**Sacco Chief Executive Officer (REF: CEO/01/25)**

PEFA NAIROBI CENTRAL Sacco is seeking to recruit a qualified and professional Chief Executive Officer with high synergy to meet the SACCO's set goals and objectives.

**Job Purpose**

The job holder ensures to provide day-to-day leadership, management, and vision necessary to ensure efficient and effective implementation of SACCO's strategic plan.

Gives guidance to the board of directors on various policy matters as well as manages the staff in a competent and business manner in order to achieve the SACCO's objectives.

**Duties & Responsibilities**

The job holder will be responsible to the board and overall management of SACCO activities as follows:

Support in the development, review, and implementation the Sacco's strategic and business plans.

In charge of the Sacco's investments and management of a balanced investment portfolio.

Responsible for the Sacco's financial & operational planning, forecasting, and budgeting and be able to conceptualize and explain variances.

Ensure prudent management of costs so as to achieve business growth as outlined in the strategic plan.

Develop and implement policies and procedures that run the Sacco affairs efficiently and effectively.

Coordinate proper utilization of all Sacco resources including personnel, capital, information, buildings, land, motor vehicles, and other movable and non-movable assets of the Sacco.

Maintain good relations in the entire Sacco including staff, Board of Directors, and external stakeholders.

Be responsible for the management, development & maintenance of high-performance teams by providing transformative leadership & effective supervision, guidance, and initiating training of staff and members under your jurisdiction.

Ensure proper acquisition through recruitment of personnel who qualify and fit in the Sacco Management and operations; carefully avoiding overstaffing or understaffing to ensure proper utilization of human resources.

Responsible for the maintenance of a positive image of the Sacco including handling press matters.

He/she is principally the liaison officer with the Government and other agencies but may delegate some of these issues only after weighing the possible consequences of such delegation.

Direct all activities of departmental heads and ensure that proper targets and standards are set and achieved at each operation level of Sacco activities. Provide technical expertise to the other departments.

Responsible for action sought by the board of directors by mobilization of all staff to achieve the Sacco objectives.

Advise the board of directors on all Sacco operations and administrative matters.

Appraise the board of directors on the current activities; and targets of the Sacco through submissions of daily, monthly, quarterly and annual reports on its operations.

Develop policies for vetting by the board of directors and ensure consistency in the applications of agreed policies and standards, including those for the remuneration and reward of personnel and for participation in fringe benefits, employee service schemes, and other privileges as necessary.

Responsible for supporting the board's decisions-making preparation, analysis & presentation of comprehensive, timely, reliable, and compliant financial reports.

Ensure compliance with all statutory and regulatory requirements of the Sacco & be able to propose changes to the board such as Sacco acts, rules, by-laws, SASRA act, and cooperative rules.

Develop and provide high-quality products and efficient and value-adding services to members so as to enhance market share and revenue command of the Sacco.

Support the board of directors by organizing all board and sub-committee meetings, annual and special general meetings, and supervisory meetings as required.

Build and develop a highly motivated team of employees by embedding performance development and coaching, identifying staff training needs, and enshrining them in the society's training and education programs.

Develop and operate a financial services network based on assessment from relevant officials—on quality member service, innovative savings and loan products, and the introduction of new business opportunities.

Promote the Sacco's corporate image by representing it professionally at all times.

Attend and participate in board meetings, seminars, and conferences at all levels to keep informed of the developments affecting the Sacco movement and the business environment in general.

Support the board of directors in developing strategic plans upon which other Sacco plans will be hinged to drive the vision and mission of the Sacco business into the future.

Implement, without delay, all recommendations from government regulatory bodies, BOD, internal and external audit reports, and consultants based on agreements arrived at with the Board.

Ensure the correctness of books of accounts, receipts, and disbursements.

Ensure safe custody of all funds, documents, and property belonging to the Sacco.

To keep minutes of all general meetings and the board of directors.

To prepare, approve, authorize, and sign all official correspondence of the Sacco.

To be a signatory to the Sacco cheques, contracts, and other documents as may be necessary.

To perform such other duties as may be directed by the board of directors.

**Impact of Results**

Effective and efficient overall planning, administration, coordination, and evaluation of all functions of the SACCO.

**Qualifications & Experience**

A bachelor's degree, preferably in cooperatives management, business, finance or marketing related fields.

A professional accounting qualification CPA-K or ACCA.

A master's degree in a relevant field will be an added advantage.

At least four years of experience in a senior managerial role and five years in a financial institution.

Sound knowledge of deposit-taking Saccos' regulations and the regulator's (SASRA) guidelines on deposit-taking Saccos.

Knowledge of the Sacco business model & other operational issues of the Sacco.

Good analytical, communication, and writing skills.

Excellent organization and interpersonal skills.

Change agent – introducing and implementing institutional changes and installing organizational development programs in regard to SACCO matters.

Must possess a high degree of integrity.

Strategic thinking and result oriented.

Track record of good management and development skills.

Knowledge of financial accounting reporting.

Ability to network with stakeholders.

**General Requirements**

Planning & organizing

Leadership

Entrepreneurial awareness

Decisiveness and adaptability

**Successful applicant will be required to meet the requirements of Chapter 6 of the Constitution of Kenya by submitting the following documents**:

Police clearance certificate (Certificate of Good Conduct).

Tax compliance certificate from the Kenya Revenue Authority (KRA).

Clearance certificate from the Ethics and Anti-Corruption Commission (EACC).

Clearance certificate from Credit Reference Bureau (CRB).

How to apply

Interested and qualified applicants are requested to click on the link below and fill out the online application form and submit by 31st January, 2025. Any applications received after the closing date shall not be accepted.

https://www.pefasacco.co.ke

Only shortlisted candidates will be contacted. If you do not hear from us by 7th February 2025, consider your application as unsuccessful.