



## **CAREER OPPORTUNITIES**

Ukulima Sacco Society Limited, a licensed Deposit Taking Sacco in Kenya with its Headquarters in Nairobi and FOSA Branch Network in Kisumu, Mombasa, Eldoret, Embu, Nakuru and Kisii invites individuals who possess a passion of excellence, strong work ethics, are results oriented and committed to continual improvement to apply for the following positions:-

1. Senior Information Systems Security Officer, UC 10 - Ref: UCSC/HR/E/01/2019 - 1 Position.
2. ICT Security Officer UC 8 - Ref: UCSC /HR/E/02/2019 - 1 Position.
3. Micro Credit Officer 11, UC 8 - UCSC /HR/E/03/2019 - 1 Position.
4. Micro Credit Regional Field Representatives - UCSC /HR/E/04/2019 - 7 Positions.

Details of key requirements for these positions are available at our website: [www.ukulimasacco.coop](http://www.ukulimasacco.coop)

Applications with detailed CV indicating current position, qualifications, work experience, copies of certificates, testimonials and National identity card, day telephone contacts and names and contacts of at least three (3) referees should reach the Society on or before 14<sup>th</sup> June 2019 at 12.00 Noon and addressed to:

**The Chief Executive Officer**

**Ukulima Sacco Society Limited**

**P. O. Box 44071-00100**

**NAIROBI**

**Only shortlisted candidates shall be contacted**

***Ukulima Sacco Society Limited is an equal opportunity employer.***

**UKULIMA SACCO IS ISO 9001:2015 CERTIFIED**

# **1. SENIOR INFORMATION SYSTEMS SECURITY OFFICER, UC 10 - REF: UCSCS/HR/EX/01/2019 – 1 POSITION**

## **TERMS: PERMANENT & PENSIONABLE**

Reporting to Head of ICT, this position is responsible for securing the Sacco ICT Systems through continuous risk assessment and development of risk mitigation mechanism. Working closely with the Head of ICT, the incumbent shall ensure that the Sacco's policies and procedures for Information Security are effectively adhered to.

This involves leading and providing a focal point for security and information risk matters. The incumbent jobholder will be also responsible for developing plans to improve the information security at the Sacco. Further the position holder shall be accountable the daily operation and implementation of the IT security strategy.

### **Key responsibilities include:**

1. Advise the ICT Manager on information security strategies, both short-term and long-range, in support of the Sacco goals.
2. Conduct proactive risk assessment program for all new and existing systems and remains familiar with the Sacco's goals and business processes so effective controls can be put in place for those areas presenting the greatest information security risk.
3. Conducting a continuous assessment of current IT security practices and systems and identifying areas for improvement
4. Delivering new security technology approaches and implementing next generation solutions
5. Carries out technical vulnerability assessments of IT systems and processes, identifying potential vulnerabilities, make recommendations to control any risks identified and to ensure they are implemented.
6. Responds rapidly and effectively to IT security incidents, managing them in a professional manner including computer forensics for evidence gathering and page preservation.
7. Responsible for the coordination of regular Information Security Reviews in the Sacco and conducts assessments of departmental systems, processes and infrastructure and making recommendations to minimize risks identified.
8. Provides high quality Information Security guidance documentation and training.
9. Liaises with external security agencies where required and ensure that any information requested is provided on a timely and secure basis;
10. Liases with Cyber Crime Unit in the National Police service;
11. Promotes security awareness by developing and implementing a security awareness and training programme;
12. Investigates suspected and actual security incidents in accordance with the security incident management standard, produce reports with recommendations and ensure any remedial action is taken.
13. Performs any other responsibilities as may be assigned from time to time.

### **Academic/ Professional Experience**

1. Bachelor's degree in IT/ Computer Systems design/ Computer Science or IT related field;
2. 5 years of experience practical, proven, hands on experience in IT security from a financial institutions including Sacco's MFIs and Banks;

3. Possess professional qualification of Certified Information Security Manger (CISM), and CISA or either Certified Risk and Information System Control (CRISC) and other related field;
4. Investigation skills, Knowledge and ability to identify information security breaches;
5. Ability to establish an information security monitoring system, Programming skills;
6. Valid Police clearance Certificate/Good Conduct.

## **2. ICT SECURITY OFFICER UC 8 – REF: UCSCS/HR/EX/02/2019 – 1 POSITION**

### **PERMANENT & PENSIONABLE**

#### **JOB PURPOSE**

Safeguards information system assets by identifying and solving potential and actual security problems.

#### **MAIN ACTIVITIES**

1. Analyze existing security systems and make recommendations for changes or improvements
2. Organize FOR testing and “ethical hacks” of the existing security architecture
3. Implements security improvements by assessing current situation; evaluating trends; anticipating requirements of equipment, and recommendation of suitable IT and communication equipment;
4. To lead ICT support team to ensure information systems are available, secure and fulfill the expectations of their users.
5. Determines security violations and inefficiencies by conducting periodic audits
6. Protects system by defining access privileges, control structures, and resources.
7. Recognizes problems by identifying abnormalities; reporting violations.
8. Monitor the system to ensure that System Controls are safeguarded during the upgrades or review of the System.
9. Keeps users informed by preparing performance reports; communicating system status.
10. Maintains quality service by following organization standards.
11. Any other duties as may be assigned from time to time.

#### **ACADEMIC & PROFESSIONAL SKILLS**

1. Bachelor Degree in Computer Science, System administration, network security, network administration or a related field;
2. At least two years’ experience in the same or related position;
3. Knowledge of operation of various Sacco software systems;
4. Thorough knowledge of Software development and Networking techniques;
5. Good analytic and problem solving skills;
6. Valid Police clearance Certificate/Good Conduct.

### **3. MICRO CREDIT OFFICER 11, UC 8 – UCSCS/HR/EX/03/2019 – 1 POSITION**

#### **THREE YEARS CONTRACT RENEWABLE**

Reporting to the Head of Micro Credit the Micro Credit officer will be in charge of the loaning processes of the micro credit business.

#### **Purpose of the Job**

The loans officer is accountable for the growth of lending portfolio and maintaining efficiency of the process.

#### **Duties and responsibilities**

1. Receive and evaluate loan applications and submit applications for verification, recommendation and approvals.
2. Meet with applicants to obtain information for loan applications
3. Analyze applicants financial status, credit history, and property evaluations where need be to determine feasibility of granting loans.
4. Explain to customers the different types of loans and credit options that are available, as well as the terms of those services
5. Obtain and compile copies of loan applicants' credit histories, corporate financial statements, and other financial information.
6. Review loan agreements to ensure that they are complete and accurate according to the policy
7. Compute payment schedules
8. Preparing timely reports on the loan portfolio for the branch manager and micro credit manager.
9. Provide accurate advises on payment queries
10. Analyze potential loan markets and develop referral networks in order to locate prospects for loans
11. Follow up loan collection from the clients with assistance from other relevant officers
12. Handle customer complaints and take appropriate action to resolve them.
13. Perform related work as assigned.

#### **Professional / Academic Qualifications**

1. Bachelors Degree in Commerce/ Business Administration or its equivalent from a recognized university;
2. Possession of professional qualifications in credit management will be an added advantage;
3. 4 years' practical, proven experience in Micro credit operations from financial institutions including Sacco's , MFIs and Banks;
4. Computer Proficiency is a must;
5. Must have good interpersonal skills;
6. Valid Police clearance Certificate/Good Conduct.

## **MICRO CREDIT REGIONAL FIELD REPRESENTATIVES - UCSCS/HR/EX/04/2019 – 7 POSITIONS**

### **3 YEARS CONTRACT RENEWABLE**

Reporting to the Micro Credit Officer 11 functionally and Branch Managers administratively, the position holder's key role is acquisition of new Business and ensuring quality customer service.

#### **Responsibilities**

1. Deliver set Sales targets in deposit mobilization, and quality loan disbursement
2. Provide excellent customer service at all times;
3. Actively participate in marketing campaigns to ensure clients are well informed of the product portfolio;
4. Seek customer feedback on products and services offered by the organization;
5. Provide daily sales reports.

#### **Qualifications and Experience**

1. Diploma in Sales & Marketing.
2. Possession of professional qualifications in credit management will be an added advantage;
3. Minimum 'O' level Mean grade C-
4. 2 years practical and proven micro Credit experience in Banks, MFI, and Sacco's
5. Valid Police Clearance Certificate