



## **JOB ADVERTISEMENT - BRANCH MANAGER**

### **QUALIFICATIONS**

1. Must be a holder of business-related degree from a recognized university.
2. Acceptable level of general management, financial or entrepreneurial acumen.
3. Master's Degree will be an added advantage.

### **PROFESSIONAL**

Proficiency in computer use and banking/Microfinance/Sacco systems

Membership of professional body and of good standing is added advantage

### **WORK EXPERIENCE**

At least Seven years' work experience in SACCOs/ Microfinance with 4 years in management level.

Exposure to Branch Operations, Credit Management and Business Development

Exposure to Banking environment will be an added advantage

### **SKILLS REQUIRED**

1. Passion and commitment to quality service performance;
2. Ability to work/communicate with various customer segments such as business persons, employed and professionals.
3. Excellent leadership and management skills.
4. Excellent organizational skills and attention to detail.
5. Ability to prioritize tasks, delegating when appropriate.

### **ROLES AND RESPONSIBILITIES**

1. To plan, organize and co-ordinate activities in the Branch and ensure efficient and effective operation and service to the members.
2. Ensure proper operation procedures, policies and guidelines are adhered to.
3. Supervise the preparation of daily and monthly reconciliation, monthly trial balances, monthly and quarterly reports on reconciliation and development of savings, loans, portfolio at risk, liquidity reserve and proper action on such information.
4. To grow the Branch membership as per the set annual targets.



5. To ensure the retention of the branch membership every year as per the Sacco business plan.
6. To carry out aggressive marketing to institutions and individual members within the Branch catchment area and adjacent environs.
7. To ensure consistent and steady uptake of Sacco products and services by the Sacco members.
8. To grow the Branch loan book as per the set annual targets as well as maintain a healthy loan portfolio.
9. To increase the number of loanes by the percentage rate set on annual basis.
10. To enhance branch staff productivity through performance and talent management (ensure full utilization of staff)
11. Ensure the safe custody of all valuable documents and items at the branch.
12. Any other duty assigned by superiors from time to time.

If interested, send online application following the **two-step process** below:

1. Fill the form on this link : **<https://shorturl.at/kLO12>**
2. Send the applications accompanied by a detailed CV and copies of relevant certificates, testimonials to **recruitmentbm@nafasisacco.co.ke** on or before **11<sup>th</sup> April 2024**

