

### **External Job Advertisement**

<b>Job Title:</b> Regional Sales Agents	<b>Reporting to:</b> Relationship Officer
<b>Department:</b> Marketing & Business Development	<b>Location:</b> Nairobi
<b>Date:</b> 8 <sup>th</sup> September 2025	<b>Terms of Contract:</b> One (1) Year contract, renewable on satisfactory performance.

### **Kimisitu DT Sacco Ltd Overview**

Kimisitu DT Sacco Limited '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 DT Sacco Limited has an open membership mainly drawn from employees of Non-Governmental Organizations (NGO), Embassies, International Missions, Government Agencies, Corporates and businesses, in Kenya and Diaspora. We are committed to championing the financial independence of all our members.

### **Position Summary**

Kimisitu DT Sacco Limited is seeking dynamic, self-driven, and result-oriented individuals to join our team as **Regional Sales Agents**. This role focuses on managing and nurturing relationships with new and existing members, with a goal of driving growth in member recruitment, retention, and product uptake. The Sales Agent will act as the primary point of contact between the Sacco and its members, ensuring member satisfaction and contributing to the overall growth strategy of the Sacco in the following regions;

### **Nairobi & its Environs**

Gigiri – 1  
Kangemi - 2  
Head office – 2

### **Outside Nairobi**

Mombasa - 3  
Kisumu - 2  
Migori – 2  
Kakuma/Lodwar – 2  
Nakuru – 1

### **Key Responsibilities**

#### **Key Duties & Responsibilities:**

- Identify new sales prospects and follow up on leads and referrals.
- Conduct sales activation drives in the assigned region/area.

- Recruit new members to the Sacco, ensuring compliance with due diligence and KYC policies.
- Ensure recruited member accounts are fully funded and active.
- Achieve sales targets within set periods (daily, weekly, and monthly).
- Support and participate in sales and marketing events and outreach activities.
- Disseminate information about savings, loans, and services to Sacco members and cross-sell products/services.
- Establish and maintain strong member relationships and drive demand for the Sacco's product portfolio.
- Prepare and submit periodic sales reports for analysis by the supervisor and assist in implementing sales, marketing, and business growth strategies.
- Prepare and make presentations to prospective Sacco customers.
- Any other official duties that may be assigned from time to time.

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

- Certificate or Diploma in Co-operative Management, Business Administration, Marketing, or its equivalent qualification.
- Sales and marketing experience in a financial institution is an added advantage

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

- Interpersonal Skills,
- Independently
- Integrity
- Communication Skills
- Team Player

#### **Key Relationships:**

##### **Direct Reports to this Role:**

- None

##### **Internal Contacts:**

- Marketing
- Credit
- Finance

##### **External Contacts:**

- Members
- vendors

#### **Salary**

- Commission-based with a monthly retainer of Kes 15,000.

#### **How to Apply**

Interested candidates meeting the above requirements should apply online by filling in the data form from this link <https://forms.office.com/r/WevZtLpWjF> .After filling the data form, proceed and send an application letter and a detailed curriculum vitae (CV) to [jobs@kimisitusacco.or.ke](mailto:jobs@kimisitusacco.or.ke).

The data form must be filled in full.

To be considered for this role your application must be received by C.O.B on **12<sup>th</sup> September 2025**. Clearly state the subject of the email as **Regional Sales Agent**. Only shortlisted candidates for the role will be contacted. People living with disabilities are encouraged to apply.

***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@kimsitusacco.or.ke](mailto:jobs@kimsitusacco.or.ke).***

**Kimisitu DT Sacco is an equal opportunity employer.**

**Kimisitu DT Sacco is ISO 9001:2015 certified.**