



JAMII DT SACCO

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VACANCY ANNOUNCEMENT – INTERNAL APPLICANTS ONLY

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. MANAGER ACCOUNTS - REF. JDT/HR – M.ACC/JS-4/2026

Position:	Manager Accounts
Grade:	JS- 4
Department:	Accounts
Job Type:	Contract – Three (3) Years Renewable Based on Performance
Reports to:	Chief Manager Finance
Reportees:	5
Location:	Nairobi

JOB PURPOSE

The job holder is responsible for preparing the SACCO's monthly statements by collecting data; analyzing and investigating variances; summarizing data, information and trends.

FUNCTIONS / KEY RESULTS EXPECTED

- To respond financial inquiries by gathering, analyzing, summarizing, and interpreting data.
- To prepare SACCO quarterly and annual statements by assembling data.
- To comply with the statutory tax filing requirements by studying regulations; adhering to requirements; advising management on required actions; calculating quarterly estimated tax payments; assembling data for quarterly and annual tax filings.
- To respond to financial inquiries by gathering, analyzing, summarizing, and interpreting data.
- To provide financial advice by studying operational issues; applying financial principles and practices; developing recommendations.
- To prepare special reports by studying variances; preparing budgets; developing forecasts.
- To prepare weekly cash flow statements, and controlling expenditure and cash flow
- To assist with the preparation of year-end accounts and statutory account
- Any other duty as may be assigned from time to time

IMPACT OF RESULTS

The key results of the role have an impact on the overall efficiency and effectiveness of the Society in defining how the Sacco 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

- ❖ A Bachelor's Degree in Accounting, Finance or equivalent plus CPA (K) or equivalent qualifications.
- ❖ Member of ICPAK
- ❖ A minimum of five years working experience in financial management, two of which must be as an Accountant II

KEY SKILLS AND COMPETENCES

- ❖ Decision making & Problem Solving
- ❖ Strategic thinker
- ❖ Team Leadership
- ❖ Planning and reporting

2. PRINCIPAL OFFICER SALES AND MARKETING - REF. JDT/HR – PO – S&M/JS-5/2026

Position: Principal Officer Sales & Marketing
Grade: JS- 5
Department: Marketing
Job Type: Contract – Three (3) Years Renewable Based on Performance
Reporting to: Chief Manager Operations
Reportees: 4
Location: Kisumu

JOB PURPOSE

The job holder will develop and implement marketing and product strategies that will support the SACCO's drive for business growth while underpinning its objectives of superior service, increased brand equity, and sustainable profitability.

FUNCTIONS / KEY RESULTS EXPECTED

The Jobholder is responsible for:

- a) To plan, implement, co-ordinate and review the Sacco's marketing strategies.
- b) To lead in the creation of a Marketing Strategy for the SACCO and ensure that all key SACCO stakeholders are engaged in this process.
- c) To identify, explore and develop appropriate new business opportunities for the SACCO – in both income-generating and service provision areas – through networking, representing SACCO at events, marketing and research.
- d) To lead on the design and implementation of appropriate monitoring and evaluation procedures for all SACCO services.
- e) To collate and analyze both quantitative and qualitative data to provide regular reports to management.
- f) To keep up to date with trends and developments in monitoring and evaluation including Impact Assessment Measurement, Social Return on Investment etc.
- g) To work with the Marketing team to analyze market needs and trends, identify and deliver marketing strategies and initiatives.
- h) To supervise external communications with consultancy teams in planning and implementing marketing of SACCO events and programs including authorized media releases and other activities. Promote the SACCO to members ,beneficiaries, local communities and partners
- i) To implement and manage the SACCO brand strategy to communicate a consistent and strong brand message and image to SACCO members, stakeholders and the broader public.
- j) To ensure high level of Member service to ensure Member's loyalty, satisfaction and retention.
- k) To develop a growth strategy focused both financial gain and customer satisfaction.
- l) To lead the design and implementation of a marketing strategy for the SACCO, encompassing traditional and digital channels, including the commissioning and management of suitable suppliers and other service providers.
- m) To increase the level of member awareness of the SACCO and positive association with the brand and adoption and compliance within the brand guidelines by stakeholders.
- n) To regularly visit organizations and investment groups to evaluate their needs as they relate to day to day operations, member service and marketing.

- o) To develop training materials, and to conduct product and service training programs to members.
- p) In collaboration with the Chief Manager Operations to regularly review and update existing member products and services that are market oriented
- q) To identify localized marketing requirements in the defined geographical area complementing the centralized marketing efforts of the SACCO.
- r) To develop an annual Marketing plan which should detail the year's activity to meet agreed SACCO objectives as per the Business plan and Strategic Management Plan.
- s) To ensure staff performance standards, KPI's are established, signed and communicated to staff and ensure targets are achieved.
- t) To establish, oversee and implement member compliance handling procedures and ensure prompt investigation, research and response to member complaints/concerns.
- u) Any other duty as may be assigned from time to time

IMPACT OF RESULTS

Leads to overall attainment of the SACCO's short and long term strategic goals with particular emphasis on the membership growth, quality service and patronage of SACCO products and services.

QUALIFICATIONS & REQUIREMENTS

- ❖ Bachelor's Degree in Sales & Marketing or Bachelor's Degree in a Business related field
- ❖ Member of Marketing Society of Kenya (MSK) or Chartered Institute of Marketers (CIM)
- ❖ Diploma in Marketing will be an added advantage
- ❖ Minimum experience of five years with two at supervisory level

KEY SKILLS AND COMPETENCES

- ❖ Communication and interpersonal skills
- ❖ Collaboration, selling and negotiations skills
- ❖ Planning and organizing skills
- ❖ Analytical, problem solving and decision making skills

3. OFFICER I MICRO CREDIT - REF. JDT/HR – OFF-MICRO/JS-8/2026

Position: Officer I, Micro Credit
Grade: JS- 8
Department: Loans
Job Type: Contract – Three (3) Years Renewable Based on Performance
Reporting to: Manager Loans
Location: Nairobi

JOB PURPOSE

The job holder is responsible for outreach, promotion, client assessment, intake, supervision and monitoring of clients with the intention of gradually growing and sustaining a healthy portfolio, an optimum number of clients and client's groups.

FUNCTIONS / KEY RESULTS EXPECTED

- a) Be responsible for the implementation of the micro - credit program and policies
- b) Conduct market survey before initiating any program in a new area.
- c) Conduct awareness creation and mobilization meetings.
- d) Assess and select viable groups using the laid down criteria.
- e) Train clients on Sacco society limited lending procedures and requirements (credit and group management).
- f) Mobilization of savings among clients and ensure loan applications are properly filled.
- g) Ensure loan appraisal and approval are done following set criteria and conditions.
- h) Liaise with Government ministries and other line agencies in order to facilitate Jamii Sacco society limited activities in area of operations.
- i) Maintenance and growth of a healthy credit portfolio through prudent loan administration, management and compliance with policies, procedures and best practice.
- j) Preparation and presentation of comprehensive, timely & reliable reports to provide information, aid in decision making and gauge performance
- k) Support the development and usage of microcredit services in designated areas, identified by the SACCO.
- l) Ensure that the training curriculum for microcredit groups and individuals.
- m) Manage the Analysis of applicants' financial status, credit, and property evaluations to determine feasibility of granting loans.

- n) Explain to members the different types of loans and credit products that are available, as well as the terms of those services.
- o) Approve loans within specified limits, and refer loan applications outside those limits to management for approval.
- p) Meet with applicants to obtain information for loan applications and to answer questions about the process.
- q) Obtain and compile copies of loan applicants' credit histories, corporate financial statements, and other financial information.
- r) Any other duty as may be assigned from time to time

IMPACT ON RESULTS

Leads to overall growth and sustaining a healthy portfolio, an optimum number of clients and client's groups.

QUALIFICATIONS AND REQUIREMENTS

- ❖ Degree in Cooperative management, Business Administration or management, or Microfinance/ Microcredit or relevant field
- ❖ Have a minimum of three (3) years working experience in a related field

KEY SKILLS AND COMPETENCES

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

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.