MZIMA SPRINGS NON WITHDRAWABLE DEPOSIT TAKING SACCO (MSNDTS)

A Savings and Credit Cooperative Company

CHIEF EXECUTIVE OFFICER

LOCATION: NAIROBI

DEADLINE: TUESDAY 23RD MARCH 2023

MZIMA SPRINGS SACCO
— Your Personal Anchor—

Job Title	Chief Executive Officer
Supervisor/Manager Title	Chair of the Board
Department	Operations
Organization	Mzima Springs Non WDT SACCO Ltd
Reporting to	Board Members

DESCRIPTION

Over the past years, **Mzima Springs SACCO** has posted remarkable year-on-year growth in its assets as well as deposits. The SACCO is currently seeking to recruit a Chief Executive Officer (CEO) in line with SASRA compliance requirements.

Reporting directly to the Board, the CEO shall be responsible to the board of directors for the day to day running of the affairs of the Sacco society. The CEO will develop and deliver business and people strategies, which support the Sacco's overall strategic aims and objectives.

RESPONSIBILITIES

1. Ensuring the day to day running of the Sacco's affairs including:
    (a) the implementation and adherence to the prescribed policies, procedures and standards.
    (b) systems that have been established to facilitate efficient operations and communication.
    (c) the strategies developed and employed to facilitate achievement of targets and objectives.
    (d) human resource management and development.
    (e) adherence to the established code of conduct; the Sacco Act, and relevant accompanying regulations, guidelines and directives issued by SASRA; the Co-operative Societies Act, 1997 and rules, the Sacco society's by- laws and any other applicable

laws;

(f) any other matter concerning the operations and activities of the Sacco society as the regulator may direct.

2. The CEO officer shall ensure that the board of directors is frequently and adequately apprised about the operations and activities of the Sacco society through the presentation of relevant reports which shall cover, but not be limited to the following areas:

(a) financial statements (monthly, quarterly and annual) indicating current compared with past period actual performance, the budget compared with the actual expenditure and explanations for any variances.

(b) capital structure and adequacy.

(c) delinquent loan list, and in particular growth in loans, loan losses, recoveries and provisioning.

(d) statement of comprehensive income (monthly, quarterly and annual) including a com parison of the budget against actual.

(e) sources and distribution on profile of deposits.

(f) all insider dealings and non-performing insider loans if any.

(g) reports on violation of the Act, these Regulations, guidelines and directives issued by the Authority, the Cooperative Societies Act, 1997 and rules, and any other applicable law, and the remedial actions taken to comply.

(h) large risk exposures and related stress tests.

(i) investment portfolio and its performance.

(j) any regulatory reports, and internal reports.

(k) any other relevant areas to the Sacco society's operations.

3. As a custodian of the Sacco societies strategy, the CEO will be expected to:

- Lead the development and execution of the initiatives as outlined in the strategy document.
- Lead the achievement of the Sacco's financial goals as per the approved strategy and key performance indicators.
- Keep the Sacco society appraised of emerging technologies and commercial developments in the sector, risks and opportunities and how the Sacco can leverage them

within operation and approved budget.
- Grow the Sacco business in financial as well as product portfolio.
- Present timely reports (financial, management and regulatory) to the board and other relevant parties.
- Ensure a robust internal control, risk, compliance, and governance framework is in place.
- Engage various stakeholders on matters that are beneficial to the Sacco society.
- Maintain effective communication with members, employees, Government authorities and other stakeholders.
- Timely implementation of the board recommendations and supervisory oversight.
- Manage the Sacco budget and uphold financial dexterity.
- Appropriately organize and staff as necessary to enable it to achieve the approved strategy.
- Foster a conducive corporate culture ethical performance and staff safety.

QUALIFICATIONS

Minimum Qualifications

• An earned bachelor's degree in business management and related fields from a recognized university.
• At least 5 years working experience at a senior level in a Financial Institution and preferably within the co-operative movement.
• Membership of relevant professional bodies e.g. ICPAK, MSK, IHRM, ICPSK etc.
• Knowledge of computerized accounting systems.
• Advanced excel skills will be an added advantage.
• Possession of a Masters degree will be an added advantage.

Professional Qualifications

• CPA (K)/ACCA or related qualification.
• Membership of relevant professional bodies e.g. ICPAK, MSK, IHRM, ICPSK etc.

Attributes

- High degree of integrity
- Knowledge of computerized accounting systems
- Strategic thinking and results oriented.
- Good analytical, communication, reporting, organizational and interpersonal skills
- Track record of good management and develop¬ment skills
- Age 30 years and above.

How To Apply

Interested applicants should submit an up-to-date CV and cover letter by email **mzimarecruitment@strathmore.edu** quoting **"Chief Executive Officer"** on the subject line, by **Tuesday 2^{3rd} March 2023**. The cover letter should be addressed as follows;

The Chairperson
Mzima Springs Non-WDT Sacco Society Ltd,
P.O. Box 59857 - 00200
Nairobi, Kenya.

Ensure you indicate your current or last monthly salary in your cover letter.

Only shortlisted candidates will be contacted.

Applicants are required to comply with requirements of Chapter 6 of The Constitution of Kenya 2010. Shortlisted applicants will be required to submit clearance certificates from the following bodies:

- Ethics and Anti Corruption Commission (EACC)
- Department of Criminal Investigation (DCI)
- Kenya Revenue Authority (KRA)
- Higher Education Loans Board (HELB)
- A registered Credit Reference Bureau (CRB)

Mzima Springs Non-WDT SACCO Ltd is an equal opportunity employer. Canvassing will automatically lead to disqualification.

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0703034336/1

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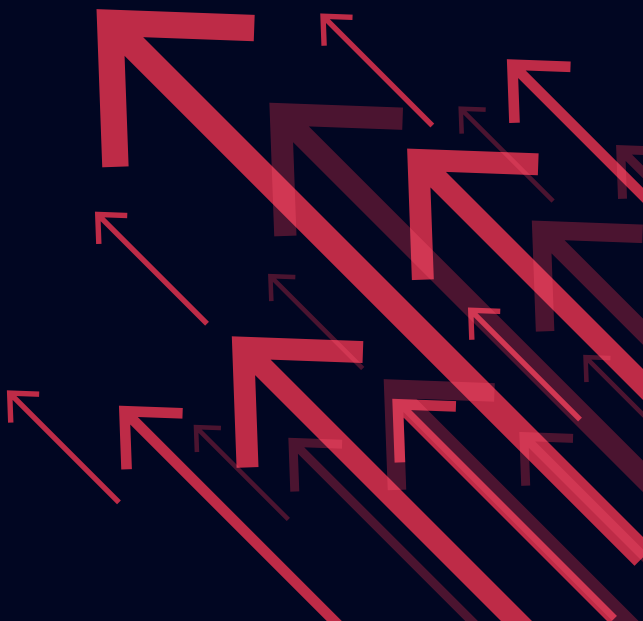
mzimasacco.com

Strathmore University
Student Center 2nd Floor
Next to Chela Lab