

Job Title:	Kefeta Youth SACCO CEO
Reports to:	Board of Directors / Chief of Party
Direct reports:	N/A
Duty Station:	Addis Ababa
Job Purpose	
<p>Background</p> <p>Kefeta, USAID’s timely Integrated Youth Activity project is a holistic approach to empower Ethiopian youths to advance their economic, civic, and social development, actively promoting growth within their communities and contributing to the country’s peace and prosperity.</p> <p>Kefeta envisions Ethiopian youths who are game changers: empowered to advance their own economic, civic, and social development; resilient in the face of shocks; actively promoting development within their communities and contributing to the country’s peace and prosperity. Kefeta will benefit the lives of at least two million Ethiopian youths in 18 cities, building their agency and capacity for advocacy, linking them to economic opportunities, and improving their access to youth friendly services.</p> <p>As youth’s access to finance is often cited as debilitating barriers for the youth, one of Kefeta’s main intervention is to provide access to finance platform by establishing a Saving and Credit Cooperative for the youth (Youth SACCO). Kefeta Youth SACCO is a youth-led, youth-managed and youth-owned financial institution that has a mandate to mobilize savings and provide access to affordable credit to the member youth as a way to assist their socioeconomic well-being with a suitable and creative mix of youth tailored financial products. To date, Kefeta Youth SACCO is established in 13 Kefeta targeted cities and now in the process to form a National Kefeta Youth SACCO which will serve as an umbrella organization for the city level Kefeta youth SACCOs.</p> <p>Therefore, Amref Health Africa on behalf of Kefeta National Youth SACCO is looking for the best candidate to fill the below positions.</p> <p>Job Purpose</p> <p>This role is responsible for providing overall leadership and strategic direction towards achievement of the Kefeta Youth SACCO objectives and goals in accordance with the strategic, operational work plans produced.</p> <p>The role holder will play a key role in giving guidance to the board of directors on various policy matters as well as the implementation of the SACCO’s strategic business plans. The scope of the role is broad and requires active management and development of a high-performance team by providing visionary leadership & effective guidance of staff and members.</p>	
Key Responsibilities / Duties / Tasks	
<p>Strategic Leadership</p> <ul style="list-style-type: none"> • Provide overall leadership and vision for Kefeta Youth SACCO. • Responsible for the Sacco’s performance and growth. • In liaison with the Board of Directors and other stakeholders, drive strategy formulation and implementation to realize organization’s mission and set objectives; • Review and recommend to the Kefeta Board the SACCO’s capital and operational needs and actions required to expand the business and to satisfy operational expenditure. • Develop and recommend to the Board of Directors short-term and long-term objectives and strategic plans. 	

- Communicate the Kefeta SACCO vision throughout the target cities and develop effective strategies and goals to achieve it. She/ he will be responsible for the oversight of budgeting, planning, marketing and financial management of the Kefeta Union.
- In liaison with the Board of Directors and other stakeholders, drive strategy formulation and implementation to realize organization's mission and set objectives;
- To lead and oversee implementation of strategies that create a high performing Kefeta Youth SACCO culture, based on sound management principles and practices, in accordance with relevant cooperative legislations and other internal policies and regulations of Kefeta Youth SACCO
- Oversee the preparation of the organization's annual work plans, budgets and reports by the relevant head of departments
- Prepare, consolidate and submit quarterly organization's performance management reports for presentation to the Board
- Communicate to the employees on agreed strategic directives and policies

Sacco Growth and Sustainability

- Monitor and review performance of Kefeta Youth SACCO on a continuous basis so as to undertake timely interventions where appropriate
- Oversee consistent delivery of high-quality members' service and drive membership enrolment and retention strategies
- Brings the growth and expansion of members/customers' deposit base in the city level SACCO and drives profitability and productivity of national-level Kefeta Youth SACCO
- Responsible for prudent financial management by ensuring sustained revenue growth, enforcing financial controls and relevant investments in line with set budgetary provisions
- Organize Board of Directors' meetings as per laid down calendar and act as the Secretary to the meetings;

Workforce Management

- Building staff teamwork and morale through effective team leadership and communication.
- Ensuring that human resource practices are developed including job descriptions and regular staff performance evaluations.
- Entrenching a high-performance culture by ensuring quarterly performance appraisals are done for all employees.
- Approve and support recruitment, succession planning, employee performance, and reward management to retain talent and ensure organizational stability
- Advise the board on staffing gaps and participate in the recruitment and selection of the right staff for Kefeta Youth SACCO
- Managing and monitoring salary / wage budget and providing direction on employee remuneration and benefits scheme.
- Provide coaching and mentorship to the management team
- Provide leadership and mentorship to all staff continuously, build team spirit and implement measures that ensure optimal staff performance and effectiveness
- Encourage continuous staff creativity and innovations to improve Kefeta Youth SACCO's efficiency and effectiveness
- Ensuring effective management of human resources of Kefeta Youth Sacco according to authorised HR policies and procedures that fully conform to current laws and regulations.

Operations Management

- Form internal policy and effectively lead the successful implementation of policy directives
- Keep the board apprised of the operations of Kefeta Youth SACCO through presentation of relevant monthly, quarterly, Board papers and other reports
- Implement Management and supervisory Board reports

- Prepare and submit annual work plans for the following year to the Board for approval
- Implement the organization's operations policies, processes and systems
- Act as a mandatory signatory to the organization's bank accounts
- Sanction all key financial and procurement transactions
- Provide leadership and guide management team responsible for functional activities towards attainment of organization's strategic goals and objectives

Corporate Affairs

- Manage and uphold the positive reputation and image of Kefeta Youth SACCO
- Create positive engagement with key stakeholders by providing accurate and consistent information about Kefeta Youth SACCO
- Oversee proper communications and updates to all the key Kefeta Youth SACCO's stakeholders as well as customer relationship management programs that keep Kefeta Youth SACCO on a growth path and maximize its profits.
- Market and represent Kefeta Youth SACCO competently and adequately
- Represent Kefeta Youth SAACO in official forums as may be required by the board from time to time

Academic and Professional Qualifications

Required Educational Qualifications:

- Master's in Business Management, MA in Financial Management, MA in Accounting etc.

Desirable Specialized Training/Professional Qualifications

- A diploma in Cooperative Management will be an added advantage

Experience

Required Qualifications and Experience

- Have over ten (10) years as Head of a department at a cooperative organization or as a Manager in a comparable organization.
- Measurable and practical experience in setting up cooperatives, banks or axions
- Bank management and establishment experiences are desirable
- Experience in financial resources management and understands the Ethiopian banking sector with reliable track record.
- Previous experience setting up the SACCOs of any kind is desirable

Knowledge, Skills and Competencies

- Strong facilitation, mentorship and coaching skills
- Strong visionary with proven leadership qualities.
- Conceptual, analytical, communication, report writing, negotiation, networking and problem -solving skills,
- Commercially oriented, professional expertise and financial orientation.
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- People focused and performance champion
- High level of integrity, credibility, and character.
- Strong business networking and collaboration skills
- Strong reporting and negotiation skills
- A thorough understanding and application of Kefeta Youth SACCO policies and procedures

How to Apply

Interested applicants please visit our website [\[redacted\]](#) to submit your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include quoting *Kefeta Youth SACCO CEO* in the subject line of a cover letter,

detailing why you are the best fit for this position, your CV with relevant skills and experience. Closing date will be December 29, 2023. Only shortlisted candidates will be contacted.

*On your application, please indicate for which location you are applying.

If you face any challenge applying on our website contact us at ETrecruitment@Amref.org.

Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment. Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy.