



BUNISTA NON- WDT SACCO SOCIETY LTD

P.O. BOX 194 - 40601 Bondo Tel: 0768 546 610

Email: information@bunista.co.ke / bunistasavingandcredit@yahoo.com

VACANT POSITION-CHIEF EXECUTIVE OFFICER

Bunista Non-WDT Sacco Society Ltd is a Savings and Credit Cooperatives Society registered under Cooperatives Societies' Act with its main Office in Bondo at Jaramogi Oginga Odinga University of Science and Technology. The Society's objective is to bring all members together to pool their resources for their common good.

The Sacco seeks to recruit a highly competent, resourceful and motivated individual to fill the position of a Chief Executive Officer (CEO) who meets the following criteria;

Job description

Reporting directly to the Board, the CEO 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, s/he will manage and grow the society business ensuring strategy execution.

Duties and responsibilities

- Lead the development and execution of the Sacco strategy to ensure achievement of the Sacco objectives
- Implementation of policies of the Sacco ensuring alignment with the Sacco's vision, mission and core values and reporting thereon to the Board
- Lead the achievement of the Sacco's financial goals as per the approved Society strategic plan and consistently meeting the key performance Indicators
- Keeping the Sacco abreast of new technological and commercial developments pertinent to the Sacco's field of operation and within approved budgets;
- Grow the Sacco BOSA business in terms of products, loan portfolio and revenues and assets as stipulated in the Strategic Plan.
- Help the society achieve its goal in initiating and establishing FOSA
- Timely present 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.
- Have in place a strong Risk, Compliance and Governance Framework embedded across the organization;
- Maintain and have in place effective internal controls and management information systems.
- Ensure that the Sacco has appropriate systems to enable it to conduct its activities both lawfully and ethically.
- Work closely with the Board and the senior management team to establish and review strategic priorities for stakeholders
- Maintain effective communication with members, employees, Government authorities and other stakeholders.
- Ensure consistent compliance with the with statutory and regulatory requirements, Society's policies, procedures and standards.
- Timely implementation of the board recommendations.
- Monitor expenditures of the Sacco to make sure they are within the authorized annual budget of the Sacco.

- Appropriately organize the staff to enable the society achieve its approved strategy.
- Foster a conducive corporate culture that promotes strong ethical practices, good governance and employee productivity.
- Prepare and present various progress reports to board of director
- Ensure Staff Motivation, Welfare and Safety.

Minimum Qualifications

- BCOM (Finance option) or equivalent from a recognized university
- MBA will be added advantage
- 5 years working experience at a senior level in a Financial Institution and preferably within the co-operative movement.
- Knowledge of computerized accounting systems.
- Advanced excel and Microsoft Navision will be an added advantage.

Professional Qualifications

- CPA (K)/ACCA
- Membership of relevant professional bodies e.g. ICPAK, MSK, IHRM, ICS etc
- Diploma in Cooperative Management

Attributes

- Good analytical, communication, organizational and interpersonal skills
- High degree of integrity
- Strategic thinking and results oriented.
- Track record of good management and development skills
- Knowledge of computerized accounting systems
- Age 35 years and above.



INSTRUCTIONS FOR APPLICATION

Interested applicants MUST adhere to the application instructions provided below:

1)The applicants **MUST** also send their hard copy applications and attach their Curriculum Vitae and copies of relevant professional/academic certificates and national identification card. They **MUST** also include their day and evening telephone numbers, e-mail address and names and addresses of three referees to reach the Chairman, BUNISTA Sacco not later than **5 pm on Friday, 26th January 2024** or email applications to: bunistasavingandcredit@yahoo.com or information@bunista.co.ke

2)Applicants will be required to comply with requirements of Chapter 6 of the Constitution of Kenya. They should immediately initiate clearance from the following bodies: Evidence of the clearances or initiation of clearance **MUST** be provided at Bunista Sacco Society Ltd when invited for preliminary interview

3) Envelopes containing the hard copy applications should clearly be marked with the **position applied** for and addressed to: -
THE CHAIRMAN,
BUNISTA SACCO SOCIETY LTD,
P.O. BOX 194-40601,
BONDO.

BUNISTA SACCO SOCIETY LTD is an equal opportunity employer. Only shortlisted candidates will be contacted.