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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	FOSA Manager
Department	FOSA
Terms	3-year renewable contract
Position Reports to	Chief Executive Officer

Core Responsibility:

Responsible for all aspects of FOSA business to deliver business growth through offering attractive products and effectively managing operations to ensure customer satisfaction while meeting internal and regulatory compliance requirements.

Reporting to the Chief Executive Officer, the incumbent will be responsible for the overall management of the FOSA business as a stand-alone profit center.

Main Duties and Responsibilities.

1. Business Growth

Responsible for developing, implementing and executing strategic marketing plans for the FOSA to attract potential customers and retain existing ones.

- Prepares and coordinates the implementation of the FOSA marketing plan to meet the set Business Growth targets.
- Conduct market research on new products and services, including competitor activity with a view to identifying emerging needs/demands and gauge customer satisfaction and recommend changes to products and services.

- To monitor member satisfaction and ensure that customer's suggestions, complaints and views are recorded and addressed.
- To prepare a monthly report on product/services consumption and advise the CEO on the effectiveness of the FOSA business growth strategy.

2. FOSA Operations and Reporting

- Supervises the FOSA activity to ensure efficiency and effectiveness of the utilization of FOSA assets and funds.
- Implements the society's policies at the FOSA level by developing and implementing procedures and processes for the smooth running of FOSA operations.
- Advises the Credit Committee on the Credit Risk and other aspects of the FOSA business.
- Prepares reports such as reconciliation of various ledgers, overdrawn accounts, liquidity reports, gross interest margin, deposit growth projections, opened, dormant and closed accounts, maturing dates of deposits and product performance, etc.
- Maintains an updated record of the FOSA assets and liabilities by maintaining an updated inventory.
- Acts as Primary Custodian to the strong room.
- Treasury management

3. Leadership and Administration

- Guide, train, mentor and motivate FOSA staff to deliver on the approved strategic plan and targets.
- Analyse employee job performance against plans, business results against targets and take the necessary action on variances.
- Develop staff management plans which include leave roster, training schedule, marketing plans, staff rotation and succession plans for the FOSA.

4. Regulatory and Internal Compliance

- Ensure that the FOSA observes liquidity and cash ratios and that an adequate level of cash is maintained.
- Monitor FOSA operations in accordance with the Operations Manual and take timely corrective action where deviations are noted
- Identify any irregularity such as forgery, fraud, theft, cash difference, cash misappropriation and staff misbehaviour in the FOSA and take appropriate action in liaison with the Human Resource Manager.
- Perform such other duties as may be directed to perform by the CEO.

Qualifications and Competencies

- Bachelor's Degree from a recognized University. A business-related Degree, commerce, Finance or Economics will be an added advantage.
- A master's degree will be an added advantage
- CPA (K) is a mandatory requirement.
- Must be a member of ICPAK in good standing.
- Experience working with an ERP system preferred.

- A Diploma in Co-operative Management or its equivalent will be an added advantage
- Demonstrate leadership and management skills.
- A person of integrity, a team player with effective communication skills.
- Proficiency in computer skills

Experience:

- Minimum of eight years' work experience in a Financial Institution, five of which must have been as FOSA Manager
- Strong analytical skills and data-driven thinking. Up to date with the latest trends and best practices on FOSA marketing, reporting and growth measurement.

Interested candidates meeting the above requirements should apply online by filling in the data form from the link, <https://forms.office.com/r/Yei7hi6h84>

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 by Thursday, November 27, 2025, clearly stating the subject of the email as 'FOSA Manager'.

Only shortlisted candidates will be contacted.

Kimisitu Sacco is an equal opportunity employer.