

VACANCY

Our Client, a SACCO Society based in Nairobi is seeking to recruit qualified and competent staff to fill the positions of SACCO MANAGER & IT Officer

Ref: UWSS-SACCO MANAGER - 2018

Reporting to the Board of Directors, the job holder will be responsible for day to day SACCO operations including; timely preparation and submission of financial reports to facilitate effective decision making by stakeholders (management, board of directors and members); ensuring sound financial/accounting policies, procedures and controls to ensure prudent management; and control of financial resources.

Minimum Qualifications & Requirements

A. Education & Training

A university degree in a finance related field, preferably B. Com / BBM (Finance / Accounting) from a recognized university

B. Professional Qualifications

Diploma in Co-operative Management or a minimum of a CPA4 or its equivalent will be an added advantage.

C. Experience

Must have **at least 5 years work experience** as in a financial institution.

D. Skills

- i. Excellent inter-personal skills
- ii. Excellent verbal, written, communication and presentation skills
- iii. Time management skills
- iv. Strong team leadership and mentorship skills
- v. Good grasp of IT and Computer Skills
- vi. Ability to prepare and maintain management accounts and financial statements for the society including budget in accordance to IFRS and other accounting guidelines.
- vii. Able to manage the Sacco Cash flows and cash flow forecast

E. Personal Attributes & Attitude

- i. Should have integrity and is able to maintain confidentiality at all times
- ii. Be Self-driven and innovative
- iii. Have strong analytical and problem solving skills
- iv. Ability to anticipate potential problems, determine and implement solutions;
- v. Able to pay close attention to detail

- vi. Ability to be flexible, use initiative, self-evaluate and to work independently under little or no supervision

REF: UWSS-IT OFFICER - 2018

Reporting to the SACCO Manager, the job holder will be responsible for monitoring and maintaining the computer systems and networks of the organization, installing and configuring computer systems, diagnosing hardware and software faults and solve technical and applications problems

KEY RESPONSIBILITIES

- Ensure the routine maintenance of ICT equipment;
- Ensure that virus protection software is installed on all PCs and updated regularly;
- Providing technical support to system users;
- Perform system administration tasks;
- Train staff in application usage and troubleshooting;
- Developing, maintaining and monitoring procedures for all server backups and reports generation;
- Monitoring of LAN / WAN and internet firewalls;
- Install, configuring and upgrading operating, security software and administrative packages;
- Perform E-marketing and communication i.e. website updates and running of face-book, twitter accounts etc
- Perform minimum programming tasks on the software.

Candidates applying for this position will be required to have met the following qualifications:

- A degree in Computer science, IT, BIT or related discipline from a recognized institution.
- Knowledge of software project management.
- A+, N+ or Similar Certification in User support and Networking.
- Windows Server and Client Systems- Knowledge and Application.
- Practical skills Web application programming (php, JavaScript, Asp, Html*).
- Skills in database Administration especially MSSQL, MySQL.
- Basic Programming Skills (.net, java).
- Good knowledge in local area networks, security of data;
- Has capability for troubleshooting and support;
- Able to work independently with minimum supervision;

- Good communication and interpersonal skills;
- At least 2 years of experience in a networked multi-user environment.

The application Process

Interested persons meeting the minimum qualifications are invited to send their **up to date CV and cover letter as one MS Word document to recruitment@kuscco.com**, quoting the relevant reference no. in the subject line of the email, to reach us on or before the **23rd November 2018**. Please note that your CV should contain your current mobile contacts, e-mail address and three references including that of immediate or former supervisor. Indicate in the cover letter your **current and expected remuneration**. Only shortlisted candidates will be contacted.