

EGERTON UNIVERSITY SACCO SOCIETY LIMITED

JOB ADVERTISEMENT

POSITION: CHIEF EXECUTIVE OFFICER

Egerton University Sacco, a tier two Sacco in Kenya regulated by the Sacco Societies Regulatory Authority, wishes to recruit a suitably qualified and experience Kenyan to fill the position of the **CHIEF EXECUTIVE OFFICER**

ROLES AND KEY RESPONSIBILITIES

The primary roles and responsibilities of the CEO to the Board of Directors shall include but not be limited to:-

1. Managing day to day operations of the SACCO and overseeing the Sacco's legal regulatory and statutory functions in order to direct the SACCO to achieve the set objectives and goals.
2. Provide support to the Board of Directors by organizing all Board; Sub-Committees meetings, Annual Delegates Meetings and Supervisory meetings as scheduled.
3. Overseeing the implementation of the SACCO short and long term strategies.
4. Communicate on behalf of the SACCO to members, employees, Government authorities, other stakeholders and the public.
5. Develop planning processes that shall facilitate achievement of targets and objectives through formulation of strategic plan, Business plans and Annual Budgets.
6. Strengthen credit administration, growth and quality loan portfolio.
7. Provide reports to the Board Monthly, quarterly and annually on the performance of the Sacco.
8. Ensure that SACCO officials comply with Government rules as prescribed by ethics commission for Co-operative Societies established under Public Officer Ethics Act.
9. Provide to the Board from time to time business development and marketing activities, growth of membership and business, FOSA and branch operations.
10. Establish appropriate leadership system that will attract, inspire, develop and retain a highly skilled, motivated and disciplined staff to enhance the performance of the Sacco.
11. Prepare annual work plans, including procurement plan for the SACCO.
12. Implement performance management and appraisal system in the SACCO based on business and strategic plans in order to facilitate proper utilization human and other resources.
13. Ensure the SACCO ICT systems are well designed to meet dynamic business requirements and all control measures in managing the system are adequate and well monitored by relevant officials and relevant reports are maintained.
14. Ensure that all necessary business processes are in place to support the Board and staff of the SACCO to make sound and adequate informed choices and decisions.
15. Ensure the society budgets are prepared, approved and implemented as per the Sacco policies
16. Ensure that the society operations adhere to all systems of internal controls, standards and policies including its environment.
17. Ensure that proper records and books of accounts are maintained according to the Co-operative Societies Act, International Financial Reporting Standards (IFRSs), Sacco Societies Act and other legislations and regulatory requirements.

18. Ensure that final financial statements are prepared in time and submitted to the relevant authorities.
19. Liaise with Government and other regulatory bodies in all matters related to taxes, financial, administrative, legal, collection of outstanding debts and accounting reporting requirements.
20. Ensure that procurement of goods, works and services of the Sacco are governed in accordance with the SACCO procurement policy.
21. Implement all recommendations made by Board of Directors, Sacco members, government regulatory bodies, internal and external auditors and consultants based on agreements arrived at with BOD.
22. Promote the SACCO Corporate image by presenting the society in a professional manner and ensure the SACCO maintains high standards of corporate citizenship and social responsibility.
23. Discharge any other duties assigned from time to time by the BOD.

QUALIFICATIONS

1. Master's degree in Accounting, Finance or Business related areas.
2. A first degree in a Business field with specialization in Accounting or Finance from a recognized University.
3. Must be a CPA (K)/ACCA holder and be registered with ICPAK (in good standing)
4. Minimum of 10 (Ten) years relevant experience at managerial level in a financial institution.
5. Good in communication, analytical, organizational and interpersonal skills.
6. Track record of good management, administrative and business growth skills.
7. Must be a tactical and excellent negotiator.
8. Good knowledge of computerized accounting systems.
9. Familiar with business strategies, prudential standards in management of financial institutions.

Successful applicant will serve on a five (5) years contract as per SACCO Human Resource Policy.

HOW TO APPLY

Interested candidates are asked to forward a soft copy application letter enclosing detailed Curriculum Vitae accompanied by copies of academic, professional and constitutional clearance certificates, National ID, testimonials, names and contact of two referees including your current or former supervisor. In your application letter indicate the current and expected salary. Include day and evening telephone numbers in your application.

E-MAIL your application to: hr-recruitment@egertonsacco.coop to reach us on or before 12th April, 2024 at 5.00 p.m.

Kindly note that only shortlisted candidates will be contacted.