



SIRAJI SACCO SOCIETY LTD

EXCELLENT CAREER OPPORTUNITIES

Siraji SACCO is a dynamic and progressive organization offering a range of financial services to its growing membership. As part of our expansion plans, we are seeking to recruit qualified candidates for the following positions.

HEAD OF MARKETING

The purpose of the job:

The position will be responsible in managing and administering marketing and business development plans and initiatives (such as prospecting for new leads, market scan for potential corporates, organizing corporate forums, making presentations) for the SACCO to improve its market position and achieve financial growth.

He/She will promote an environment founded on values of Customer focus, Integrity, Reliability and Innovation.

Duties and responsibilities

- Develop and implement the Sacco Marketing Plan.
- Spearhead all internal and external communications for the business including brand identity, corporate image, media liaison and Public Relations.
- Planning and overseeing new marketing initiatives and ensure marketing campaigns are executed within budget limits.
- Develop new business relationships, generate and negotiate new income for the Sacco at an agreed growth oriented annual target and follow through on potential new business opportunities
- Screen potential business deals by analysing market strategies, deal requirements, potential, and financials; evaluating options; resolving internal priorities; recommending equity investments and quality membership of corporate and individual members.
- Oversee recruitment of new members by setting up initiatives that will support acquisition.
Champion Deposits and Savings mobilization to ensure the Sacco achieve its intended targets
- Ensuring regular, timely and effective members and stakeholders communication.
- Provide education and training programs to the Sacco members
- Handling all marketing and public relations activities of the Sacco

- Promotion of all Sacco products for member uptake
- Ensure member retention through relationship management, group and company visitation as per the marketing plan and weekly schedules.
- Keep abreast of the industry trends
- Customer satisfaction survey to determine trends and areas of improvement
- Preparation of monthly business report
- Perform any other duty as may be assigned from time to time

Knowledge and Skills requirement

- A Bachelor's Degree in Marketing, Economics, Commerce or Business Management Business related degree, bias in Marketing preferred
- At least 4-5 years' experience a similar environment preferably a financial institution
- Ability to lead and work within a team
- Market intelligence and business development skills
- Demonstrated ability to develop new business opportunities and improve the profitability and competitive performance of the business
- Excellent conflict resolution and interpersonal skills and ability to build lasting relationships with clients
- Exceptional organization skills and a strong work ethic
- Demonstrated ability to increase productivity and continuously improve methods, approaches, and departmental contribution
- Ability to handle pressure and meet deadlines
- Good understanding of the internal policies, systems and procedures of a SACCO
- Creative and innovative.
- Excellent communication, influencing and presentation skills.
- Computer literacy skills with Demonstrated experience in Microsoft Office, spreadsheet and PowerPoint applications

CHIEF ACCOUNTANT

The purpose of the job:

The Chief Accountant shall be responsible for ensuring that sound accounting principles and controls are applied to all financial transaction in the Sacco and safeguard the funds and other assets in line with the laid down procedures.

Duties and responsibilities

- Preparation of budgets and cash flow projections and ensure healthy working capital for day to day running of the business.
- Preparing and filing statutory returns.
- Preparing and approving monthly bank reconciliations.
Reconciling Debtors and Creditors.
- Processing staff payroll

- Processing payments, loan disbursements and staff salaries in a timely and accurate manner.
- Ensuring timely preparation of management reports by specific dates.
- Daily reconciliation of all mobile payment transactions of the society.
- Monthly reconciliation of all control accounts.
- Ensuring accurate and timely processing of member remittances i. e. Payroll recoveries, Direct Debits, Standing orders, etc.
- Ensuring that all SACCO policies and procedures, code of conduct and regulatory guidelines are strictly complied with in the processing of financial transactions.

Knowledge and Skills requirement

- Bachelor's degree in business related area from a recognized University.
- CPA (K) or its equivalent or ACCA,
- At least 2-3 years' work experience at similar level in Deposit Taking Sacco or Financial Institution,
- Excellent communication and interpersonal skills with strong organization and planning skills as well as the ability to prioritize tasks and deliver assigned tasks within the set timelines
- Be of exemplary integrity
- Computer proficiency

BRANCH MANAGERS (3 POSITIONS)

The purpose of the job:

The Branch Manager will hold the overall responsibility for the branch in its operations, strategies, business growth and development, and management of employees and customers.

Duties and responsibilities

- Implementing the Sacco's policies at the branch level.
- Grow the branch in terms of Assets, savings, Deposits, Membership and Income to ensure profitability.
- Manage the branch loan book and Portfolio at Risk according to the Sacco credit policy.
- Ensuring that internal controls and processes are strictly followed.
- Managing performance of the branch against plans, business results against targets and taking the necessary action on variances.
- Preparing all management reports as required.
- Ensuring that the branch observes liquidity and cash ratios and that an adequate level of cash is maintained.
- Foster customer relations by ensuring effective and efficient customer service delivery and safeguarding the organization's corporate image, monitor customer feedback and recommend necessary measures and initiatives aimed at maintaining and attracting new members and sustaining a good relationship with all stakeholders.

- Management of staff in areas of supervision, performance, training, coaching, health and safety, development, discipline and policy dissemination in accordance with Sacco policies and employment laws with the aim of bringing the best from employees.
- Developing management plans which include leaving roster, training schedule, marketing plans member education for the branch.
- Security surveillance for employees, cash and the entire branch assets.
- Develop and implement a branch marketing plan for Sacco products and services.
- Manage all assets of the branch and ensure proper resource allocation to meet branch business requirements.
- Adherence to the budgetary provisions as per the set standards.
- Attain all audit and compliance requirements and develop risk mitigation strategies in accordance with established Sacco policies, service quality standards and code of conduct
- Build and maintain effective communication skills with branch staff.
- Any other duty that may be assigned from time to time.

Knowledge and Skills requirement

- Bachelor's degree in a business-related course.
- Membership in a professional body is desirable.
- A minimum of 5 years of working experience in a financial institution (three years must be at supervisory or management level).
- Sound knowledge of Banking and Sacco laws and regulations.
- A person of integrity, a team player with effective communication skills.
- Strategic thinker with good commercial judgment and the ability to identify economic opportunities in changing environments and capitalize on them.
- Sound judgment and decision-making ability on lending across all sectors.
- Conversant with current trends in consumer banking with a strong commercial orientation.
- Customer-focused – striking a solid balance between external and internal customer orientation.
- Excellent leadership, interpersonal, and team management skills.

ICT ASSISTANT

The purpose of the job:

Reporting to the ICT Manager, the ICT Assistant will be expected to team up in creation of business value through technology, by ensuring that the ICT systems and procedures lead to outcomes in line with the business goals as per the SACCO's strategic plan

Duties and responsibilities

- To contribute to the smooth operation of the Sacco' ICT network, systems and other ICT equipment, as directed.

- Provide technical support to system users.
- Maintain the ICT equipment register, to provide a detailed analysis of equipment replacement needs and ICT resourcing.
- To install and configure software as required by staff and where this is new software to ensure that it is appropriately licensed
- Any other duty that may be assigned from time to time.

Knowledge and Skills requirement

- Bachelor's degree from a recognized university
- Windows Server and Client Systems- Knowledge and Application.
- Skills in database Administration especially MSSQL.
- Knowledge in ERP systems especially Jumbostar software.
- Working knowledge of virtualization and virtual environments.
- Good knowledge of network Administration tools.
- Good knowledge of Administration of telecommunication systems including PABX.
- At least 2 years working experience in ICT or related discipline

Interested qualified candidates should send their application letters and their current CVs and testimonials, stating the current and expected remuneration, to reach the undersigned via hand delivery, post or email to jobs@sirajisacco.com on or before **14th October 2023**.

**THE CHIEF EXECUTIVE OFFICER
SIRAJI SACCO SOCIETY LTD
PRIVATE BAG TIMAU.**