

KIMISITU DT SACCO OVERVIEW

Kimisitu DT Sacco ‘the SACCO’, is one of the fastest growing National and ISO 9001:2015 certified 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 has an open membership, primarily drawn from employees of Non-Governmental Organizations (NGOs), Embassies, International Missions, Government Agencies, Corporates, and businesses both locally and internationally. Our mission is “*We are committed to championing the financial independence of all our members*”, underpinned by prudent resource mobilization and exceptional customer care.

Kimisitu DT SACCO is seeking to recruit dynamic, self-driven, and result-oriented individuals to join her team in her fast-paced, modern work environment, to fill the vacancies listed below:

RISK & COMPLIANCE OFFICER (1 POST)

Job purpose

Reporting to the Senior Legal Officer, the Officer is responsible for providing business support and oversight to the enterprise-wide risk management (ERM) strategy and framework that effectively translates the risk appetite framework into informed decision-making practices to support SACCO business model and strategic plan.

Key Duties & Responsibilities:

- Managing the implementation of all aspects of the risk function, including implementation of processes, tools and systems to identify, assess, measure, manage and report risks.
- Identifying, assessing and monitoring risk on an ongoing firm-wide and individual entity basis and support in the implementation of internal controls which are effective in design and operation.
- Undertaking quality control reviews for the business units to ensure consistent implementation of policies and processes across all business units and identifying any gaps, challenges and improvement measures.
- Providing consolidated reporting, inclusive of an overall risk profile, ensuring that major risks are identified and reported to the Audit and Risk Management Committee on risk hotspots, measures and recommendations.
- Assisting in the development and managing processes to identify and evaluate business areas’ risks and risk and control self-assessments.
- Managing the process of developing risk policies and procedures, risk limits and approval authorities.
- Presenting to the management monthly & quarterly risk & compliance reports

- Ensuring that new policies and procedures & amendments of existing ones are verified and analyzed for risk mitigation.
- Conducting feasibility studies for new business distribution channels.
- Reporting on the Implementation matrix of Supervisory Committee, External Auditors and Internal Auditor Reports
- Implementing and managing the risk and control assessment reporting process as well as manage and maintaining management reports, follow up of issues identified for conclusive resolution
- Establishing systems, policies and procedures to identify, control, manage and measure enterprise-wide risks of the business
- Improving risk management readiness and creating an institutional culture that places high priority on effective risk management and adherence to sound operating controls at all levels through communication, training programs and risk-based performance measures
- Identification and mitigation of Cyber Security and other emerging risks
- Advising the Management and all staff in liaison with the Senior Legal Officer on emerging compliance issues, consulting and guiding the Sacco in the establishment of controls to mitigate risks.
- Reviewing and advising the management on risk associated with new products, processes, credit application and other internal processes
- Management and reporting of incidences as well as disaster recovery to ensure business continuity
- Risk assessment, monitoring and updating of risk registers
- Ensuring compliance with AML, SASRA, UFAA, Data protection and other emerging statutory and regulatory requirements in liaison with the Senior Legal Officer
- Ensuring the implementation of recommendations from internal & external audit while enforcing internal controls across the organization

Education, experience & competencies

- University degree in Finance, Accounting, Economics or any other relevant course
- Membership to a professional body is a requirement
- At least five (5) years of progressive and relevant experience, preferably in a financial institution
- Must possess excellent analytical, planning, organizational, time management as well as interpersonal skills

- **HOW TO APPLY**

- Interested candidates meeting the above requirements should fill the application form online through <https://forms.office.com/r/6Lr5K0VpjS>
- After filling the data form, proceed and Send an Application Letter with a detailed Curriculum Vitae (CV) to jobs@kimisitusacco.or.ke
- The data form must be filled in full. Incomplete forms will be disqualified.
- To be considered for this role, your application must be received by 5.00P.M on Friday, 30th April 2025. Clearly state the position you are applying for in the subject of the email.
- Only shortlisted candidates 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 SACCO on 0709 136000 or jobs@kimisitusacco.or.ke.
- Kimisitu DT Sacco is an equal opportunity employer.