



## VISION REGULATED Non-WDT SACCO SOCIETY LIMITED

**Vision Regulated Non-WDT Sacco** is one of the leading Saccos in Kenya that aims to positively transform the lives of its members by according them an opportunity to regularly accumulate their savings while earning attractive returns and access credit facilities at competitive interest rates. In her quest for excellence, the Sacco seeks to recruit for the following position: -

**Job Title:** IT Officer

**Department:** ICT

**Reports to:** Chief Executive Officer

**Tenure:** 2 Years Renewable contract

### **Job Description:**

The IT Officer will steer all technology functions encompassing ICT infrastructure set-up, systems security, development and implementation of ICT strategic plan and ICT policies, data back up and disaster recovery. He/she will ensure that the Society adopts the latest ICT developments in its operations.

### **Key Responsibilities:**

- Provide technical support to users in the use of computer equipment, MS Dynamics and Office applications.
- Installing/configuring new computers/telephones, repairing/upgrading PC hardware and software, including scheduled maintenance
- Support the implementation of Vision Sacco ICT development projects as required;
- Manage all aspects of Network and Systems administration including servers, desktop systems, communications hardware, and software to support Vision Sacco operations.
- Ensure business continuity, perform data backups and disaster recovery operations;
- Participate in the Sacco preparation of budgets and implementation of effective controls to achieve financial targets.
- Lead the preparation of RFPs, bid proposals and other documentation related to the acquisition of network, telecommunications, server, and end-point infrastructure as well as negotiations with vendors, outsourcers and contractors to secure IT infrastructure products and services
- Ongoing training of Sacco staff on ICT related areas to ensure staff have adequate ICT knowledge to perform their primary duties
- Support on the development, implementation, and expansion of social media strategy to raise Sacco's profile and market its activities.
- Responsible for Vision Sacco's website contents and update in liaison with the Marketing & Business Development Manager;
- Maintain IT network security through the management and installation of antivirus, anti-spyware applications.
- Maintain security, confidentiality and integrity of Sacco's systems and information
- Maintain a register of all ICT hardware, software and systems to ensure full asset management and timely replacement/upgrades.
- Maintaining inventory of equipment and software licenses;
- Formulate, implement and review Sacco's ICT policies, procedures, strategies and systems
- Set up and monitor contracts with external suppliers for the provision of ICT technical support and services
- Prepare and present ICT Reports to the management

### **Knowledge, Skills And Abilities:**

- Bachelor's Degree in ICT, Computer Science, and/or any related field
- Minimum 3 years of working experience and complexity, in a financial institution (banks, microfinance, or Sacco)
- Effective in written and verbal communication in English.
- Knowledge and experience in Windows 2016/2019 SQL server, Microsoft Dynamics and ERP applications is mandatory.
- Proven knowledge of the Sacco products, services, policies and systems
- Membership with ICT Professional Body e.g., Computer Society of Kenya, ISACA, PMI will be added advantage
- Knowledge in digital marketing will be an added advantage

### **Job application procedure:**

Interested and qualified persons are requested to submit their applications in soft copy only clearly indicating the position applied for together with a detailed CV, copies of academic & professional certificates, and any other relevant documents, including 3 referees (with current email addresses & mobile phone numbers) and a cover letter to [vision\\_sacco@wvi.org](mailto:vision_sacco@wvi.org) to reach us on or before 12<sup>th</sup> May 2023, latest 5 pm.

**Please note that only shortlisted candidates will be contacted.**