JUMBO SAVINGS AND CREDIT CO-OPERATIVE SOCIETY LIMITED

Jubilee Exchange Building, Mama Ngina / Kaunda Street | P. O. Box 26379 00100 GPO, Nairobi | Tel: (+254) (0) 709 100 090 | 794 871 707
Email: jumbosacco@yahoo.com | info@jumbosacco.com | Web: www.jumbosacco.com

JOB ADVERTISEMENT

Job Title	Chief Executive Officer (CEO)
Reporting to	Board of Directors, Jumbo Sacco
Location	Jubilee Exchange Building, 5th Flr, Mama Ngina Street
Work Pattern/Hours	As per the Sacco's HR Policy-Full time

About Jumbo Sacco

Jumbo Sacco is a Non-Deposit Taking Sacco with over 1,000 members primarily drawn from Jubilee Insurance Group and based in Nairobi, seeks to fill the position of Chief Executive Officer (CEO).

Role Purpose

The CEO shall report to the Board of Directors. The CEO shall oversee the day-to-day operational functions of the SACCO and is responsible for daily communication with the Board, creating operations strategies and policies, communicating operational strategies to employees, building employee alignment with Sacco's goals. The CEO is also responsible for ensuring and improving the performance, productivity, efficiency and profitability of departmental, and overall organizational operations through the provision of effective leadership.

Key Responsibilities

Reporting to the Board of directors, the Chief Executive Officer shall be responsible for the day-to-day running of the Sacco operations. The key duties shall include;

- Development and execution of the Sacco's strategic plan and business plans, aligning operations with the mission and cascading goals to divisional heads.
- Overseeing budgeting, liquidity and investment portfolio management to ensure long-term sustainability and returns to shareholders.
- Ensuring adherence to SASRA guidelines, regulations and all other relevant laws, rules and regulations.
- Leading the digital transformation strategy, including oversight of core banking systems and cybersecurity.
- Spearheading business development initiatives to expand membership and create innovative financial solutions to the membership.
- Providing regular, timely and accurate reports to the board on financial performance, risk exposure and audit findings.
- Leading, mentoring, supervising and developing a high-performance staff culture, ensuring optimal talent acquisition, utilization and performance.
- Reviewing and implementing regulations, internal systems, structures, procedures and controls to improve the quality of service
- Attend all board of Directors meetings on an advisory capacity
- Manage the Sacco's budget ensuring spending is in line with overall budget
- Ensure compliance with all statutory requirements & relevant bodies.
- Monitor key performance areas and ensure all targets are met
- Co-ordination of the Sacco activities to ensure optimum and efficient utilization of all Sacco assets and resources.
- Represent the Sacco in forums, business transactions and any other transaction authorized by the Board of Directors.

JUMBO SAVINGS AND CREDIT CO-OPERATIVE SOCIETY LIMITED

Jubilee Exchange Building, Mama Ngina./ Kaunda Street | P. O. Box 26379 00100 GPO, Nairobi | Tel: (+254) (0) 709 100 090 | 794 871 707

Email: jumbosacco@yahoo.com | info@jumbosacco.com | Web: www.jumbosacco.com

Essential Skills and Key Attributes

Essential Skills /Qualifications

- **Bachelor's Degree** in Business Administration, Finance, Commerce, Economics, Cooperative Management, or a related field from a recognized university.
- **Master's Degree** (such as an MBA or Master of Finance/Cooperative Management) is often preferred or added advantage.
- **Experience:** At least 7 to 15 years of cumulative working experience in banking, microfinance, cooperative societies, or regulated financial services. Prior working experience in a Sacco, Commercial bank or a Microfinance bank is mandatory. At least 5 to 10 years served in a senior management or executive leadership position (such as General Manager, Head of Department, or CEO).
- **Sector Knowledge:** Deep familiarity with the SACCO business model, strategic execution, risk management, credit administration, and Kenya's cooperative and financial regulations (such as SASRA compliance and the Sacco Societies Act).
- **Accounting certification:** CPA(K)/ACCA will be an added advantage
- Working knowledge on banking and accounting systems.
- **Age:** 38 years and above

Attributes

- Good analytical, communication, organizational and interpersonal skills
- High degree of integrity Strategic thinking and results oriented.
- Adequate knowledge of organizational effectiveness and operations management
- Track record of good management and development skills
- Knowledge of computerized accounting systems

Interested and qualified applicants are requested to click/follow the link below and fill out the online application form at https://bit.ly/4hKhf6C and submit detailed CV including 3 referees and cover letter to recruitment@jumbosacco.com by **Wednesday, 28th October 2026.** Any applications received after the closing date shall not be accepted.

Shortlisted candidates must fulfil the requirements of chapter six of the constitution of Kenya 2010 including.

- Certificate of Good Conduct from the Director of Criminal Investigation
- A valid Tax Compliance Certificate from Kenya Revenue Authoritie
- Clearance Certificate from an approved Credit Reference Bureau

HON: SECRETARY

ELIKA ICHINGWA

15/10/2026