

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: HR and Administration Manager	Reporting to: Chief Executive Officer
Department: HR & Administration	Location: Nairobi
Grade: 2	Date: 26 January 2026

Position Summary:

The HR and Admin Manager is responsible for the day-to-day functions of Human Resources Department. Performs job duties within the Sacco's Policies and Procedures. Identifies problems and proposes solutions. Obtains approval prior to acting outside established Sacco Policy. The role holder oversees the departmental budget utilization and participates in the development, coordination, implementation, and administration of personnel policies, procedures, and programs that address employment processes, employee benefits, compensation, labour laws, employee relations, and records management.

Main Responsibilities:

- Develop and monitor implementation of effective human resources strategies and policies in line with the Sacco strategy.
- Recruit, deploy and retain quality talents for the Society for optimal alignment of Human Capital to the strategic mandate.
- Coordinate organizational training needs assessment and plan training and development interventions in line with the overall strategy for improved performance.
- Develop and maintain a cohesive and flexible performance-based culture that will deliver on the Society's objectives.

- Review the Society's organizational structure for optimal establishment to support business processes and ensure effective manpower and succession planning.
- Develop and maintain competitive remuneration and grading structures.
- Develop and maintain robust administrative systems on records management, transport, and office maintenance.
- Manage employee relations, welfare, safety, and health to foster a conducive work environment and ensure legal compliance.
- Coordinate and supervise the administrative function and outsourced services of the organization including security services, management of the office premises, facilities and all office equipment and property and ensure safety in the work place and provision of working tools.
- Provide strategic direction on administration of the Society through development and implementation of administrative strategies, policies, procedures, and systems.
- Supervise direct reports work and other administrative matters.
- Review performance of direct reports.
- Identify training needs for direct reports.
- Participate in the recruitment of staff within the department, mentor and coach staff.
- Maintain and monitor the integrity of the Human Resources Information Management Systems for accurate employee data.
- Develop and monitor implementation of the Human Resources and Administration Departmental budget for cost management.
- Provide leadership and ensure efficient and effective management of staff and resources in the HR department.
- Coordinate and ensure the successful implementation of change management initiatives.
- Ensure implementation of management directives on administrative matters.

Knowledge: Qualifications & Experience

- Bachelor's degree in Human Resource Management or in social science or related field.
- Higher National Diploma in Human Resource Management.
- MBA/MSc -HRM Option an added advantage.
- Minimum of 8 years' hands-on experience.
- Knowledge of computer applications.
- Knowledge of the Kenya labour laws.
- Membership of IHRM.
- Practicing Certificate from IHRM

Personal Attributes required for this role:

- Conflict resolution skills
- People oriented and results driven
- Knowledge of HR systems and databases
- Ability to architect strategy along with leadership skills
- Excellent active listening, negotiation, and presentation skills
- Competence to build and effectively manage interpersonal relationships at all levels of the Sacco.

How to Apply

Interested candidates meeting the above requirements should apply online by filling in the data form on this link [HUMAN RESOURCE AND ADMINISTRATION MANAGER \(1\) – Fill out 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 by Monday, 9th February 2026, by COB, clearly stating the subject of the email as "Human Resource and Administration Manager.". People with disabilities are encouraged to apply.

Only shortlisted candidates will be contacted.

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