|------------|-------|
| Job holder name:         | Signature: | Date: |
| Line Manager name:       | Signature: | Date: |
| Secondary Reviewer name: | Signature: | Date: |