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Excellent Career Opportunity

A. KIMISITU DT SACCO OVERVIEW

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"*, underpinned by prudent resource mobilization and exceptional customer care.

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:

Job Title: Executive Secretary	Reporting to: Chief Executive Officer
Department: Executive	Location: Nairobi
Grade: Band 4	Date: 1 st December 2025

Position Summary

The Executive Secretary is responsible for planning, coordinating, and providing effective and efficient administrative support to the Chief Executive Officer (C.E.O), managers and directors of the Sacco. The role holder supports management to make the best use of their time and is relied on heavily to ensure that work is done without the need for constant or direct supervision.

Main Responsibilities

- Provide general administrative support to the C.E.O in the managing of daily activities and diary management.
- Ensures communication, planning schedules, appointments, meetings, reports, presentations, and associated tasks are well organized for the C.E.O.
- Plans and organize management meetings and ensure meetings are efficiently coordinated.
- Manages and prioritizes workflows to ensure that management meeting reports, minutes, correspondence and matters for attention are dealt with in a professional and timely manner.
- Develops 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.
- Plans and organize local and international travels, accommodation and visa arrangements, scheduling of meetings/visits, and coordination with travel agency.

- Verifies all expenses and claims and forward to finance for payment to C.E.O/board/special committees.
- Makes decisions as and when necessary, regarding general administrative issues.
- Handles all communications between the Sacco and directors by drafting and sending emails/notices and reminders to the board for meetings and events.
- Screens telephone calls, enquiries, emails, and requests for the CEO.
- Attends to emails on behalf of the CEO.
- Participate in the management of assigned ad hoc projects.
- Responsible for enforcing relevant guidelines, rules, and regulations
- Uploads all board reports and board papers on the E-board.
- Provide fast and accurate information to directors' queries and handle first-level complaints
- Perform any other responsibility assigned from time to time.

Knowledge: Qualifications & Experience

- A minimum of a bachelor's degree in Secretarial Studies/Business Administration, Public Relations, Communication, or its equivalent.
- A minimum of five (5) years in a similar role / related work experience supporting executive-level.
- Previous relevant work experience in a similar position in a financial institution, and/or other related fields.
- Proficient in computer applications.

Personal Attributes required for this role:

- Excellent communication and interpersonal relationship skills.
- Excellent organizing skills and able to prioritize tasks.
- Attentive to details.
- Ability to handle sensitive issues of a confidential nature with tact and professionalism.
- Good problem-solving skills.
- Demonstrate professional expertise in the relevant work area.
- Ability to work under pressure and on strict deadlines.

How to Apply

Interested candidates meeting the above requirements should apply online by filling in the data form on this link [EXECUTIVE SECRETARY – Fill out form](#)

The data form must be fully filled out. Incomplete forms will be disqualified. In addition, the applicants should send an application letter with a detailed CV to jobs@kimisitusacco.or.ke by Wednesday, 10th December 2025, clearly stating the subject of the email as "Executive Secretary,". Only shortlisted candidates will be contacted.

Kimisitu DT Sacco Ltd is an equal opportunity employer.