



Excellent Career Opportunity

Chief Executive Officer

Job reference No.	KMS-REV-01-2019
Job Title	Chief Executive Officer
Organization	Kimisitu SACCO
Terms	3 years renewable contract
Position Reports to	Board of Directors
Closing date	10 th April 2019

Kimisitu Sacco Society Limited is a National Savings & Credit Society with an asset base of Kshs 5.1 billion and a membership of over 7,200 drawn from Non-Governmental Organizations (NGOs), Embassies, Missions, International Organizations and other Reputable Organizations in Kenya.

Our mission is to empower members economically by providing quality financial services through prudent mobilization of resources and excellent customer care. We are looking for a dynamic and results oriented **Chief Executive Officer**.

Job Summary

Reporting directly to the Board, the incumbent will develop and deliver business and people strategies which support the Sacco's overall strategic aims and objectives. S/He will lead Management in creation of a stable and supportive environment within which to Manage and grow the society's business ensuring strategy execution.

Purpose of the Job

Provision of overall management and Steering the Sacco to achieve its set objectives

Duties and Responsibilities

I. Managerial Roles and Responsibilities

- a) Formulate and implement policies and strategies for the Society's effective operation;
- b) Oversee execution of all business processes within the set policies, procedures, norms and standards;
- c) Provide strategic direction and leadership to the Management and the technical advisory to the board.

- d) Ensure the Society has set policies and procedures and in consultation with the Board ensure they are followed and reviewed where necessary;
- e) Enforce compliance and implementation of Board policies;
- f) Provide overall coordination of the day to day affairs of the Society;
- g) Facilitate the preparation and implementation of annual work plans, procurement plans, budgets, goals and objectives;
- h) Manage the Society's resources within budgetary guidelines according to the institution's policies and cooperative laws and regulations;
- i) Ensure maintenance of effective external/internal controls to safeguard the Society's assets and oversee the annual/quarterly or ad hoc financial audit processes as required;
- j) Facilitate adequately the availability and development of the human resources; and
- k) Ensure the Society's vision, mission, products and services are consistently presented in a strong, positive image to relevant stakeholders – Media, public and private sector as well as the membership.

II. Operational Roles and Responsibilities:

- a) Promote management and technological innovations to enhance organizational efficiency and productivity;
- b) Ensure funds due to the Society are promptly collected in accordance with existing procedures;
- c) Submit reports to the Board, concerning performance, plans and recommendations for action;
- d) Present the Society's annual capital and revenue budgets to the Board for adoption;
- e) Oversee financial management and investment undertakings by ensuring that sound policies and practices are adopted for optimal utilization and returns as well as ensuring adherence to Society's budget;
- f) Oversee effective management of human resources for optimal productivity through policies and strategies that attract and retain qualified and competent staff;
- g) Provide strategic linkages with the corporate world, business community, government agencies and other social partners for the benefit of the Society's growth;
- h) Ensure corporate compliance with all statutory, legal, social and regulatory requirements in the execution of its business strategies;

- i) Manage corporate change through adopting policies and strategies that will ensure the effectiveness and business survival in delivery of services; and
- j) Oversee development and implementation of corporate social responsibility initiatives and ensure that the image is well projected and protected;

III. Perform any other duties as may be assigned by the board and from time to time.

Key Result Areas:

The jobholder's accountability areas are outlined as follows:

- Effective and optimal utilization of assets and resources in the Society
- Improved productivity levels
- Prudent Financial resources management
- Effective linkage and partnership with external partners, stakeholders and public.
- Effective strategy formulation, planning and implementation.
- Efficient customer service, growth and sustenance
- Effective leadership, supervision and management of manpower resources across the organization

Knowledge and Skills Required:

The jobholder must possess:

- Must be a visionary with ability to drive change and transformation in an organization
- Must demonstrate high level strategic thinking with ability to drive and execute the organizations strategic plan
- Must have high level problem solving and decision making abilities
- Must have experience working with boards and have a clear understanding of corporate governance principles
- Should be able to articulate and inculcate the organization's mission, vision and values to the employees
- Must be an effective communicator with ability to communicate both internally and externally
- Should demonstrate the ability to target and initiate business partnerships with other companies, stakeholders or partners.
- Must have high level of integrity and ethical practice
- Should demonstrate ability to identify potential risks likely to face the organization
- Should have proven and demonstrated leadership skills
- Should have a strong business acumen and ability to influence stakeholders
- Must be assertive, proactive and diligent with commitment to the highest standards of service delivery

- Must have knowledge in use of ERP Systems, MS office packages and any other relevant business solution systems

Education & Experience:

- A minimum of master's degree qualification in Business Administration, Accounting or Strategic Management
- A minimum of twelve (12) years of related work experience with extensive executive-level management experience of at least 7 years.
- A member in good standing in any of the following professional bodies; IHRM, ICS, LSK, KISM, CIM and ICPAK.
- Experience in FOSA management an added advantage

Interested candidates meeting the above requirements should **apply online** following the two (2) step procedure below;

1. By **filling** in the **data form** from the link
<https://goo.gl/forms/7MuQ6vGAT7bLW5Nf1>.
2. Followed by **Sending** an **Application Letter** with a detailed **Curriculum Vitae (CV)** to
recruitment@kuscco.com.

Applications close on 10th April 2019.

Clearly state the subject of the email as **Chief Executive Officer**.

Only shortlisted candidates will be contacted.

Kimisitu Sacco is an equal opportunity employer.
