



VACANCIES 2019

TELLER (REPORTING TO THE BRANCH MANAGER) - 1 POST

QUALIFICATIONS

- i) A KCSE mean grade of C or above with a minimum of C in English and Mathematics.
- ii) Diploma in public relations or a related field.
- iii) Excellent verbal and written communication skills.
- iv) Proven customer support experience or experience as a client service representative

ROLES AND RESPONSIBILITIES

1. Customer verification and document and cash authentication
2. Monitor teller cash limits
3. Ensure manual reconciliation and proper recording of all **p.o.s** and mpesa transactions.
4. Balancing all control and agency branch accounts.
5. Cash handling in FOSA and safe keeping of cash in your custody.
6. Processing savings, withdrawals and deposit appropriately
7. Resolve product or service problems
8. Recommend potential products or services to management by collecting customer information and analyzing customer needs
9. Identify and assess customers' needs to achieve satisfaction
10. Build sustainable relationships of trust through open and interactive communication
11. Handle complaints, provide appropriate solutions and alternatives within the time limits and follow up to ensure resolution

Interested applicants are invited to submit their applications clearly indicating the **position** applied for, a copy of their **testimonials** and a **detailed CV** with at least 3 referees to reach the undersigned via hand delivery, post or mail to **info@timesusacco.co.ke** on or before **28th February 2018**.

**THE CHAIRMAN
TIMES U SACCO LTD,
P.O. BOX 310 – 60202,
NKUBU**

Your Timely Financier



VACANCIES 2019

MARKETING OFFICER (REPORTING TO THE BDM) - 3 POSTS

QUALIFICATIONS

- i) A KCSE mean grade of C or above with a minimum of C in English and Mathematics.
- ii) Diploma in public relations, sales and marketing or a related field.
- iii) A bachelor's degree in marketing will be an added advantage
- iv) Excellent verbal and written communication skills.
- v) Proven customer support experience or experience as a client service representative
- vi) An excellent team player
- vii) A very social and outgoing personality

Roles and Responsibilities:-

- Market the Sacco to credible institutions as per the Sacco policy
- Formulate a marketing plan for the institution
- Competitor analysis
- Meet the membership recruitment targets as per the Sacco's strategic plan.
- Act as a contact between the Sacco and potential members
- Educate and train prospective members on benefits of joining the Sacco
- Providing weekly and monthly marketing reports to the Business Development Manager for reviews.
- Participate in trade fairs, marketing promotions, road shows and any other publicity campaign as may be assigned and providing reports on the same
- Carry out customer satisfaction survey
- Member education - Pass Sacco information to the customers on any new policies that may be implemented
- Visit clients to get complaints/comments and handling complaints at the field level
- Sacco brand

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Times U Sacco Ltd.

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E-mail: info@timesusacco.co.ke website: www.timesusacco.co.ke

VACANCIES 2019

NKUBU

LOAN OFFICER (REPORTING TO THE CREDIT MANAGER) - 1 POST

QUALIFICATION

1. A KCSE mean grade of C or Above with a minimum of C in English and Mathematics
2. CPA at least Part 1 or diploma in a business related field
3. Computer proficiency in computer application, especially in accounting packages and systems
4. Knowledge of operation of various management information systems is an added advantage
5. At least one years' experience in the same or related position

ROLES AND RESPONSIBILITIES

General Duties

1. Reviews and verifies the correctness of Loan application forms
2. Calculates loan entitlements
3. Produces quarterly schedules of shares and loans
4. Provide high levels of customer service of loaning function by efficiently handling the process and by reducing customer waiting time and service time.
5. Analyze applicants' financial status, credit, and property evaluations to determine feasibility of granting loans.
6. Prepares weekly lists of defaulters
7. Review and update credit and loan files.
8. Receives and Records all recommended loans to cash office for payment
9. Analysis of non effects on shares and loans
10. Maintain the positive image of the Society in the community

Customer Care

11. Effectively and efficiently serve all customers

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AUDIT ASSISTANT (REPORTING TO THE INTERNAL AUDIT MANAGER) - 1 POST

QUALIFICATION

1. A KCSE mean grade of C+ or Above with a minimum of C+ in English and Mathematics
2. Degree in business related course.
3. Minimum of CPA IV
4. At least TWO years' experience in accounting related field
5. Be able to demonstrate familiarity with audit operation & general accounting system
6. Must be self-driven with a lot of initiative & drive
7. Computer proficiency in computer application, especially in accounting packages
8. Knowledge of operation of various management Information systems is an added advantage

ROLES AND RESPONSIBILITIES

1. Assist the internal Auditor in verifying financial operations, internal controls and conduct compliance audit to ensure SACCO resources are economically and efficiently utilized
2. Continually Ensures that internal controls mechanism are in existent, effective & functional to maintain reliability and integrity of financial and non-financial information of the SACCO.
3. Ensure compliance with relevant policies, procedures, laws and regulations by all departments
4. Ensure safe custody of SACCO's assets
5. Prepare accurate and timely report after every audit assignment, indicating findings and recommendations for corrective measures
6. Identify loopholes & recommend risk aversions measures
7. Perform other Job duties as assigned by the supervisor

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NOTE: Only the **SHORTLISTED** applicants will be contacted.
CANVASSING will lead to **AUTOMATIC DISQUALIFICATION**