



JAMII DT SACCO

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VACANCY ANNOUNCEMENT

Jamii DT Sacco is a Deposit Taking Sacco (DTS) registered under the Co-operative Societies Act Cap 490 (Amended 2004) of the laws of Kenya and licensed by SASRA. The objectives for which the Society was established are to organize and promote the quality of life of the members by providing quality financial services.

VACANT POSITION DETAILS

The following positions are vacant, and the Sacco is seeking to fill:

1. SENIOR OFFICER SYSTEM AUDIT -REF. JDT/HR – OFF-SA/JS-7/2026

Position:	Senior Officer System Auditor
Grade:	JS- 7
Department:	Audit & Risk
Job Type:	Contract – Three (3) Years Renewable Based on Performance
Reporting to:	Manager Internal Audit & Risk
Location:	Nairobi

JOB PURPOSE

The job holder is responsible for evaluating the SACCO's information technology systems, infrastructure, and internal controls to ensure data security, system reliability, and regulatory compliance.

FUNCTIONS / KEY RESULTS EXPECTED

- Performing general and application control reviews for simple to complex computer information systems.
- Performing information control reviews to include system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance.
- Performing reviews of internal control procedures and security for systems under development and/or enhancements to current systems.
- Maintains computerized audit software.
- Preparing audit finding memoranda and working papers to ensure that adequate documentation exists to support the completed audit and conclusions.
- Preparing written and oral reports and other technical information in a pertinent, concise, and accurate manner for distribution to Manager Internal Audit and Risk.

- g) Advise staff on various operational issues related to computerized information systems, and on general business operations as needed.
- h) Follow up on audit findings to ensure that management has taken corrective action(s).
- i) Assists and trains other audit staff in the use of computerized audit techniques, and in developing methods for review and analysis of computerized information systems.
- j) Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.
- k) Make recommendations on disruptive IT infrastructure innovations.
- l) Maintain confidentiality and integrity of the society's information.
- m) Conduct operational, compliance, financial and investigative audits, as assigned.
- n) Any other duty as may be assigned from time to time

IMPACT ON RESULTS

The key results of the role have an impact on the overall efficiency and effectiveness of the Society in defining how the organization will use processes, people and other resources to ensure effective and efficient use of ICT in enabling the Sacco to achieve its goal.

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's Degree in Information Technology or its equivalent
- Certification in Information Systems Auditor (CISA) or Certified Fraud Examination (CFE)
- CPA or ACCA intermediate qualifications will be an added advantage
- Minimum experience of five years working in IT

KEY SKILLS AND COMPETENCES

- Expert in Microsoft Systems
- Ethical hacking
- Systems trouble shooting
- Database administration- Microsoft SQL DB Management
- Network and Server Management
- IT security

2. OFFICER I PROCUREMENT & STORES - REF. JDT/HR – OFF-PRO/JS-8/2026

Position: Officer I, Procurement & Stores
Grade: JS- 8
Department: Procurement & Stores
Job Type: Contract – Three (3) Years Renewable Based on Performance
Reporting to: Principal Officer Procurement & Stores
Location: Nairobi

JOB PURPOSE

The job holder is responsible for coordinating and implementing procurement and disposal activities in line with the SACCO's procurement policies, applicable laws, and best practices.

FUNCTIONS / KEY RESULTS EXPECTED

- a) Works with vendors to schedule shipping and delivery times, being present to receive any orders, and verifies that the correct items and amounts have been delivered and ensure the safekeeping of goods supplied.
- b) Verifying current inventory levels and keeps records to prevent inventory gaps by initiating new re-order on time to avoid shortage of goods
- c) Before placing an order, s/he carefully checks purchase orders for accuracy, completeness and clarity.
- d) Conduct bidding for purchasing of works, goods and services in accordance with SACCO procurement procedures including but not limited to preparation and review of requests for proposals, process specifications, public advertisements and assistance to proposal evaluation
- e) Negotiate with suppliers to ensure that competitive prices, credit terms and discounts are offered and arrange delivery schedules
- f) Develop and maintain database of good and reliable suppliers for different categories of supplies, goods and works.
- g) Any other duty as may be assigned from time to time

IMPACT ON RESULTS

The key results have an impact on the overall efficiency and effectiveness of the SACCO including Improved business results and client services.

QUALIFICATIONS AND REQUIREMENTS

- ❖ Bachelor's Degree in Procurement or any related field
- ❖ Minimum 3 years' experience in the same level

KEY SKILLS AND COMPETENCES

- ❖ Analytical
- ❖ Negotiation
- ❖ Report writing
- ❖ Communication
- ❖ MS Office Suite

3. ASSISTANT II ICT - REF. JDT/HR – AS-ICT/JS-11/2026

Position: Assistant II, ICT
Grade: JS-11
Department: ICT
Job Type: Contract – Three (3) Years Renewable Based on Performance
Reporting to: Manager ICT
Location: Nairobi

JOB PURPOSE

The job holder is responsible for effective operational support, security and continual improvement of existing business applications, computer hardware and networks.

FUNCTIONS / KEY RESULTS EXPECTED

- a) To contribute to the smooth operation of the Sacco' ICT network and other ICT equipment, as directed by the Manager, ICT. This includes commissioning new equipment, repairing and maintaining existing equipment such as desktop PCs, laptops, printers, monitors, projectors, servers, switches and other computer equipment.
- b) To provide technical support to system users.
- c) To maintain the ICT equipment, register, to provide a detailed analysis of equipment replacement needs and central ICT resourcing.
- d) To install and configure software as required by staff and where this is new software to ensure that it is appropriately licensed.
- e) To uphold all Sacco's policies, especially those regarding ICT.
- f) To update the website & ensure it is interactive with updated content as directed by the Acting Manager ICT.
- g) To carry out other tasks as reasonably directed by the Manager ICT.
- h) Any other duty as may be assigned from time to time.

IMPACT ON RESULTS

The key results of the role have an impact on the overall efficiency and effectiveness of the Society in defining how the organization will use processes, people and other resources to ensure effective and efficient use of ICT in enabling the Sacco achieve its goals

QUALIFICATIONS AND REQUIREMENTS

- ❖ Bachelor's Degree in Information Technology or a related field
- ❖ Minimum experience of three years relevant experience in ICT

KEY SKILLS AND COMPETENCES

- ❖ Database administration
- ❖ Hardware management
- ❖ Network management

METHOD OF APPLICATION

Applications with detailed CV indicating the job reference number, current position and remuneration, notable achievements, work experience, copy of National identification card, copies of academic and professional qualifications, testimonials, names of three (3) referees two (2) of whom must have supervised the applicant at some point, telephone contact and email address, should be made by 12th August 2026 at 12.00 noon through:

www.jamiisacco.com

Jamii DT Sacco careers

Link: careers.jamiisacco.com

Successful candidates shall be required to produce valid Chapter 6 documents before onboarding.

Jamii DT Sacco Society is an equal opportunity employer, and any canvassing will lead to automatic disqualification.