



(CS/ NO. 2676)
(Regulated Non- Withdrawable Deposit Taking SACCO)

Chief Executive Officer (CEO)

Dudu Regulated Non-Withdrawable Deposit Taking Sacco (Dudu RNWDTS) was established in 1977 with core objectives of mobilizing savings and providing affordable financial services to its members. It is currently based at the International Centre of Insect Physiology and Ecology (*icipe*, Nairobi, Kenya) along Kasarani - Mwiki road.

The Sacco is seeking for a qualified and suitable candidate to fill the vacant position of Chief Executive Officer (CEO) as per the following terms of reference, which include to;

- a) Oversee the day-to-day operations, effective supervision, and guidance of staff.
- b) Ensure compliance with statutory and regulatory requirements as outlined in the Cooperative Societies Act, Sacco By-laws, Sacco Societies Act and Regulations.
- c) Spearhead the Sacco's financial planning, forecasting, and budgeting.
- d) Responsible for implementation and tracking the strategic plan 2021 – 2025 and business plan.
- e) Provide support to the Board of Directors by implementing resolutions,
- f) Organize Board, supervisory, and sub-Committee meetings, and also the Annual/Special General Meetings.
- g) Prepare accurate financial reports for presentation during the Board meetings.
- h) Ensure Sacco accounting systems is updated timely and regular backups.
- i) Manage general and subsidiary ledgers in accordance with the internationally accepted accounting and financial reporting standards and prepare final accounts for audit.
- j) Prepare on monthly basis budget utilization tracking report then provide explanations on variances.
- k) Ensure efficient procurement of goods and services for the Sacco in compliance with the policy and regulatory requirements.
- l) Lead marketing and new membership recruitment drives and ensure the Sacco's website is up-to-date.
- m) Support both supervisory and credit committees during preparation of quarterly reports by enabling their full access to necessary information.
- n) Perform any other duties assigned by the Board.

Qualifications & Experience

- A university degree in Business Administration, Business Management, Commerce, Finance, Accounting or Economics or related course.
- Diploma in co-operative management or any other relevant field will be an added advantage.
- Have at least 8 years' experience in a deposit taking Sacco.
- Accounting certification CPA(K)/ACCA.
- Experience working with ERP system Microsoft dynamics.

How to apply

The Job description is available on our website www.dudusacco.com

Interested candidates who meet the above criteria should submit: (i) an application letter, (ii) detailed Curriculum Vitae with email and phone contacts of three professional referees, and (iii) copies of academic and professional certificates to:

**The Chairman, Dudu Sacco Society Limited
P.O Box 30772-00100, Nairobi – Kenya**

All applications should be submitted to: dudurecruitment@icipe.org by clearly indicating the subject as “Chief Executive Officer - Dudu regulated Non WDT Sacco Society Limited” followed by the surname of the applicant (i.e. Chief Executive Officer - Dudu regulated Non WDT Sacco Society Limited_Mary Peter).

Application Deadline is 10th June 2022 by close of business

Shortlisted candidates will be required to meet SASRA’s guidelines by obtaining clearance from the following:

- (i) Kenya Revenue Authority (KRA)
- (ii) Ethics and Anti-Corruption Commission (EACC)
- (iii) Department of Criminal Investigation (DCI)
- (iv) Higher Education Loans Board (HELB)
- (v) Credit Reference Bureau (CRB).