



## **CAREER OPPORTUNITIES**

Ukulima DT Sacco Society Limited, is a licensed Deposit Taking Sacco in Kenya with its Headquarters in Nairobi and branches in Nairobi, Kisumu, Mombasa, Eldoret, Embu, Nakuru, Kisii & Kakamega. The Society aspires to be a world class preferred financial partner and committed to transforming lives through resource mobilization and provision of innovative financial solutions. The Society invites interested persons to apply the positions listed below:

- 1. GRADUATE TRAINEES – 8 POSITIONS**
- 2. RECORDS OFFICER 111– UC 7- 1 POSITION**

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, scanned copies of certificates, testimonials and National identity card with day telephone contacts and names and contacts of at least three (3) referees should be sent to [recruitment@ukulimasacco.coop](mailto:recruitment@ukulimasacco.coop) and hard copies sent to the following address and which must be received not later than 26<sup>th</sup> April 2022.

**The Chief Executive Officer  
Ukulima Sacco Society Limited  
P. O. Box 44071-00100 NAIROBI**

**Only shortlisted candidates shall be contacted**

Ukulima Sacco is an Equal Opportunity Employer (EOE) and committed to diversity and gender equality. Please note that Ukulima DT Sacco does not charge any fee at any stage of the recruitment process. (application, interview meeting, processing, or any other fees).

## 1. GRADUATE TRAINEES – 8 POSITIONS

### About Job

The positions target fresh university graduates from the local universities to work in the Society's three functions: Credit & Banking, Finance & Internal Audit on an 18 months contract. At the end of your 18-month programme, a performance assessment shall be carried out in view of identifying the individual strengths and consequently be deployed Credit & Banking, Finance, Internal audit departments.

### Job description

1. As a Graduate intern, you will be exposed to 'on job training' and exposure to our experienced team leaders throughout the program. You'll work alongside teams performing real tasks and you'll develop your skills and build your network in a dynamic environment designed to support your long-term career objectives.
2. You will be required to work on members personal account in areas relating to their day-to-day finances, credit administration, banking, recovery and savings.
3. You will be expected to learn our product offerings, and their positioning in the market, the processes and procedures in view of promoting customer experience.

### MINIMUM ACADEMIC & PROFESSIONAL QUALIFICATIONS

- 1) Bachelor's degree in Commerce, Business Administration, Economics & Statistics or other relevant business-related degree from Accredited University in Kenya and must have attained 2<sup>nd</sup> Class Upper Division or above;
- 2) CPA 11/ACCA 11/CCP 11 or above will be an added advantage;
- 3) Minimum KCSE mean grade of C+
- 4) The applicant should be 28 years and below and should have graduated not more that 2 years from the date of this advert
- 5) Advanced Computer Skills on Ms. Office, Accounting Software and Databases;
- 6) No working experience is required to apply for this position.
- 7) Excellent numerical and analytical skills;
- 8) Accuracy and keen attention to detail;
- 9) Ability to meet strict deadlines.

## 2. RECORDS OFFICER 111 UC 7 – 1 POSITION

<b>JOB TITLE</b>	RECORDS OFFICER 111 UC 7
<b>DEPARTMENT</b>	HUMAN RESOURCE AND ADMINISTRATION DEPARTMENT
<b>GRADE</b>	UC 7

### **PURPOSE OF THE JOB**

Responsible for management of members documents and correspondences.

### **Duties and Responsibilities**

#### ***I. Operational Roles and Responsibilities:***

- a) Create and Maintain the Sacco members documents databases and ensure quick retrieval of information;
- b) Analyze the Sacco's documents and information needs and develop procedures to ensure these requirements are met;
- c) Audit the information that is created and stored within the Sacco's members files database;
- d) Determine the length of time the Society records are kept by referring to Policy and legislative requirements;
- e) Member data change - amendment of members details;
- f) Advice Management on registry policy and procedures (policy evaluation and review);
- g) Ensure security of registry and documents;
- h) Generate and submit monthly reports on registry activities;
- i) Conduct files audit;
- j) Prepare report on documents to be archived as per timelines on Document Management Policy;
- k) Receive and verify documentation of files received from other departments for archiving;
- l) Standardize files description within the organization;

#### **II. Perform any other duties as may be assigned from time to time**

### **Academic & Professional Qualifications**

The jobholder must possess:

- 1) Bachelor's Degree in Records Management or an equivalent field from a recognized University in Kenya
- 2) Minimum of three (3) years' relevant experience;
- 3) Must have knowledge in use of MS office packages.