



BUSIA COUNTY ASSEMBLY SACCO LTD  
P.O BOX 1018-50400,  
BUSIA (K)

Date: 11<sup>TH</sup> FEBRUARY 2022



## VACANCY

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The Busia County Assembly Sacco limited was established pursuant to Sacco Societies Act whose mission is to mobilize savings, provide friendly and affordable credit facilities and other up to standard financial Services to members.

In our efforts to fulfill this mandate, the Busia County Assembly Sacco limited seeks to recruit suitable candidates for following positions:

### 1. SACCO MANAGER: 1 position

#### Requirement for engagement

1. A Kenyan citizen
2. Bachelor degree in any of the following discipline: Commerce, Finance, Economics, Business Administration/Business Management/cooperative management or any other equivalent qualification
3. Minimum of Certified Public Accountants Certificate (CPA II)
4. Diploma in co-operative management
5. Atleast 3 years relevant experience in SACCOs/Financial management position
6. Proficiency in computer application

### 2. LOANS OFFICER I: I POSITION

#### Requirement for engagement

1. A Kenyan citizen
2. Bachelor degree in any of the following discipline: commerce, finance, economics, business administration/business management/ Cooperative management or any other equivalent qualification will be an added advantage
3. Must be a holder of Certified Public Accountants Certificate (CPA K)
4. Diploma in co-operative management
5. Atleast 3 years relevant experience in SACCOs/Financial management position
6. Proficiency in computer application

### 3. LOANS OFFICER II: I POSITION

#### Requirement for engagement

1. A Kenyan citizen
2. Holder of CPA part II
3. Bachelor degree in any of the following discipline: commerce, finance, economics, business administration/business management/Cooperative management or any other equivalent qualification will be an added advantage.
4. Diploma in co-operative management or its equivalent will be an added advantage
5. Atleast 3 years relevant experience in SACCOs/Financial management position
6. Proficiency in computer application

#### **4. ACCOUNTANT : 1 POSITION**

##### **Requirement for engagement**

1. A Kenyan citizen
2. Must be a holder of Certified Public Accountants Certificate (CPA K)
3. Bachelor degree in any of the following discipline: commerce, finance, economics, business administration/business management/cooperative management or any other equivalent qualification will be an added advantage
4. Diploma in co-operative management
5. Atleast 3 years relevant experience in SACCOs/Financial management position
6. Proficiency in computer application

#### **5. ACCOUNTS CLERK: 1 POSITION**

##### **Requirement for engagement**

1. A Kenyan citizen
2. Minimum of CPA part I will be an added advantage
3. Diploma in co-operative management
4. 2 years work experience from a financial institution
5. Proficiency in computer application

#### **6. BUSINESS DEVELOPMENT OFFICER : 1 POSITION**

##### **Requirement for engagement**

1. A Kenyan citizen
2. Bachelor degree in marketing will be an added advantage
3. Posses diploma in marketing
4. Membership in marketing society of Kenya or its equivalent
5. 2 years work experience in a marketing position

#### **7. RECORDS MANAGEMENT OFFICER : 1 POSITION**

##### **Requirement for engagement**

1. A Kenyan citizen
2. A diploma in social sciences from a recognized institution.
3. Proficiency in computer application.

##### **Functional skills, behavioral competencies /attributes**

##### **The job holder must posses**

Supervisory skills, Computing skills, Confidentiality, Communication skills, Integrity, Interpersonal Skills, Confidentiality, Communication skills, Integrity, Customer care Skills and Emotional intelligence skills

##### **Terms of Service**

This appointment will be on RENEWABLE CONTRACT basis for **3** (three) years based on satisfactory performance.

##### **How to apply:**

All applicants should submit their written applications together with copies of their detailed Curriculum Vitae, academic and professional certificates, testimonials, National Identity card or Passport, a copy of KRA HELB clearance Certificate, Certificate of good conduct, and EACC clearance certificate and any other supporting documents by: **21<sup>st</sup> FEBRUARY, 2022**

Applications should be addressed to:

**THE CHAIRMAN  
BUSIA COUNTY ASSEMBLY SACCO LTD  
P.O BOX 1018-50400  
BUSIA –KENYA**

Hand delivery applications can be submitted to the **BUSIA COUNTY ASSEMBLY SACCO** office during official working hours.

