



**Kimisitu Investment  
Company PLC**  
*'Your umbrella in fair weather'*

JOB DESCRIPTION	
<b>1. JOB DETAIL</b>	
<b>Job Title</b>	General Manager
<b>Department</b>	Management
<b>Position Reports to</b>	Board Chairman/ Board of Directors
<b>Position Supervises</b>	<ul style="list-style-type: none"><li>• Sales and Marketing Manager</li><li>• Accountant</li><li>• IT Officer</li></ul>

**2. PURPOSE OF THE JOB:**

The jobholder is responsible for overall management, strategic direction and achievement of Kimisitu Investment PLC objectives and goals as outlined in various strategic, operational and development plans and growth in company profitability. Also responsible in ensuring the Organization is in compliance with the legal and regulatory frameworks.

**3. MAIN DUTIES AND RESPONSIBILITIES:**

**a. Strategic Role**

- Initiate, co-ordinate and participate in the conceptualization and development of strategic plans, business plans and key objectives of the company and facilitate in the implementation and monitoring in liaison with the Board of Directors.
- Monitor and evaluate the Company's relevancy to the community, its effectiveness and its results.
- Conduct a strategic review of Kimisitu Investment PLC overall performance on a quarterly basis in order to determine whether the organization is meeting its short-and long-term objectives and come up with measures to guarantee sustainable competitive advantage and market share.

**b. Reporting Role**

- Keep the Board fully informed on the financial condition of the Company and on all the important factors affecting the achievement of its objectives:
  - Identify problems and opportunities and address them; bring those which are appropriate to the Board and/or its committees; and, facilitate discussions, deliberations and recommendations
  - Inform the Board and its committees about trends, issues, problems and activities in order to facilitate policy-making.
  - Make recommendations on policy matters to the Board.
  - Ensure resolutions made by the board are implemented within a given time

### **c. Governance**

- Provide the necessary linkage/interface between the Board of Directors and the employees and other stakeholders of Kimisitu Investment PLC for effective execution of set goals.
- Assist the Board in reviewing its role and accountabilities and that of its committees and individual members; and help evaluate board performance regularly.
- Work with the Board Chair to enable the Board to fulfil its governance functions and facilitate the optimum performance by the Board, its committees and individual Board members.
- With the Board Chair, focus Board attention on long-term strategic issues.
- Manage the Board's due diligence process to assure timely attention to core issues.

### **d. Management and Administration**

- Provide guidance, leadership, and direction to the Senior Management Team in order to facilitate the achievement of Kimisitu Investment PLC vision, mission and values.
- Manage the day-to-day operations of the Company and ensure the smooth functioning of an efficient and profitable Organization.
- Establish and maintain an effective system of communications throughout the organization to ensure that the responsibilities, authorities, and accountabilities of the entire workforce are clearly defined and understood.
- Ensure Company's stability through the development and implementation of internal controls systems and procedures and regular evaluation.

### **e. Staff Management**

- Oversee effective management of human resources for optimal productivity through policies and strategies that attract and retain qualified and competent staff.
- Implement processes for selecting, developing, motivating and evaluating staff and recommend staffing and the relevant financing to the Board of Directors
- Recruit personnel, negotiate professional contracts in accordance with Board resolutions and ensure that appropriate salary structures are developed and maintained.
- Enable a work environment that retains and supports quality staff.
- Provide leadership and direction to all departments by setting high-level goals with departmental heads, performance-oriented objectives and working together on attaining such goals by closely monitoring the operations.

### **f. Legal Compliance**

- Ensure corporate compliance with all statutory, legal, social and regulatory requirements in the execution of business strategies.
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### **g. Financial Management**

- Oversee financial management and investment undertakings by ensuring that sound policies and practices are adopted for optimal utilization and returns.
- Ensure that investment opportunities are implemented in a cost-effective manner while maintaining an acceptable level of profitability.
- Oversee the financial activities of the Company including but not limited to budgeting, reporting and auditing.
- Perform risk mitigation and ensure risks are minimized.
- Work with the Board to ensure financing to support short- and long-term goals:
  - Generate viable fundable investment proposals
  - Plan and implements investment programs.
  - Help guide and enable the Board, its investment committee and individual Board members to participate actively in the investment process.
  - Help the Board and its investment committee design, implement and monitor a viable financing plan for the Company, policies and procedures.
  - Actively participate in identifying, cultivating and soliciting investment prospects.

**h. Business Development Role**

- Prepare overall marketing strategy and oversee implementation of all marketing initiatives within the Company.
- Provide leadership in business growth and customer service in line with the corporate sales and marketing business plan and strategy.
- Develop programs with quantifiable objectives to measure results.
- Implement and manage marketing budget.
- Leverage data and analytics to drive marketing and sales objectives.
- Generate, modify or redirect business intelligence strategy.
- Develop segmentation, competitive analysis/market intelligence, prospecting, lead generation, product and market development, pricing, promotions, communications and budgets, sales force effectiveness, strategic planning, services units and revenue retention and growth.
- Develop and measure key metrics around the business periodically

**i. Public Relations Management**

- Serve as chief spokesperson for the Company, ensuring proper representation of the Company to the community.
- Provide strategic linkages with the Kimisitu community, and beyond, corporate world, business community, government agencies and other social partners for the benefit of Kimisitu Investment PLC growth.
- Seek stakeholder feedback in order to improve services and generate stakeholder involvement.
- Ensure community awareness of the Company's response to community needs.
- Perform any other relevant duties that may be assigned by the Board.

**NATURE AND SCOPE:**

**Internal Contacts:** Board of Directors and all other staff

**External Contacts:** Corporate and Business Leaders and Partners, Government Agencies, Shareholders, Vendors, Kimisitu SACCO and Clients

**KNOWLEDGE, SKILLS AND EXPERIENCE:**

**Academic Qualifications**

- Degree in Business Management, Economics, Bachelor of Commerce or Business related qualification.
- Masters of Business Administration (MBA) and any relevant professional qualification(s) is an added advantage.

**Professional Qualifications**

- Certified Public Accountant CPA(K)

**Experience**

Ten (10) years of related work experience, five (5) years of which must be at Senior executive-level of management.

**Skills and Attributes**

- Strategic Thinker with strong visionary with proven leadership qualities.
- Professional expertise and financial orientation.
- Team player with proven leadership skills in efficiently managing human, financial and other resources with an outstanding track record of achieving set targets.
- Excellent understanding of policies and laws relating to real estate, companies and the financial sector.
- Self-starting initiative with organization astuteness and team spirit.
- Ability to management talent and mentor employees.
- Strong interpersonal skills including communication, persuasion, motivation, loyalty, and openness.
- Individual of unquestionable integrity, credibility and character.
- Results oriented and an effective decision maker with and problem-solving skills.

**Interested candidates, who meet the above requirements, should apply through email [recruitment@kimisituinvest.co.ke](mailto:recruitment@kimisituinvest.co.ke) by 30th March 2023**

**Only shortlisted candidates will be contacted for interview.**