



VACANCY ADVERTISEMENT

Sacco Chief Executive Officer (REF: CEO/04/25)

Job Advertisement expires on 14th May 2025

Nafasi DT Sacco Limited a Tier 5 licensed regulated DT Sacco based in Nairobi, is seeking an Experienced and dynamic leader to serve as CEO of our DT Sacco

The ideal candidate will be responsible for providing strategic direction and leadership to the Sacco, ensuring its financial stability, growth, and fostering a positive and productive work environment

Job Type: Contract – Three (3) Years renewable based on performance

Job Profile and Purpose

Reporting to the Board of Directors, this position is directly accountable for providing visionary leadership, setting strategy and direction, modelling the institution's culture and values, leading business development and expansion initiatives and guiding the overall operations of the Sacco, to ensure sustained growth and success.

Key Responsibilities

1. To be responsible for the implementation of the SACCO's strategic and business plans.
2. Build and maintain strong relationships with members, stakeholders, and regulators.
3. Foster a customer-centric culture to enhance member satisfaction and loyalty.

Nafasi Deposit Taking Sacco Society Ltd.

P.O. Box: 41426 - 00100, Nairobi
Ncpb Nairobi Grain Silos Complex
Donholm, Off Outering Road.
T: +254 (0) 20 5030580 | + 254 (0) 728 102 039 | +254 (0) 737 479 373
www.nafasisacco.co.ke | info@nafasisacco.co.ke | f: nafasisacco | t: @nafasisacco





4. Lead the development and provision of high-quality products and efficient and value-adding services to members to enhance market share and revenue command of the Sacco.
5. Work with the Chairman of the Board to enable the Board to fulfill its governance functions and have in place a strong Risk, Compliance and Governance framework.
6. Lead the achievement of the Sacco's financial goals as per the approved Society plan and consistently meeting the key performance indicators.
7. Keeping the Sacco abreast of new technological and commercial developments pertinent to the Sacco's field of operations and within approved Budgets.
8. Develop and implement policies and procedures that run the Sacco affairs efficiently and effectively.
9. Be responsible for the management, development & maintenance of high-performance teams by providing transformative leadership & effective supervision, guidance, and mentorship of staff.
10. Ensure compliance with all statutory and regulatory requirements of the SACCO & be able to propose changes to the board such as SACCO ACT, rules, by-laws, SASRA ACT, and Cooperative rules.
11. Maintain and have in place effective internal controls and Management information system
12. Timely implementation of the Board resolutions and recommendation.
13. Foster a conducive corporate culture that promote strong ethical practices, good governance and employee productivity.
14. Reporting to and advising the Board of Directors on the execution of strategies and plans as well as overall operations and management of the Sacco.

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Relevant Qualifications & Experience

Minimum Qualification

- A bachelor's degree, preferably in business, finance or marketing-related fields.
- A Master's degree in a relevant field.
- At least five (5) years of working experience in a senior management position.
- Prior working experiences in a Deposit taking Savings and Credit Co-operative society Ltd.
- Membership to relevant professional bodies recognized in Kenya, with good strong standing.
- Working Knowledge of Navision ERP system will be added advantage.

Attributes

- Strategic Thinking and Results oriented
- High degree of Integrity
- Demonstrated success in driving growth and improving organizational performance.
- Sound knowledge of Saccos' regulations and the regulator's (SASRA) guidelines on Saccos.
- Comprehensive knowledge of the Sacco business model & other operational issues of the Sacco.
- Proven proficiency in utilizing computerized accounting systems to streamline financial operations and enhance decision-making.
- Excellent analytical, communication, and writing skills.

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- Agent of transformation – introducing and implementing institutional changes and organizational development strategies.
- Impeccable integrity and commitment to ethical values and standards.
- Adept at providing visionary leadership on talent and people management.
- Capability in strategy formulation and execution, change management and performance management.
- Skilled in inspiring and directing cross-functional teams.
- Excellent organizational and interpersonal skills.
- Possess dynamic entrepreneurial insight with strategic competence.

The successful applicant will be required to meet the requirements of Chapter 6 of the Constitution of Kenya by submitting the following documents:

- Police clearance certificate (Certificate of Good Conduct).
- Tax compliance certificate from the Kenya Revenue Authority (KRA).
- Clearance certificate from the Ethics and Anti-Corruption Commission (EACC).
- Clearance certificate from Credit Reference Bureau (CRB).

How to apply

Interested and qualified applicants **MUST** send online application following the two-step process below before close of business **14th May 2025**.

1. Fill the form on this link: <https://forms.gle/E5Nvbb1GjEswy7Vb8>
2. Send the application accompanied by a detailed CV and copies of relevant certificates and testimonials to recruitmentceo@nafasisacco.co.ke

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Only shortlisted candidates will be contacted. If you do not hear from us by **30th May 2025** consider your application as unsuccessful

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