

JOB VACANCY

JOINAS DT SACCO SOCIETY LIMITED, licensed and regulated by SASRA, with an excellent track record and extensive member services over the years, is seeking to recruit the following two positions:

1. ICT ASSISTANT

REPORTING TO: SYSTEM ADMINISTRATOR

QUALIFICATIONS AND COMPETENCE

- Diploma /Bachelors' degree in Computer Science, Information Technology or an equivalent from a recognized university
- At least 2 years' experience in a highly engaging ICT environment
- Professional qualification in ICT (CCNA, MSCE, CCNP or LFCS) is an added advantage
- Ability to code using PHP and PYTHON.
- Strong comprehension of ICT systems and technologies
- Good analytical, decision making, problem-solving skills and ability to handle a range of system related issues
- Ability to work independently and effectively under pressure and within tight deadlines
- Graphical designing skills knowledge in Adobe Photoshop, Adobe Premier and Corel Draw
- Excellent communication and interpersonal skills
- Extensive experience in hardware and software support and management
- Unquestionable Integrity and strong ethical standards.
- Experience in a financial institution is an added advantage.

RESPONSIBILITIES

- Provide first line technical support to staff and society members'
- Support users in the use of computer equipment, ERP system, Mobile banking and other software applications.
- Ensuring appropriate Database management and administration.
- Ensuring proper maintenance of ICT related equipment and their security.
- Designing content for social media.
- Giving advice on the acquisition of hardware and software.
- Troubleshooting system and network problems, diagnosing and resolving faults to ensure smooth operation in all terminals within the LAN and WAN.
- Ensuring data and systems integrity, availability, and security.
- Ensuring optimal uptime of all society ICT infrastructure and services.
- Liaising with system administrator and help in establishing ICT user support knowledge base and training.
- Maintaining a backup system for all the data in the Society and storing them safely.
- Assigning User IDs and User rights and implementation of controls in the Sacco society's system.
- Participate in formulation, implementation and review of ICT policies.
- Installing and configuring computer hardware, operating systems and applications
- Providing appropriate information and guidance on emerging and best practices in ICT.
- Ensuring timely provision of ICT service to all the functions of the society as well as ensuring repair and maintenance ICT equipment.
- Maintenance and periodical upgrade of the society's websites.
- Any other lawful duties as may be assigned from time to time by the system administrator.

2. ACCOUNTS ASSISTANT

REPORTING TO: ACCOUNTANT

RESPONSIBILITIES

- Updating and reconciling members' accounts, managing the general ledger, and handling cash operations.
- Daily processing of loan disbursement, refunds and any other member related payments.
- Debtor and Creditors updates and management.
- Perform bank, loan, and account reconciliations.
- Petty cash management and reconciliation.
- Timely preparation of NSSF, PAYE, SHIF and other statutory deductions.
- Prepare daily summaries of expenses and cash position reports.
- Filing of income tax returns.
- Assist in the preparation of monthly, quarterly, and annual financial and regulatory reports.
- Provide support during internal and external audits.
- Other duties assigned by the Supervisor from time to time.

QUALIFICATIONS & EXPERIENCE

- A minimum of CPA Part II with at least two years of experience as an Accounts Assistant. Candidates holding a degree in Accounting or a related field will have an added advantage.
- A basic understanding of accounting and bookkeeping, with proficiency in accounting software and computer applications such as word processing and spreadsheets.
- Analytical and problem-solving skills, keen attention to detail, effective time management, critical thinking abilities, and a collaborative team spirit.
- A trustworthy and dependable individual with strong and effective written and verbal communication skills.
- Ability to meet strict deadline

How to Apply

Candidates who meet the above requirements should forward their hand written applications or Send an Email to **hr@joinassacco.com**. Kindly attach copies of academic and professional certificates, testimonials, detailed curriculum vitae and National ID not later than **Friday 15th August 2025**. Quote the current and expected salary in the application letter. Due to numerous numbers of applications received, only shortlisted candidates will be contacted.

Applications should be addressed to:

THE CHAIRMAN,

JOINAS DT SACCO SOCIETY LTD,

P.O BOX 669-00219,

KARURI.

JOINAS DT SACCO is an equal opportunity Employer. Canvassing will lead to automatic disqualification.

By Management