

VACANCIES

1. CHIEF EXECUTIVE OFFICER

Responsibilities

Reporting to the Board of Directors, the job holder will be responsible for day to day SACCO operations including but not limited to:

- The implementation of and adherence to the prescribed policies, procedures and standards.
- Ensuring that systems have been established to facilitate efficient operations and communication.
- Ensuring that strategies are developed and employed to facilitate achievement of targets and objectives.
- Overseeing Human Resource Management and Development.
- Ensuring compliance with all statutory and regulatory requirements of the Sacco & be able to propose changes to the Board such as Cooperative Societies Act, Rules, Sacco By-laws, Sacco Societies Act and Regulations.
- Providing support to the Board of Directors by organizing all Board and Sub Committee meetings, Annual and Special General Meetings and Supervisory meetings as and when required.
- Keeping minutes of all general meetings and meetings of the Board of Directors.
- Advising the Board of Directors in formulating, preparing and implementing long term policies and programs of the society through board papers and technical reports as appropriate.
- Performing such other duties as may be directed by the Board of Directors.

Qualifications

- Bachelor's Degree in a Finance related field or its equivalent, preferably B. Com/BBM (Finance/Accounting).
- A minimum Accounting professional of CPA (K).
- A Diploma in Co-operative Management will be an added advantage.
- Must have at least 5 years work experience as a Supervisor or Manager in a reputable Sacco or other related Financial Institutions.
- Recent Certificate of good conduct. (Police Clearance)
- Current Tax Compliance Certificate.
- CV that contains current mobile contacts, email address and three references one preferably from current or former employer.
- Indicate current and expected salary
- Minimum age of 40 years

General Requirements

- Excellent interpersonal skills, innovative and Self driven;
- Excellent verbal and written Communication and presentation skills;
- Good time management skills;
- Strong team leadership and mentorship skills;
- Good grasp of IT and computer skills;
- Ability to prepare and maintain management accounts and financial statements for the society including budgets in accordance to IFRS and other accounting guidelines;
- Able to manage the Sacco Cash flows and cash flow forecast;
- Able to analyze problems and provide effective solutions.

Personal Attributes and Attitudes

- Should have high integrity and be able to maintain confidentiality
- Is self-driven and innovative;

- Have strong analytical and problems solving skills;
- Ability to anticipate potential problems, determine and implement solutions;
- Able to pay close attention to details;
- Ability to be flexible, use initiative, self-evaluate and to work independently under little or no supervision.

2. ASSISTANT INTERNAL AUDITOR

Duties and Responsibilities

- Coordination of operations of the Internal Audit department in liaison with the internal auditor.
- Ensures that policies and procedures for the internal audit function are adhered to.
- Influencing, creating and improving internal control systems throughout the Society.
- Assessing the reliability and integrity of financial and operating information and compliance with set policies.
- Preparation, implementation and supervision of all audit programs in liaison with the internal auditor.
- Conducting special investigations as may be required from time to time.
- Ensuring that audit trails are in place and thus all entries have supporting documents.
- Ensuring adherence to all financial accounting policies and procedures.
- Interprets and explains legislation, rules, regulations and procedures as applied and related to the auditing of programs and operations at the society to subordinate staff, management vendors, contracting agencies and others.
- Supervises auditing of all units and establishments of the society and determines, together with the internal auditor, the scope of investigation required.
- Makes reports to management and the Board, in liaison with the internal auditor, based upon reports and audits and recommends solutions to problems identified through audits.
- Liaises with departmental heads to ensure audit findings and recommendations are fully accepted and implemented.

- Promote a risk awareness culture in the Sacco and enforce compliance to internal monitoring and control procedures.
- Consults with management concerning audit findings and recommends improvements of management controls.
- Ensure operational compliance with strategic plans, international standards, statutes, by-laws etc.
- Ensure optimal utilization of society assets.
- Ensure safe custody of society's assets.
- Liaises with the HR to handle the performance management; supervision and development of staff within the Internal Audit Department.
- Plans for and attends audit and Supervisory Committee meeting, and writes their minutes as well as implementing their recommendations in the absence of the internal auditor.
- Meet individual and organizational targets.

Requirements and Qualifications

- Must have a minimum of C+ in KCSE, with C+ in both English and Mathematics.
- BCOM- Accounting Option or equivalent.
- CPA (K).
- Advanced computer skills on MS Office, accounting.
- Strong/excellent analytical skills.
- Proven knowledge of auditing standards and procedures, laws, rules and regulations.
- Good written/verbal communications skills.
- Good interpersonal and relationship building skills.
- Systems knowledge and familiarity.
- Ability to adopt to change quickly and to multi-task.
- Proven working experience of at least 5 years as in internal audit function.
- ICPAK Membership will be an added advantage.
- Minimum age of 35 years.
- Kindly indicate current and expected salary.

3. INSURANCE OFFICER

2NK Sacco seeks an Insurance Agency head, an expert with the overall responsibility of executing the Sacco's long-term vision and strategy, policies, development of business plans and the agency budgets.

Reporting to the Chief Executive Officer, the insurance head will carry out the following duties:

Responsibilities

- Growing the Society's revenue base through Insurance agency fees and commissions among others;
- Implementing strategies, policies and standards relating to Insurance function in line with the Society's objectives;
- Promoting the function's responsibilities focusing on developing Society plans, objectives, strategies, policies, norms and procedures;
- Providing Insurance cover for assets, human resources and potential legal liabilities of the Society;
- Administering Insurance policies including monitoring of claims and recoveries;
- Providing advice on Insurance matters as required;
- Keeping the Society abreast on emerging issues in the Insurance field
- Negotiating Insurance disputes with customers and other parties with a view to settling them out of court;
- Creating Insurance awareness among the Society staff;
- Facilitating settlements of Insurance claims through Insurance brokers;
- Participating in the procurement of Insurance services for the Society;
- Managing human, financial and material resources assigned to the department
- Any other duties as may be assigned from time to time.

Qualifications

- Bachelor's degree from a recognized institution.
- Diploma in Insurance management from a recognized institution.
- Registered with the Chartered Institute of Insurance or other relevant professional bodies

- Served for at least three (3) years at a level of Senior Insurance Officer
- Five (5) years' experience in the Insurance industry with extensive knowledge of marketing products and services.
- Sound knowledge of the Insurance products and services and IRA regulations.
- High levels of professionalism, honest with impeccable integrity (high ethical standards).
- Good management ability with capacity to grow, support and develop talent within the Society
- Demonstrable business acumen and excellent communication, social and presentation skills.
- Exceptional oral and written communication skills with the ability to communicate clearly and persuasively, interpret documents, understand procedures, write reports and correspondence, and speak clearly to third parties and employees.
- Ability to meet reporting expectations of the Board, investors and statutory bodies
- Excellent decision making skills.
- Strong leadership and team building skills and experience, with the ability to develop and maintain a management team.
- Excellent organization, delegation, performance management, administration, analytical, influencing, negotiation and time management skills.
- Minimum age of 35 years

How to Apply

Qualified applicants should send their Application Letter and Detailed CVs as well as copies of certified certificates and testimonials to: jobs@2nksacco.co.ke on or before 5pm on 7th June, 2022 indicating the position applied for as the subject line or hard copies of applications per the specifications can also be dropped at the head office within the stipulated time.

Only Shortlisted Candidates will be contacted