



The Meru County Microfinance Corporation is a County Corporation established under the Meru County Microfinance Corporation Act, 2014 with the mandate of providing microfinance services to Small and Medium enterprises. The Corporation invites applications from suitably qualified candidates for the following positions.

1.0 BRANCH MANAGERS(2 POSTS)

Reporting to the Business Development Manager, Meru County Microfinance Corporation, the Branch Manager shall be responsible for branch leadership, business development and ensuring compliance with the corporation's internal credit policies, industry and other regulations.

The specific duties of the Branch Manager are to:

- Grow the branch business portfolio and proactively manage business relationships in the assigned region.
- Provide the interface between the senior management and the staff
- Constantly provide the senior management with feedback information on the running of the branch
- Ensure the loan book grows as projected
- Ensure quality credit appraisals for all applications in the branch
- Ensure quality loan portfolio
- Develop staff competencies and skills through continuous training of products and policies for performance improvements as per set standards
- Ensures compliance to all written policies and procedures, Meru County Microfinance Corporation Act, 2014.
- Any other duties as assigned by the immediate supervisor.
- Meets the requirements of Chapter Six of the Kenyan Constitution

Professional qualifications and experiences for the post are:

- Bachelor's degree in any Business field from a recognized university/CPA K.
- At least 5 years practical working experience at a senior level in credit in an MFI/ Financial institution.
- A Diploma in a relevant discipline coupled with over 8 years' experience in SME finance/banking may be considered.

2.0 HUMAN RESOURCE & ADMINISTRATION OFFICER(1 POST)

Reporting to the Finance and Administration manager, the officer shall be responsible for coordinating the implementation of HR policies and procedure for the Corporation.

The specific duties of the Human Resource and Administration Officer are:



- Ensuring that HR policies and procedures are developed reviewed and implemented.
- Coordinating recruitment, selection process for the Corporation.
- Recommending, developing and implementing a robust performance management system for the Corporation
- Checking and analyzing performance evaluation ratings and compiling training needs for analysis across the Corporation staff.
- Preparation of budgets for the HR functions and oversees implementation of the same.
- Ensuring effective administration of the staff welfare fund/activities
- Induction of new staff.
- Any other duty assigned from time to time.

Professional qualifications and experiences for the post are:

- Bachelor's degree in Human Resource Management or relevant social sciences.
- Diploma in HRM From a recognized institution.
- Member of the Institute of Human Resource Management-IHRM.
- At least 5 years in the Human Resource field.
- Meets the requirements of Chapter Six of the Kenyan Constitution

3.0 PROCUREMENT OFFICER (1 POST).

Reporting to the Finance and Administration Manager, the Officer shall be responsible for the Procurement function of the Corporation in accordance with the relevant laws, manage physical facilities and outsourced services.

The specific duties of the Procurement Officer are to:

- Oversee Procurement of services and goods in the corporation.
- Manage relationship with, and performance of contracted service providers of the corporation.
- Any other duties as assigned by the immediate supervisor.

Professional qualifications and experiences for the post are;

- Bachelor's Degree in a business related discipline. MBA will be an added advantage.
- Post graduate qualifications in Supply Chain Management.
- Thorough understanding of public procurement regulations as well as other regulations relating to management of public finance.
- At least 5 years relevant experience.
- Proficient in Microsoft office applications.
- Meets the requirements of Chapter Six of the Kenyan Constitution

4.0 BUSINESS DEVELOPMENT OFFICERS (4 POSTS)



Reporting to the Branch Manager, the Business Development Officer shall be responsible for generating credit business, Credit appraisal, documentation and loan recovery in order to minimize non-performing loans.

The specific duties of the Business Development officer are to:

- Proactively grow the credit business in the assigned area, in compliance with existing Corporation credit policies and other relevant regulations
- Authenticate documentation presented for all credit applications and ensure they meet the KYC requirements and any other requirements as required by the Corporation and by the regulator.
- Appraisal of customer loan applications and make recommendations.
- Ensure recovery of items pledged as security on delinquent loans.
- Assist in restructuring of debts in the interest of the corporation and customer.
- Assist in the grading and classification of loan accounts.
- Any other duties assigned by the supervisor.

Professional qualifications and experiences for the post are;

- A University degree in a Business related field.
- Diploma in Credit Management/CPA 11
- At least 3 years' experience in an MFI.
- Meets the requirements of Chapter Six of the Kenyan Constitution

5.0 ACCOUNTANT (1POST)

Reporting to Finance and Administration Manager, the position holder shall be responsible for the daily accounting functions of the Corporation.

The specific duties of the Accountant are to:

- Maintaining proper books of accounts.
- Processing of payments, loan disbursements, Maintaining of ledger books and preparation of Tax returns.
- Accounting for all incomes to the Corporation, including loan fees, interest and other receivables.
- Do financial reconciliations
- Prepare monthly returns on receipts & payments.
- Update financial data in the operating system.
- Any other accounting work as assigned by the immediate supervisor

Professional qualifications and experiences for the post are;



- Bachelor's degree in a business related field.
- CPA K/ACCA
- 5 years relevant working experience.
- Knowledge of Kenyan accounting laws and regulations
- Experience in the MFI sector will be an added advantage.
- Meets the requirements of Chapter Six of the constitution

6.0 ADMINISTRATIVE ASSISTANTS (3 POSTS)

Reporting to the Branch Manager or other assigned supervisor, the post holder shall be responsible for general office administration and coordinate administrative activities in the office.

The specific duties of the Administrative assistant are to:

- Oversee all aspects of General administrative duties, logistics, equipment, inventory and storage.
- Sending and receiving of mail and packages.
- Logistical support to the bank, KRA, lawyers etc.
- Any other duties as assigned by the supervisor.

Professional qualifications and experiences for the post are;

- Diploma in Business and/or Secretarial services
- Proficient in Microsoft office applications.
- Administrative experience in an MFI is an added advantage.
- Meets all the requirements of chapter Six of the constitution

7.0 DRIVERS(3POSTS)

Reporting to Administrative assistant, will be responsible for driving, routine checks and maintenance of the vehicle assigned.

The specific duties of the Driver are to:

- Driving the vehicle as authorized
- Carrying out minor mechanical adjustments
- Recognizing and reporting abnormal operation of vehicle units
- Maintaining cleanliness of the vehicle
- Maintaining work tickets of vehicles assigned to him /her.



- Any other related duties as assigned by the supervisor

Professional qualifications and experiences for the post are;

- Have an occupational Test 1 Certificate for drivers
- Have a valid driving license free from any current endorsements for classes of vehicles the driver is supposed to drive.
- Have a certificate of Good conduct (Renewable every 2 years)
- Have a first aid certificate course lasting not less than 1 week from st John ambulance or any other equivalent institution.
- Meets all the requirements of chapter Six of the constitution

8.0 OFFICE ASSISTANTS (3 POSTS)

Reporting to the Administrative Assistant, the post holder shall be responsible for general office support and other related duties as assigned.

The specific duties of the Office Assistant are to:

- Undertake all aspects of general office support duties including cleanliness, tea and office messengerial tasks.
- Inter departmental mail delivery
- Logistical support to the bank, KRA, lawyers etc.
- Any other duties as assigned by the supervisor.

Qualifications for the post are;

- KCSE Mean Grade D+
- Demonstrate a high degree of honesty, integrity and commitment to duty
- Candidates with motor bike riding license or a driving license will have an added advantage.

NOTE: For all positions, the applicant must indicate the current and expected salaries in the application.

How to apply

All applications, indicating a day time telephone number, email address and three referees, should reach the undersigned on or before 5.00 PM, 18th September 2015. Hand delivered applications can be dropped at the Meru County Treasury, Ground floor, Office No 107 upon signing a delivery at that office.



Meru County Microfinance Corporation is an equal opportunity employer. Only shortlisted candidates will be invited for an interview.

Managing Director

Meru County Microfinance Corporation

P.O BOX 2564-60200,

Meru.