

Internal & External Job Advertisement

Job Title: Executive Secretary	Reporting to: Chief Executive Officer
Department: Executive	Location: Nairobi
Grade: Band 5	Date: 26 March 2024

Kimisitu Sacco Ltd Overview

Kimisitu Cooperative Savings and Credit Cooperative Society ‘the Sacco’ is one of the fastest growing National Tier-1 Deposit Taking SACCOs in the region. The Sacco was registered in 1985 and is regulated by SASRA (Sacco Societies Regulatory Authority of Kenya).

Kimisitu Sacco has an open membership majorly drawn from employees of Non-Governmental Organizations (NGO), embassies, international missions, government agencies, corporates, businesses, chamas, and investment groups in Kenya and diaspora. We are committed to championing the financial independence of all our members.

Kimisitu Sacco is seeking to recruit a proactive and multi skilled individual to join our team and contribute to the smooth operation of our business by providing invaluable support to our Executive and Management team.

Position Summary

You will be responsible for planning, coordinating, and providing effective and efficient administrative support to the BOARD, Chief Executive Officer (C.E.O) and Managers of the Sacco. You will be crucial in supporting the Executive make the best use of their time and will be relied on heavily to ensure that work is done without the need for constant or direct supervision.

Main Responsibilities

- Provide general administrative and secretarial support to the Chief Executive Officer (C.E.O), plan appointments, manage daily activities, board meetings, conferences, and other important events.
- Ensure the SACCO annual calendar of activities, C.E.O’s communication, planning schedules, meetings, reports, speeches, presentations, and associated tasks are well organized and optimized.
- Support in planning and organizing management meetings and ensure meetings are efficiently coordinated.
- Provide administrative and secretarial services to BOARD and manage all communications between the Sacco and directors.
- Provide fast and accurate information to directors’ queries and handle first level complaints
- Manage and prioritize workflows to ensure that management meeting reports, minutes, correspondence and matters for attention are dealt with in a professional and timely manner.
- Keep records of discussions, decisions, and action items.

- Develop and maintain a contact database for directors, clients, vendors, key stakeholders, regulators and ensure that this is updated on a regular basis.
- Draft communication correspondence on behalf of the C.E.O as directed / guided.
- Arrange travel logistics for executives, including flights, transport, accommodation, and visa arrangements in liaison with procurement department, scheduling meetings/visits on travel.
- Prepare and verify all Executive expenses and claims and forward to finance for payment.
- Receive and screen Executive telephone calls, enquiries, emails, and requests, redirecting them timely as necessary.
- Handle confidential documents securely and ensure sensitive information remains protected.
- Manage Directors records and filing.
- Responsible for enforcing relevant governance guidelines, rules, and regulation as directed/ guided.
- Upload all board reports and board papers on e-board / share point.
- Participate in management of assigned ad hoc projects.
- Perform any other responsibility assigned from time to time.

Knowledge: Qualifications & Experience

- A minimum of bachelor's degree in Secretarial Studies/Business Administration, Public Relations, Communication, or its equivalent.
- A minimum of five (5) years' experience as executive Assistant is desirable.
- Practical knowledge of using Microsoft word, Excel, outlook and ERP software.

Personal Attributes required for this role:

- Excellent interpersonal, communication, and problem-solving skills
- Exceptional time management and organizing skills
- Detailed oriented and able to work under pressure
- Ability to handle sensitive issues of a confidential nature with tact and professionalism.
- Demonstrate professional expertise in the relevant work area.

Key Relationships:

Direct Reports to this Role:

- None

Internal Contacts:

- All departments
- Directors

External Contacts:

- Service providers.
- vendors

How to Apply

Interested candidates meeting the above requirements should apply online by filling in the data form on this link <https://forms.office.com/r/pdg30NHnLu>. After completing the data form, proceed and send your application letter and a detailed Curriculum Vitae (CV) to jobs@kimisitusacco.or.ke. Clearly state the subject of the email as **Executive Secretary**, the data form must be filled in full. To be considered for this role your application must be received by C.O.B on **Tuesday, 9th April 2024**. Only shortlisted candidates will be contacted.

Kimisitu SACCO never asks for money in return for advancement in any recruitment process. If you are ever asked for a fee, please report to Kimisitu SACCO on 0709 136000 or jobs@kimitusacco.or.ke.

Kimisitu Sacco is an equal opportunity employer.

Kimisitu Sacco is ISO 9001:2015 certified.