NAIROBI WATER REGULATED NWDT SACCO SOCIETY LIMITED

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Website: **www.nairobiwatersacco.co.ke**

VACANCY: BUSINESS DEVELOPMENT OFFICER (BDO)

Advert opens: Tuesday 3rd November 2026 Closing date: Friday, 13th November 2026 at 5:00 p.m.

About Us

Nairobi Water Regulated NWDT Sacco Society LTD is a growing, member-owned Sacco committed to empowering its members through affordable credit, attractive savings products and quality service. As part of our growth strategy, we are expanding our membership beyond salary check-off to include **business owners, entrepreneurs, self-employed professionals, diaspora and other non-check-off members**.

We are looking for a dynamic, results-driven **Business Development Officer** to lead this growth.

Job Purpose

The Business Development Officer will drive membership growth, deposit mobilisation and loan uptake, with a special focus on the business community and non-check-off segment. The role holder will build strong relationships with members and prospects, promote Sacco products, and support marketing and customer service.

Reports to: Chief Executive Officer (CEO)

Key Duties and Responsibilities

1. Recruit new members, focusing on business owners, SMEs, traders, self-employed professionals, groups (chamas) and other non-check-off segments.
2. Develop and implement business development and marketing plans to meet membership, deposit and loan targets.
3. Identify, map and pursue new market opportunities, such as markets, business associations, estates, institutions and corporate partners.
4. Promote and cross-sell Sacco products, including savings, business loans, development loans and asset financing.
5. Mobilise deposits and share capital from existing and new members.
6. Grow the loan book by generating quality loan applications from business and non-check-off members.
7. Organise and run member recruitment drives, product launches, roadshows and member education forums.
8. Build and maintain strong relationships with members, delegates, business groups and strategic partners.
9. Gather market intelligence and member feedback, and recommend new or improved products tailored to the business community.
10. Support digital marketing, including social media, SMS campaigns and website content, to attract and retain members.
11. Provide excellent customer service and resolve member enquiries and complaints promptly.

12. Support member retention and reactivate dormant accounts.
13. Keep accurate records of leads, prospects and recruited members, and prepare weekly and monthly performance reports.
14. Perform any other duties assigned by management.

Qualifications and Experience

1. Bachelor's degree in Business Administration, Marketing, Commerce, Cooperative Management, Finance or a related field from a recognised institution.
2. A professional qualification in Marketing (e.g. CIM, MKSM/Marketing Society of Kenya) or Sales is an added advantage.
3. At least 3 years' experience in business development, sales or marketing, preferably in a Sacco, microfinance institution or bank.
4. Proven track record of meeting or exceeding membership, deposit or sales targets.
5. Experience in recruiting and serving SMEs, traders or non-check-off customers is a strong advantage.
6. Good understanding of Sacco operations, products and the Sacco Societies Act and SASRA regulations.
7. Proficiency in computer applications; digital marketing skills are an added advantage.
8. Must meet the requirements of Chapter Six of the Constitution of Kenya.

Key Competencies

- Strong sales, negotiation and persuasion skills
- Excellent communication and interpersonal skills
- Networking ability and a wide contact base in the business community
- Self-driven, target-oriented and able to work with minimal supervision
- Customer-focused, with high integrity
- Creative and innovative in marketing approaches

How to Apply

Interested and qualified candidates should send an application letter, a detailed CV (including current and expected salary, day-time telephone contact and three referees), and copies of academic and professional certificates by **Friday, 13th November 2026 at 5:00 p.m.** to:

The Chief Executive Officer Nairobi Water Sacco Society Ltd Email: ceo@nairobiwatersacco.co.ke, cc info@nairobiwatersacco.co.ke .

Please quote **"Business Development Officer"** in the subject line.

Only shortlisted candidates will be contacted. Canvassing in any form will lead to automatic disqualification.

Nairobi Water Sacco is an equal opportunity employer.