

## EXCELLENT CAREER OPPORTUNITY

### External Job Advert

Kimisitu DT Sacco 'the SACCO' is one of the fastest-growing national and ISO 9001:2015 certified 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 DT SACCO has an open membership, majorly drawn from employees of Non-Governmental Organizations (NGO), Embassies, International Missions, Government Agencies, Corporations and businesses both locally and internationally. Our mission is *"We are committed to championing the financial independence of all our members. We offer ourselves as partners for life."*

Kimisitu DT SACCO is seeking to recruit a dynamic, self-driven, and result-oriented individual to join her team in her fast-paced, modern work environment, to fill the vacancy listed below:

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| <b>Job Title:</b> Foundation Project Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Reporting to:</b> Chief Executive Officer |
| <b>Job Type:</b> Contract (3 Years Renewable)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Location:</b> Nairobi                     |
| <b>Job Field:</b> Project and Program Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Date:</b> 18/09/2026                      |
| <b>Job purpose:</b><br><br>Responsible for overseeing all foundational activities and coordinating the day-to-day foundation operations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                              |
| <b>Key Duties &amp; Responsibilities:</b> <ul style="list-style-type: none"> <li>• Coordination of all Foundation activities and duties assigned by the Sacco CEO.</li> <li>• Timely liaison with the agencies, business partners, Foundation Board, Sacco members, Employees of the Sacco, and any relevant public bodies on issues related to the management of the Foundation.</li> <li>• Supporting the Foundation Board Committees and executing Board resolutions.</li> <li>• Coordinating implementation of the Foundation's strategic and operational priorities.</li> <li>• Leading the planning, documentation, and execution of fundraising activities.</li> <li>• Overseeing monitoring, evaluation, and reporting of programmes.</li> <li>• Strengthening partnerships, communications, and visibility efforts.</li> <li>• Preparing and submitting monthly progress reports and a consolidated quarterly report.</li> <li>• To research and keep abreast of any changes to relevant laws and regulations and prepare regular updates to management and the Board.</li> </ul> |                                              |

- Assist in supervision of duties assigned to external service providers.
- Manage the Foundation's programme tracker

#### **Knowledge: Qualifications & Experience**

- Bachelor's Degree in a business-related field e.g. Development Studies, Economics, Marketing, Sociology.
- 3 years' experience in a busy community-facing environment

#### **Personal Attributes required for this role**

- Ensure positive experience for all stakeholders in the Foundation initiatives.
- Addressing the Foundation needs.
- Deepen the Foundation engagement with stakeholders.
- Ensure transformation of lives through the Foundation activities.
- Innovate the Foundation's representation and ensure it remains relevant.

#### **How to Apply**

Interested candidates meeting the above requirements should apply online by filling in the data form on this link [FOUNDATION PROJECT OFFICER-NAIROBI – Fill in form](#)

The data form must be fully filled. Incomplete forms will be disqualified. In addition, the applicants should send an application letter with a detailed CV to [jobs@kimisitusacco.or.ke](mailto:jobs@kimisitusacco.or.ke) by **COB October 1<sup>st</sup> 2026**, bearing the subject line “**Foundation Project Officer.**” People with disabilities are encouraged to apply.

Only shortlisted candidates will be contacted.

***Kimisitu DT 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 DT Sacco on 0709 136000 or [jobs@kimisitusacco.or.ke](mailto:jobs@kimisitusacco.or.ke).***

***[Kimisitu DT Sacco is an equal opportunity employer.](#)***

***[Kimisitu DT Sacco is ISO 9001:2015 certified.](#)***