



**WAT SAVINGS AND CREDIT CO-OPERATIVE SOCIETY LIMITED.**

**"WAT SACCOS"**

**NAMBARI YA KUANDIKISHWA DSR- 596, S.L.P 5914 DAR ES SALAAM**

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## **SACCOS MANAGER VACANCY ADVERTISEMENT**

WAT SACCOS is a Savings and Credit Cooperative Society which conducts its services in Dar es Salaam. Its main activity is to provide savings and credit to its members. It has more than 18,800 members with a portfolio of outstanding loan balance of Tshs 3.6 billion. The SACCOS is seeking a SACCOS manager who will be discharging duties and responsibilities, which include among others: -

### **Educational Qualifications and competencies**

- A degree in Accounting, Finance, Business administration or its equivalent
- Ability to delegate and monitor duties
- Strict compliance to the SACCOS Rules and Regulations
- Good analytical and conceptual skills
- Masters degree will be an added advantage

### **Experience**

At least five (5) years relevant working experience in SACCOS, a Cooperative or in the Microfinance Industry whereby at least three years experience in senior position

### **Personal Description/Specification**

- Good command and skills in Microsoft word and excel
- Excellent verbal and written communication in Swahili and English
- Team player with a positive attitude
- Flexible availability

### **General Duties:**

- The general realization of activities and objectives of the SACCOS as well as their coordination

- Achievement of results ensuing from the realization of the various activities foreseen in SACCOS business plan
- Supervises the work of SACCOS' employees following WAT SACCOS Human Resource policy, SACCOS rules and regulations and other policies
- A secretary of the Board

### **Specific Responsibilities:**

- Manage human, financial, material and logistic resources of SACCOS
- To ensure operational systems developed are in good place to achieve daily activities
- Together with the Board, prepare annual targets, budgets, business planning, strategic planning and how to implement
- Preserve and ensure financial soundness of the SACCOS
- Ensure and promote economic viability of the SACCOS
- Assist Board members while performing their specific tasks and duties
- Facilitate and promote communications with all collaborators and SACCOS partners
- Ensure follow up on contractual commitments between SACCOS and any other partner in business
- Report immediately any anomalies to the Board
- Produce on a regular basis and frequency, progression and situation report regarding SACCOS operations and activities
- Coordinate and facilitate external audits and take appropriate actions to implement audit recommendations
- Represent SACCOS during official events
- Participate actively and significantly in SACCOS business development
- Advise the Board of SACCOS on any field regarding development and promotion of SACCOS to comply with law and regulations
- Help, contribute and advise the Board, credit and supervisory committee of SACCOS and other committees
- Execute any activities assigned by the Board and/ or SACCOS's various committee according to specific resolution
- Follow up and evaluate SACCOS' operations, prepare daily, monthly, and annual operations, activities and financial reports and present to SACCOS various committees and to the Regulator
- Manage, control, supervise and plan day to day SACCOS operations and activities
- Keep and maintain within SACCOS proper financial records and accounting books in accordance with SACCOS Law, SACCOS Rules, SACCOS By-Laws, United

Republic of Tanzania National Micro-Finance Policy, and International Financial Reporting Standard (IFRS)

- Participate in the national activities and dialogue on the development and promotion of SACCOS with other Cooperative industry

### **Key Accountability Areas**

- Setting targets at beginning of year in line with business plan
- Signing supplementary agreements with SACCOS
- Monitoring of staff
- Monitoring performance of staff and Reporting to the Board
- Checking quality of loan portfolio
- Adherence to regulations of authorities
- Commitment to work and add value to the organization

### **Key competences**

- Ability to energize and build team spirit among staff
- Intelligence and command of skills in micro finance
- Edging and decision enforcement on juniors
- The ability to execute plans
- Ability to communicate decisions

Salary is according to WAT SACCOS salaries scheme

Interested candidates should send their CVs and Certificates to our email [info@watsaccos.or.tz](mailto:info@watsaccos.or.tz) or deliver physical copies of the documents at our offices located at Kinondoni B and Mwenge or through our address below

Chairpeson of the Board,  
WAT SACCOS LTD,  
P. O. Box 5914,  
**DAR ES SALAAM**

Closing date 30<sup>th</sup> September 2022