

External Job Advertisement

Job Title: Sales and Marketing Officer	Reporting to: Senior Marketing Officer
Department: Business Development & Marketing	Location: Mombasa County
	Terms of Contract: One Year Renewable

Kimisitu Sacco Ltd Overview

Kimisitu Savings and Credit Cooperative Society '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 Sacco has an open membership majorly drawn from employees of Non-Governmental Organizations (NGO), Embassies, International Missions, Government Agencies, Corporates, businesses, Chamas, and investment groups in Kenya and Diaspora. Our mission is to empower our members economically by providing quality financial services through prudent mobilization of resources and excellent customer care.

Kimisitu Sacco is seeking to recruit a dynamic, self-driven, and result-oriented individual to join our team in our fast paced, modern work environment, to fill in the above position:

Position Summary

You will be responsible for recruiting new members and selling all the Sacco FOSA and BOSA products to members, growing business and market share in Mombasa County while maintaining high level of relationship management.

Key Responsibilities

- Recruit new quality organizations and advise the organizations on eligibility for joining Kimisitu Sacco.
- Recruit new members from existing and new organizations while ensuring compliance to Sacco policies and procedures
- Act as the point of contact for assigned relationships and increase market share as per the assigned SACCO targets
- Ensure minimum requirements for share capital and deposits for every recruited member are met
- Explain to members the different types of FOSA and BOSA products available and their respective terms and conditions.
- Increase Sacco revenue through sale of assigned targets for Sacco products and services e.g., insurance, loans, trade finance among others as may be prescribed by the Senior Marketing Officer
- Relationship Management and advice members on loan eligibility.
- Ensure member satisfaction of the assigned portfolio.
- Participate in planning, organization and execution of all Sacco marketing events as assigned by the Senior Marketing Officer from time to time
- Establish and manage a portfolio of members ensuring that all assigned KPI's for BOSA and FOSA products are met as per the set targets
- Account's for (membership) retention
- Perform any other responsibilities as assigned from time to time

Knowledge: Qualifications & Experience

- Diploma in sales and marketing, Co-operative Management, Business Administration/Management or its equivalent.
- A bachelor's degree is an added advantage.
- Minimum three (3) years 'experience in sales and marketing and/or business development in a financial institution
- Experience working with a financial institution in Mombasa City or adjacent Coastal Towns
- Proficiency in computer skills

Personal Attributes required for this role:

- Good Communication and interpersonal skills,
- Ability to work Independently
- A person of Integrity
- Team Player

Key Relationships:**Direct Reports to this Role:**

- None

Internal Contacts:

- All departments

External Contacts:

- Existing and potential Members
- Member Organizations
- Partners
- Vendors

N/B: Qualified candidate MUST be an existing resident of Mombasa County

How to Apply

Interested candidates meeting the above requirements should apply online by filling in the data form from the link <https://forms.office.com/r/CeTVppPFLd> . After filling the data form, proceed and Send an Application Letter and a detailed Curriculum Vitae (CV) to jobs@kimitusacco.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 **Wednesday 11th October 2023**. Clearly state the subject of the email as **Sales and Marketing Officer – Mombasa**. Only shortlisted candidates for the role will be contacted.

Kimisitu 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 SACCO on 0709 136000 or jobs@kimitusacco.or.ke.

Kimisitu Sacco is an equal opportunity employer.

Kimisitu Sacco is ISO 9001:2015 certified.