



Bamburi Cement, Mombasa Plant, Msa/ Mld Road  
P.O Box.88474-80100  
Tel:0701309651  
Email:wananchisacco@gmail.com/  
wananchisacco@lafargeholcim.com

---

## **CHIEF EXECUTIVE OFFICER – JOB REF. NO. BAMBURI WANANCHI CEO/ 1 / 2023**

BAMBURI WANANCHI SACCO a regulated NWDT Sacco is seeking to fill the position of Chief Executive Officer (CEO).

Reporting to the Board of Directors of the Sacco, the job requirements are:

### **Key Roles and Responsibilities**

- a) Work with the Board to articulate the Board's role and accountabilities and that of its Committees and individual members, and help evaluate performance regularly.
- b) Manage the Board's due diligence process to ensure timely attention to core issues.
- c) Lead the development and execution of the Sacco strategy to ensure achievement of the Sacco objectives
- d) Ensure effective implementation of policies of the Sacco ensuring alignment with the Sacco's vision, mission and core values and reporting thereon to the Board
- e) Lead the achievement of the Sacco's financial goals as per the approved Society plan and consistently meeting the key performance Indicators
- f) Keeping the Sacco abreast of new technological and commercial developments pertinent to the Sacco's field of operation and within approved budgets;
- g) Grow the Sacco business in terms of products, loan portfolio and revenues and assets as stipulated in the Strategic Plan.
- h) Ensure timely presentation of financial, management and regulatory reports to the board the members and authorized third parties including auditors, regulatory authority and the ministry for cooperatives development and marketing.
- i) Have in place a strong Risk, Compliance and Governance Framework embedded across the organization;
- j) Maintain effective communication with members, employees, Government authorities and other stakeholders.
- k) Timely implementation of the board recommendations. Monitor expenditures of the Sacco to make sure they are within the authorized annual budget of the Sacco.
- l) Appropriately organize staff as necessary to enable it to achieve the approved

- m) Strategy.
- n) Foster a conducive corporate culture that promotes strong ethical practices, good governance and employee productivity.
- o) Implement credit administration controls systems to minimize loss to the Sacco through revenue leakage

#### **Skills, Competencies, and Experience**

- a) Good analytical, communication, organizational and interpersonal skills
- b) High degree of integrity Strategic thinking and results oriented.
- c) Track record of good management and development skills
- d) Knowledge of computerized accounting systems
- e) Credit risk management
- f) Ability to conceptualize new business ideas
- g) Knowledge in Financial Accounting and Reporting
- h) A bachelor`s degree/ Diploma in a business- related field preferably in co-operative management/ finance/ Economics, business administration and at least 5 years` experience in co-operative management at a senior position.

If you believe you have the experience , competencies and qualification that match the job and role specification described send your application (stating current and expected salary ) and update CV ( with details of at least 3 references ,one of which must be immediate former employer ) addressed to the Board Chairman to reach us on or before **22<sup>nd</sup> August 2023** by **email: [wananchi.sacco@lafargeholcim.com](mailto:wananchi.sacco@lafargeholcim.com)**

**Only shorted listed candidates will be contacted**