

JOB VACANCY ADVERTISEMENT!

**JOB TITLE: BRANCH MANAGER REFERENCE NO. NSSL/BM/2025
(4 posts)**

Nawiri SACCO is a regulated deposit taking SACCO with Headquarters in Embu town, Embu County. The SACCO currently has Twelve Branches and runs full fledged banking services.

The SACCO seeks to recruit qualified and highly motivated personnel to fill the above positions to support in its operations.

Interested candidates should send their applications accompanied by a detailed CV and copies of relevant certificates, testimonials, National ID card and valid Certificate of Good Conduct to: recruit@nawiri.co.ke quoting the Job Reference Number to reach by **5 P.M. on Wednesday 19th November 2025** or they can address as below quoting the Job Reference Number on the sealed envelope.

**THE CHIEF EXECUTIVE OFFICER
NAWIRI SACCO SOCIETY LTD
P.O. BOX 400-60100
EMBU**

BRANCHES

Embu ✓ Runyenjes ✓ Kairuri ✓ Kianjokoma ✓ Kathangariri ✓ Kiritiri ✓ Mbuvi ✓ Kanja ✓ Siakago

Branch Manager

Job Description and Requirements

Functional Purpose

To implement Nawiri's strategic objectives, values and aspirations in the Branch.

Branch Objectives

- a) Deliver business targets measured by growth, member engagement and experience, operational effectiveness, risk Management parameters, Human and Cultural Values parameters
- b) Deepen Nawiri SACCO's presence in the marketplace

Key Job Skills

- a. Integrity and Honesty
- b. Entrepreneurial mindset
- c. Excellent persuasion, and networking skill
- d. High Performance and delivery of targeted goals
- e. Decisiveness and quick judgment skill
- f. Excellence business writing skill
- g. Market knowledge and Research
- h. Analytical and critical thinking skills
- i. Excellent communication and interpersonal skills
- j. Internal motivation, positivity, proactivity and taking initiative
- k. Training, mentor and coaching skills
- l. Capability to work in a team

Duties of a Branch Manager

Business Development

- a) Lead the branch team in delivering branch business growth targets as negotiated with regards to branch balance sheet and profit and loss accounts
- b) Assess market conditions and identify current and prospective branch opportunities
- c) Identify potential new business locations with capacity to sustain a branch
- d) Maintain and follow through a robust pipeline of branch opportunities
- e) Be proactive and build relationships with key persons of influence persons, institutions in the marketplace
- f) Use a variety of styles to persuade or negotiate appropriately.
- g) Present Nawiri SACCO's image and live the prescribed values.

Branch Management

- a) Direct all operational aspects including service delivery, channel operations, cash operations, human resources, administration, marketing and member engagement and branch security.
- b) Develop branch business plans and other plans that may be required by head office.
- c) Lead in delivery of branch growth and operating plans with set annual targets
- d) Oversight branch funds appropriately.
- e) Lead branch staff and support their performance through varied strategies including training, mentoring and coaching, personal development and motivation.
- f) Locate areas of improvement and propose corrective actions that meet challenges and leverage growth opportunities.
- g) Share knowledge with other branches and headquarters on effective practices, competitive intelligence, business opportunities and needs.
- h) Address customer and employee satisfaction issues promptly.
- i) Adhere to high ethical standards, and comply with all regulations/applicable laws.
- j) Handle objections by clarifying, emphasizing agreements and working through differences to a positive conclusion.

Human and Culture of Performance

- i) You are in charge of identifying, growing and managing human capital capable to deliver breakthrough results at the branch.
- ii) You will train, mentor and coach branch staff to ensure they acquire sufficient capacity to execute branch growth and operating plans

- iii) Together with the Human Resources Officer at HQ, you will endeavor to build and evolve a culture of integrity and performance at the branch, promoting and living the prescribed corporate values

Management and Reporting

- a) Manage all branch human, cultural, business and operating affairs
- a) Branch Manager Position is a multi-reporting position. You will report different aspects of branch to the respective functional heads. Kindly familiarize yourself with the organizational structure.
- b) Lead and deliver annual branch targeted growth and revenue.
- c) Submit accurate daily and weekly performance reports as may be required and negotiated with functional heads.
- d) Deploy varied strategies to support and work with Branch teams to meet their targets.

Skills and Experience

- 1) More than 5 years' experience in a branch management role
- 2) Experience of working in financial services and investment sector
- 3) Strong customer relationship management skills
- 4) Collegiate working style with strong management capability
- 5) Ability to drive fundraising, investment decisions and organizational results

Professional and Academic Qualifications

- 1) Must be a holder of business-related degree from a recognized university.
- 2) KCSE minimum Grade of C + and above.
- 3) Acceptable level of general management, financial or entrepreneurial acumen.
- 4) A Diploma in Banking or Co-operative Management will be an added advantage.
- 5) Must be proficient in digital working tools.