



**IG SACCO PLAZA, KHALISIA ROAD 3,
P. O. BOX 1150, 50100 KAKAMEGA– KENYA
TEL/NO. 056 – 30864, Mobile 0726340851 OR 0736333334,
Email: info@igsaccoltd.co.ke, Website: www.igsaccoltd.co.ke**

JOB DESCRIPTION

JOB TITLE: BRANCH SUPERVISOR

Overall Responsibility

The job holder will be responsible for the smooth operations of the branch both functionally and administratively.

Key Responsibilities

- Administering and interpreting policies and procedures at the branch.
- Implementing and promoting IG SACCO products and services at the branch.
- Monitoring and ensuring the accuracy of all branch transactions and generating reports as per the requirement of the Sacco.
- Monitoring cash levels held at the vault and by tellers on daily basis at the branch.
- Ensuring effective and efficient customer service delivery and in particular ensuring compliance with the IG SACCO's Customer Service Charter.
- Ensuring security of employees, cash and other valuable Society assets and documents at the branch.
- Ensuring compliance with the relevant statutory, legal and regulatory requirements in execution of branch operations.
- Act as the Primary custodian of the strong room and treasury
- Liaising with the function heads and other relevant stakeholders on issues relating to the branch.
- Ensuring visibility of the branch through branding, marketing and signage
- Maintain an up-to-date asset register at the branch.
- Mapping and scoping the business opportunity within the Sacco environs, including profiling the business activities within the locality of the branch to identify potential business opportunities.
- Timely processing of loans, carrying out loan reconciliations and follow up for recovery of loans granted at the branch.
- Capturing and enrolling members on biometrics for FOSA transactions at the branch.
- Ensure retention of the branch membership every year as per the Sacco business plan
- Provide leadership on matters related to ICT, marketing, finance and customer care at the branch.

Minimum Requirements.

- Bachelor's degree in any business related course from a recognized University.
- Must be a holder of CPA-K.
- Certified Professional Banker or other related professional qualifications will be an added advantage.
- Proficiency in computer skills.
- Previous experience of working with an ERP system will be an added advantage.
- Minimum three (3) years relevant experience at supervisory level in the financial sector.
- Sound knowledge of SACCO laws and regulations will be an added advantage.

Desired Skills and Competencies.

- A person of integrity, high ethical standards and professionalism.
- Excellent Planning and organizational skills.
- Proven ability to work on own initiative.
- Strong analytical, communication and reporting skills.
- Excellent communication and interpersonal skills.

Interested applicants who meet the prerequisite requirements should send their application letters together with an updated CV, Copies of their National ID, certificates and testimonials to the email or postal address below. Applications to reach us on or before **Friday 5th September, 2025.**

**THE CHIEF EXECUTIVE OFFICER,
INVEST & GROW (IG) SACCO SOCIETY LTD
IG SACCO PLAZA, KHALISIA ROAD 3,
P.O. BOX 1150-50100, KAKAMEGA- KENYA.**

or

careers@igsaccoltd.co.ke

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

NOTE: Invest & Grow (IG) Sacco Society Limited is an Equal Opportunity Employer.

“Our Investment, Our Growth”