



SMEP Microfinance Bank Limited is a dynamic and Mission Driven Christian Microfinance Bank regulated by the Central Bank of Kenya, whose **Mission** is *“To empower families in Kenya’s underserved communities with impactful financial solutions as we live and proclaim the gospel of Jesus Christ.”*, with 23 outlets across the country.

We are inviting applications from interested and suitably qualified candidates who are *passionate about living their faith and transforming lives in the society as they live and proclaim the Gospel of Jesus Christ*, to fill the following position:

1) BRANCH MANAGER: – BM/ 09/26

Reporting to the Relationship Manager – Business Development (*Regional Leader*) the Job holder will be responsible for steering the Branch into high level of performance through people management strategies, high business generation and championing a customer-centric culture at the Branch.

Key Duties & Responsibilities

- Take the leadership role at the Branch and mentor the Branch staff towards the achievement of the Banks’ Mission, Vision and the Banks’ Strategic Objectives.
- General administration of the Branch to ensure effective service delivery to staff and customers.
- Develop and implement business growth strategies to expand market share and achieve branch sustainability / profitability.
- Ensure achievement of the set targets in Loan Book Growth, Portfolio Quality, Deposits Growth, Customer Service and retention.
- Maintain a balanced portfolio of Group, Churches and MSME advances and deposits.
- Ensure growth of non-funded income including transactional, alternate and direct banking businesses.
- Responsible for supervision of SMEP activities in the Branch to ensure that they are carried out in accordance with the laid down policies and procedures.
- Ensure staff productivity is maintained through support, mentorship and performance management.
- Ensure compliance with both internal and external policy and regulatory requirements respectively.
- Implementation of Audit recommendations to align with the Bank’s operating policies and procedures.
- Working closely with risk and compliance units to ensure effective controls to mitigate against business risks.

- Promote high ethical and integrity standards and establish a culture within the bank that establishes and demonstrates to all personnel the importance of controls.
- Ensure the Branch security protocols are well observed and complied with in line with the Bank's operating policies.
- Develop and maintain critical partnerships at the Branch to enhance business Development and growth.

Key Qualities, Competencies& Experiences

- Must be a practicing Christian who lives and upholds Christian values, with a passion to serve
- Minimum of 5 years' experience in Micro-finance Banking, 2 of which must have been in a supervisory or managerial position in a Microfinance or Commercial Bank.
- A strategic thinker, self-driven, results-oriented and a team-player with impressive interpersonal & relationship building skills.
- Excellent negotiation, sales and marketing skills, with a strong focus on business growth and profitability.
- Self-driven and results-oriented, with a clear focus on maintaining high portfolio quality while delivering sustainable business performance.
- Strong and proven leadership and people management skills
- Superior analytical, report writing, excellent communication and administration skills.

Qualifications

- A Bachelor's degree in any Business-related field
- Professional qualifications in Credit Management (CCP) and/or Diploma in Banking will be an added advantage
- Adept in ICT, and working knowledge of T24 will be an added advantage

HOW TO APPLY

Qualified and interested candidates who meet the criteria should download the "Job Application Form" at www.smep.co.ke/careers, and send their filled applications to recruitment@smep.co.ke, indicating the *Job Title & Reference on the e-mail subject on or before Friday 19th September 2026*. Only shortlisted candidates will be contacted.

SMEP MFB PLC doesn't charge any money throughout the recruitment process.