



*Serving rural Kenya*  
P.O. Box 82120 Mombasa Tel: 0708 343434 or 0736 979797  
E-mail: [info@yehu.org](mailto:info@yehu.org) or [hr@yehu.org](mailto:hr@yehu.org)

### **Advertisement for post of Branch Manager**

**Position Title:** Branch Manager

**Reporting to:** Operations Officer

**Work Location:** Within any area of Yehu Operations

Yehu Microfinance Services Limited seeks to attract and retain talented, creative and innovative team players who are excited by the opportunity of pushing the frontiers of this evolving Micro Finance industry, growing our services, delighting our customers and contributing to the achievement of our mission.

In keeping with our current business needs we are looking for candidates who meet the criteria indicated below to fill in the position of Branch Manager.

#### **Qualifications and training required:-**

1. Minimum Qualifications -Diploma in Business Management (or a related Diploma),
2. Proof of Computer proficiency, (internet and MS-Office)
3. More than 3 years working in Same or similar position in the industry
4. Fluency in English and Kiswahili languages both spoken and written,
5. Excellent interpersonal skills and report writing
6. Proven record in maintenance of quality work
7. Self-driven individual who can work for long hours without supervision
8. Analytical and keen to details
9. Proven record of continuous growth of quality portfolio
10. Riding/driving skills.

## **General Responsibilities**

1. Exemplify, promote, and enforce adherence to organizational values, code of conduct, policies, and procedures as outlined and as guided by management from time to time.
2. Ensure satisfactory delivery of services by supervising, training, and developing all branch staff.
3. Maintains positive public relations through interaction with clients, potential clients, and the community.
4. Supervises branch staff.
5. Perform regular staff performance appraisals as stipulated in the Staff Performance Appraisal Policy.
6. Prepares annual branch budgets for approval as per budgetary guidelines

## **HOW TO APPLY**

For those who are interested in this position, please submit the application letter and Curriculum Vitae with three official references to

**The Human Resources & Administration Officer**  
**Yehu Microfinance Services Ltd**  
**P.O. BOX 82120 – 80100**  
**MOMBASA**

Or you can also email the applications through [info@yehu.org](mailto:info@yehu.org) and [hr@yehu.org](mailto:hr@yehu.org)

The closing date for applications is **16<sup>th</sup> June 2018**.

**Only shortlisted candidates will be contacted.**