



NUFAIKA SACCO SOCIETY LTD

P.O BOX 735 – 10300, KERUGOYA

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JOB ADVERTISEMENT

POSITION: - CHIEF EXECUTIVE OFFICER

Job Summary:

The Chief Executive Officer will be directly responsible for all day to day management decisions and for implementing the Sacco's long and short term plans.

He/she will also responsible for the overall planning, administration, coordination and evaluation of all functions of the Sacco.

Key duties and responsibilities

- To lead and oversee the implementation of all the Sacco's long and short term plans in accordance with its strategy.
- To grow the Sacco business both FOSA and BOSA in terms of products, loan portfolio and revenues and assets as stipulated in the current Strategic Plan.
- Ensuring timely presentation of financial, management and regulatory reports to the board, the members and authorized third parties including auditors, regulatory authority and the ministry for cooperatives development and marketing.
- To assess the principal risks of the Sacco and to ensuring that these risks are being monitored and managed in collaboration with the audit function of the Sacco.
- To ensuring effective internal controls and management information systems are in place.
- To ensuring that the Sacco has appropriate systems to enable it to conduct its activities both lawfully and ethically.
- To ensuring effective communicate with members, employees, Government authorities and other stakeholders.
- To ensuring that the Directors are properly informed and that sufficient information is provided to the Board to enable the Directors to form appropriate judgments.
- Ensuring consistent compliance with the Society's policies, procedures and standards.
- Ensuring compliance with statutory and regulatory requirements.
- Timely implementation of the board recommendations.
- To ensuring that expenditures of the Sacco are within the authorized annual budget of the Sacco.
- To ensuring the Sacco is appropriately organized and staffed as necessary to enable it to achieve the approved strategy.
- Ensuring Staff Performance Management through implementation of the staff targets and Performance Appraisals.
- Ensuring staff Motivation, Welfare and Safety.

Qualifications

- Appointment to the position will be made from persons who have:
- Bachelors' of Commerce (BCOM) or any other business related degree from a recognized university. Master's degree will be an added advantage.
- CPA (K).
- 5 years working experience at a senior level in a busy accounting environment and preferably within the cooperative movement.
- Computer literate.
- Must be between 30 - 45 years of age.

Attributes / Skills

- Team player with good leadership skills.
- Advanced decision making and problem solving skills.
- Problem Solver: Solving problems of overall human resource management and longterm organizational planning.
- Change Agent: Introducing and implementing institutional changes and installing organizational development programs in regard to SACCO matters.
- Management of Manpower Resources: Broadly concerned with leadership both in the group and individual relationships and labour management relations.
- Excellent communication and interpersonal skills.

How to Apply

- Candidates who meet the minimum requirements to send their detailed CV including 3 referees and a cover letter to the **SACCO CHAIRMAN** by December 24, 2020 quoting reference no **ADNUF/CEO/01/2020**.
- Only shortlisted candidates will be contacted.
- Interested Candidates must fulfill the requirements of chapter six of the constitution of Kenya 2010 including; Certificate of Good Conduct from the Director of Criminal Investigation