EGERTON UNIVERSITY SACCO SOCIETY LIMITED
P.O. BOX 178-20015
<u>EGERTON.</u>

JOB
ADVERTISEMENT

Egerton University Sacco Society Ltd is a Deposit Taking Sacco regulated by the Sacco Societies Regulatory Authority (SASRA) in Kenya. It is one of the largest Saccos in Nakuru County with membership drawn from various universities, including Egerton, Kisii, Laikipia, Kabarak, Kabianga, and others. It also draws membership from the Civil Service, County Governments, institutions, the business community, and Chamas, Welfare, and youth groups.

As part of its growth strategy, the Board wishes to recruit suitably qualified and experienced candidates to fill the following vacant position.

S/NO	POSITION	GRADE	NO OF POSTS
1	Assistant ICT Officer	06	1(One)

HOW TO APPLY: Interested candidates should log on to our website
www.egertonuniversitysacco.coop

The closing date is on Wednesday, 17th December, 2025 at 5.00 p.m.

CPA Charity Sambu,
CHIEF EXECUTIVE OFFICER
08th December 2025

JOB ADVERTISEMENTS	
POSITION	**Assistant ICT Officer – GRADE 6**
REPORTING TO	Reporting to the ICT Manager
POSITION SUMMARY	
The Assistant ICT Officer is responsible for installing, maintaining, securing, and supporting all ICT systems within the SACCO. The role ensures reliable ICT operations, supports digital transformation, provides user support, manages networks and applications, ensures regulatory compliance, and upholds data security and business continuity.	
1. ROLES & KEY RESPONSIBILITIES	
The key roles and responsibilities shall include, but not be limited to: - 1. ICT Operations & Systems Management ➤ Oversee daily ICT operations, system checks, backups, and routine maintenance. ➤ Install, configure, and maintain ICT hardware, software, and peripherals. ➤ Maintain accurate documentation, asset registers, and inventories. 2. Networking & Connectivity ➤ Install, administer, and troubleshoot LAN/WAN infrastructure. ➤ Manage firewalls, routers, switches, access points, and telephony. ➤ Ensure uptime of all SACCO links (core banking, ATMs, mobile banking, USSD, agency). ➤ Liaise with service providers on connectivity issues. 3. Applications & Databases ➤ Develop, enhance, and support SACCO applications. ➤ Conduct systems analysis, testing, documentation, and integration with third-party platforms. ➤ Administer databases, ensuring security, performance, and backup integrity.	

➤ Assist in managing user accounts and access rights.

4. Cybersecurity & ICT Security

➤ Implement and monitor security controls (firewalls, antivirus, endpoint protection).

➤ Conduct security audits, monitor logs, respond to incidents, and enforce policies.

➤ Ensure compliance with the Data Protection Act and SACCO security standards.

5. User Support & Training

➤ Provide helpdesk support (1st & 2nd level) and resolve ICT issues promptly.

➤ Train staff on new systems, cybersecurity, and ICT best practices.

➤ Provide technical specifications for ICT equipment procurement.

6. Policies, Compliance & Risk

➤ Assist in developing ICT policies, DR/BCP manuals, and procedures.

➤ Ensure compliance with SACCO By-Laws, SASRA guidelines, and licensing requirements.

➤ Monitor ICT risks and recommend mitigation measures.

7. ICT Projects, Upgrades & Change Management

➤ Support planning and implementation of ICT projects and system upgrades.

➤ Manage replacement, repair, or disposal of outdated equipment.

➤ Ensure proper change management documentation.

8. Disaster Recovery & Business Continuity

➤ Support DR/BCP planning, testing, and maintenance.

➤ Maintain offsite backups and ensure recovery objectives are met.

9. Budgeting, Assets & Vendor Relations

➤ Assist in preparing the ICT budget and managing ICT assets.

➤ Maintain service contracts and liaise with vendors, suppliers, and regulators.

10. Website & Digital Platforms

- ➢ Manage and update the SACCO website and digital channels.
- ➢ Ensure compliance with branding and communication standards.

11. Research & Innovation

Research emerging technologies and recommend improvements for efficiency and automation.

12. Confidentiality

Uphold the confidentiality, integrity, and security of SACCO data and systems.

2. SKILLS, KNOWLEDGE, AND ABILITIES REQUIRED FOR THIS POSITION

- Network configuration
- Proven skills in web application development and database management
- Knowledge of emergency response DM&E processes
- Proven track record for database design and management in SQL
- Knowledge of Web server setup, deployment, and management, and TCP/IP Network and Protocols (IPv4 and IPv6)
- Management of private and public-facing Networks (IP Routing and Wide Area Networks (WAN), VPN.
- Remote technologies, Good knowledge of virtualization and cloud computing technologies, Microsoft, and Active Directory. Microsoft Exchange Server, MS Outlook client, Microsoft server/Desktop, banking systems, and alternative banking channels.
- Ability to communicate to non-technical system users in non-technical language
- Adapt to changes in systems and procedures
- Set up and administer a network, including firewalls
- Co-ordinate hardware/software service and technical support with vendors
- Work independently with minimum supervision

3. QUALIFICATIONS

1. Bachelor's degree in Computer Science/Software Engineering/ Business Information Technology or its equivalent from a recognized university.
2. Professional qualification in ICT (IMIS, CICT, MSCE OR MSCD, OR DBA)
3. Working knowledge of Firewall management, Mobile platform, and web application is an added advantage
4. Membership in a professional association will be an added advantage
5. Certification in Web design and any IT-related fields will be an added advantage.

4. EXPERIENCE

1. Aged 25 years and above

2. A minimum of 2 years of experience in a similar position in a busy organization, preferably in a financial institution.
3. Wide experience and a high level of competence in computerized information system and knowledge of SQL database management
4. Practical application of software, database, network, telecommunication, and system.

HOW TO APPLY

Interested candidates are asked to forward a soft copy application letter enclosing detailed Curriculum Vitae accompanied by copies of academic, professional and constitutional clearance certificates, National ID, testimonials, names and contact of two referees including your current or former supervisor. In your application letter indicate the current and expected salary. Include day and evening telephone numbers in your application.

E-MAIL your application to: hr-recruitment@egertonsacco.coop to reach us on or before Wednesday 17th December at 5.00 pm. Kindly note that only shortlisted candidates will be contacted.

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