



Nyati Sacco

Empowering members financially

NYATI SAVINGS AND CREDIT CO-OPERATIVE SOCIETY LIMITED

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JOB ADVERT 2020

Nyati Sacco Society Limited, a licensed Deposit Taking Sacco in Kenya 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. MICROCREDIT OFFICER - 1 POSITION

Reporting to the FOSA Manager, the Micro-credit officer will be responsible for Marketing Micro-credit business, processing loan applications including appraisal, follow up on disbursement & Repayments.

Main Duties:

- To interview applicants and to explain the lending procedures and requirements of the Sacco to potential members.
- To assess customer's applications, visit the business premises as well as the residence to appraise the financial situation of the business/project.
- To advise customers as to the documents and financial reports required by the Sacco to process their loan applications
- To process customers application and prepare a financial and social data (cash flow, balance sheet etc) for submission to credit manager.
- To ensure that all required documents (security documents, loan contracts) are complete and signed by the member.
- To disburse loans according to the decision of the credit manager and Monitor repayment
- To ensure strict and continuous follow up of outstanding portfolio and ensure up to date arrears list
- Be ready to be re-assigned other duties when necessary.

Qualifications

- Degree in Co-operative Management/ Business Administration/ Finance/ Accounting
- Minimum 3 years' experience, preferably in a computerized environment
- Certifications and Active Membership of Professional organization would be an added advantage
- Experience in the financial services sector i.e Sacco is an added advantage

2. HR & ADMIN OFFICER AND P.A TO THE CEO

Job Summary:

This position is to coordinate, implement and monitor HRM functions of Nyati Sacco and serve as the P.A to the CEO. He /she will provide technical support to the administration

and ensure that HR staffs are trained, mentored and work as team. The position will report to the CEO

Main Duties:

- Support all aspect of the recruitment and selection process of Nyati Sacco staff in close collaboration with the CEO
- Review the job description, local recruitment and planning process on regular basis. Orient new staff on the staff policy, training and development policy.
- Assist in the implementation of HR policies and procedures and advice or counsel employees on issues related to routine personnel administration activities to include employee attendance, discipline, leave, probationary period, insurance scheme, locums etc.
- Keep an accurate account of staff leave schedules for any remuneration in related complication and ensure routine HR reports and documentation is done quarterly and report submitted to CEO.
- Lead the implementation of the HR manual and code of ethics/conduct and ensure that the HR processes follow the Kenyan Labour laws and Sacco's policies.
- Ensure timely implementation orientation/induction program of new recruited staff and that you ensure HR office is accessible and responsive to staff inquiries.
- Perform all HR related and admin roles
- Be ready to be re-assigned other duties when necessary.

Qualifications

- Degree in Business with a major in Human Resource Management
- Diploma/Higher National Diploma in Human Resource Management
- 3 years and above work experiences in busy institution, understands labour laws; good knowledge of computer packages
- Presentable with excellent communication and interpersonal skills

How to Apply

- All interested candidates are requested to read the job description and send their application to jobs@nyatisacco.co.ke by **Wednesday 30th September 2020**. Please mark the job title as your subject on the application letter, attach testimonials and a detailed CV indicating your current and expected pay.