

VACANCY ANNOUNCEMENT

Mwalimu National is the largest Sacco in the region with total assets in excess of 45 billion Kenya Shillings and is mandated to mobilize savings and give credit to its members. Over time, Mwalimu has grown and has a number of subsidiaries including Mwalimu National Holdings Limited, Mwalimu Asset Management Limited, Spire Bank Limited and Spire Insurance Brokers Limited. Mwalimu National has eighteen (18) branches spread across Kenya with a membership in excess of 92,000 members. Mwalimu National stands out as a leader in the sector, a key and fast-growing player in the region's financial services sector and a world-class co-operative financial institution. The Society is an ISO 9001:2015 certified organization.

Mwalimu National is seeking to recruit dynamic, ambitious, and result-oriented individuals to join our team in our fast paced, modern work environment, to fill the following positions:

1. DEPUTY CHIEF EXECUTIVE OFFICER: GRADE MW1 (1 POSITION); REF: MNS/HR/01/2019

The Deputy Chief Executive Officer will be responsible to the Chief Executive Officer.

Job Purpose

The Deputy CEO shall be the principal deputy to the Chief Executive Officer.

Specific Responsibilities

- i. Deputize the Chief Executive Officer during periods of absence, and in relation to specific matters, issues of Society operations as delegated from time to time.
- ii. Oversees the running of the Customer Care, Marketing and Corporate Communication, Records Management, Procurement, DMU, Security, Risk and Compliance, Administration departments, sections and units.
- iii. Coordination of the development and implementation of business strategies for subsidiaries to ensure that they are viable.
- iv. To chair the Senior Managers Committee and update the CEO on outcomes of the Committee's meetings.
- v. Assist the CEO in the development and implementation of strategies for the SACCO.
- vi. Assist in the development and monitoring of the SACCO budget.
- vii. Spearheading the Society's Product Development.
- viii. Assist the CEO in human resource planning, recruitment, development, management and discipline.
- ix. Daily structured briefings of the Chief Executive Officer on current issues affecting the Society.
- x. Represent the CEO in Full Board & committee meetings, stakeholder meeting and business function as assigned by the CEO.
- xi. Assist the CEO in developing and maintaining effective working relationships with diverse range of internal and external stakeholders and nurture effective strategic partnerships to identify and expand the membership base and demands and new industry developments which impact on the strategic positioning of the SACCO and achievement of short- and long-term goals.
- xii. Attend to the CEO's duties in situations when the CEO is unable to attend.

Key Qualifications, Knowledge, and Experience Required:

- Bachelor's degree in Business development related field. A master's degree will be an added advantage;

- Membership of relevant professional bodies e.g. ICPAK, MSK, IHRM, ICPSK etc.
- Minimum of 10 years' experience in a similar institution, 5 of which must be in a senior management position;
- Demonstrate expert business knowledge and proficiency in financial management, business development, institutional leadership, corporate communication, and strategic planning;
- High standards of professionalism and integrity;
- Excellent written and oral communication skills;
- Excellent interpersonal, teamwork & team leadership skills;
- Excellent leadership and supervisory skills; and
- Self-driven i.e. ability to work without supervision.

2. HEAD OF AUDIT, RISK & COMPLIANCE GRADE MW2 (1 POSITION); REF: MNS/HR/02/2019

The Head of Audit, Risk & Compliance will report directly to the Board Audit Committee on all adverse operational areas including risk, control and governance. Head of Audit, Risk and Compliance will also report indirectly the Chief Executive Officer for all administrative issues.

Job Purpose

To provide assurance to the Audit Committee with regards to the effectiveness and adequacy of the society's internal control systems, risk management and governance policies, procedures and processes and the society's statutory requirements and regulations.

Duties and Responsibilities

Specific duties and responsibilities will entail: -

- (i) Formulate the strategic operational objectives for the department in line with the overall corporate plan.
- (ii) Ensure the execution of strategic objectives for the department.
- (iii) Lead Audit team to deliver all planned and agreed department and individual performance targets to ensure that the Audit department is efficient and value adding to the society.
- (iv) Provide exemplary internal customer service to internal customers by providing value adding feedback to issues identified through the audit process, assisting departments to close internal and external audit queries raised.
- (v) Ensure information on risks, controls, governance, security, and other related matters in financial and non-financial areas of the society.
- (vi) Evaluate and provide reasonable assurance that risk management, control and governance systems are functioning as intended and will enable the organization's objectives and goals to be met.
- (vii) Organize audits of Head Office departments and branches from time to time
- (viii) To compile reports for the Audit Committee and Senior Management Team.
- (ix) Issue relevant / pertinent warnings of identified risks highlighting the risk involved and noncompliance if any.
- (x) Organize follow up audits to external audit reports and advise on closure of reports to branches and departments ensuring final compliance with external audit report recommendations.
- (xi) Attend Board Audit Committee meetings as Secretary.
- (xii) Identify all the business risks and advise the society accordingly.
- (xiii) Develop an Audit Plan for the entire organization and oversee its execution.
- (xiv) Conduct Investigations as requested by Senior management or on a need basis.

- (xv) Provide senior management and the Board with an opinion on the adequacy, effectiveness and efficiency of the internal controls in the organization .
- (xvi) Report risk management issues and internal controls deficiencies identified directly to the CEO and the Board and provide recommendations for improving the organization's operations .
- (xvii) Champion risk management by creating risk awareness in the Sacco and assisting in the development of internal control culture including training to staff.
- (xviii) Liaise with external auditors on internal control issues.

Required Functional Skills and Qualifications:

For appointment to this grade, the candidate must have the following qualifications: -

- Bachelor's Degree in business related field.
- Certified Public Accountant (CPA (K) qualification.
- At least 8 years' relevant experience in a similar position.
- Computer literacy

Required behavioural skills:

- A candidate must be a person of integrity and demonstrate excellent interpersonal;
- Demonstrated professional competence and capability in work performance;
- Great attention to detail and high numeracy levels;
- Must be able to work independently with minimal supervision as well as in a team environment;

3. PROCUREMENT OFFICER: GRADE MW6 (1 POSITION); REF: MNS/HR/03/2019

The Procurement Officer will report to the Procurement Manager.

Duties and responsibilities

Specific duties and responsibilities will entail: -

- (i) Ensuring security and safe custody of stores and equipment;
- (ii) Participating in the Procurement of stores and equipment;
- (iii) Undertaking stock control and stock audit;
- (iv) Liaising with customers on outstanding deliveries and verification of orders and invoices;
- (v) Collecting data on outstanding deliveries and unserviceable stores and equipment for disposal;
- (vi) Compiling data on items required for tendering and on disposable and unserviceable stores and equipment; and
- (vii) Participating in the preparation and implementation of procurement procedures manual;
- (viii) Analysing data on items required for tendering and quotation purposes and on those classified as disposable and unserviceable;
- (ix) Participating in disposal of unserviceable stores and equipment;
- (x) Participating in the preparation of estimates on expenditure of goods and services; and
- (xi) Co-ordinating delivery of procured stores and equipment;

Required functional skills:

For appointment to this grade, an officer must have: -

- Bachelor's degree in any of the following disciplines: Commerce (Finance or Procurement option), Business Administration (Supplies Management option), Procurement and Logistics, or equivalent qualification from a recognized institution;
- Certificate in computer applications skills; and
- Shown merit, integrity and ability as reflected in work performance and results.

Required behavioural skills:

- A candidate must be a person of integrity, demonstrate excellent interpersonal skills and be a team player;
- Demonstrate high ethical standards;

How to apply:

Interested persons are invited to view detailed job descriptions at www.mwalimunational.coop under careers and send their application letters, updated CV, copies of academic, professional certificates and testimonials to the undersigned by 5.00pm on **Monday 1st July , 2019**.

N/B: Only shortlisted candidates will be contacted.

The Chief Executive Officer
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Or

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Mwalimu is an equal opportunity employer and shall not in its recruitment discriminate on the basis of race, religion, colour, ethnic origin, political affiliation, sex or sexual orientation, pregnancy, marital status, disability, health or social status.

Mwalimu National is regulated by SASRA.