



Azima Sacco
YOUR GROWTH. OUR COMMITMENT

P.O.BOX 1124-01000, THIKA. TEL: 0714 479004, 0716, 902160, 0729 953588

info@azimasacco.co.ke, www.azimasacco.co.ke

CAREER OPPORTUNITY:

Applications are invited from suitable and qualified Kenyan citizens for the following vacant position of: -

SYSTEM ADMINISTRATOR.

Qualifications and Experience: -

- a). Bachelors Degree in computer science or equivalent from a recognized institution.
- b) Minimum of 3 years' experience.
- c) Age 25-35 years.
- d) Good knowledge in local area networks, security of data, wireless connectivity, business hardware and software systems.
- e) Experience in Mobile Banking operations.
- f) Knowledge of operation of Sacco software systems.
- g) Knowledge of current Database Management Systems.
- h) Clear demonstration of thorough knowledge of current IT issues.
- i) Candidates with experience in Sacco operations will have an added advantage.
- j) Certification in either or any combination of database systems, networking or hardware will be an added advantage.

Job Specifications:

The holder of the System Administrator position must;

- 1. Be of exemplary integrity and honesty
- 2. Be decisive and possess quick judgment skills
- 3. Possess excellent business writing skills
- 4. Be proactive and initiative
- 5. Possess analytical and critical thinking skills to assist in reconciliations
- 6. Have excellent communication and interpersonal skills
- 7. Must be empathic to customer needs
- 8. Ready to work for long hours and under strict deadlines.
- 9. Ability to work independently with minimum supervision.
- 10. Must be self-motivated



Duties and Responsibilities:

- 1) Liaise with system developers in designing, developing, operationalizing and implementing computer systems, which meet the requirements of the Sacco.
- 2) Implementation, review and maintenance of all ICT systems/services including website, internet, Social media monitoring, systems audit, access authorization
- 3) Network development, extension review of network and procedures.
- 4) **System controls:** Develop and implement system control to ensure security and integration of the data.
- 5) Advice and recommend on software customization, domestication and hardware needs from time to time.
- 6) Provide systems and design specification and algorithms as well as advising on quality and standards of systems, computers and communication accessories.
- 7) Advice on upgrading and replacement of hardware and software and their accessories as well as their maintenance.
- 8) SACCO Emails management.
- 9) Managing the surveillance system and ensuring that reliable footage backups are accessible whenever required.
- 10) Ensuring that all work stations are up and working normally.
- 11) Supporting all departments and branches in reports development from the system.
- 12) Maintenance of Server and ensuring all work stations are connected.
- 13) Trainings users on the SACCO systems.
- 14) Ensure high availability of the ICT network and day-to-day user's problems.
- 15) **Reports:** You will be required to produce timely and accurate computer reports to enable the board make timely and accurate decisions.
- 16) Advice on the society's future need for IT related activities.
- 17) **Back up:** You will be in charge of taking the daily backup and data storage and restoration of the backup in case of system problems of failure.
- 18) Any other duties assigned by the ICT Manager and the CEO

NB: This position will be reporting to ICT Manager

Application Instructions:

Interested candidates should submit their cover letter, Curriculum Vitae, professional and academic certificates in **one pdf file** indicating the current and expected salary to careers@azimasacco.co.ke on or before **21st November, 2023** by 5:00p.m. Indicate the Job title as the email subject.

All applications should be addressed to;

The Chairman,
Azima SACCO Society Limited.
P.O.BOX 1124 – 01000.
THIKA.



- Canvassing will lead to automatic disqualification and only shortlisted applicants will be contacted.

DATED: - 6th November 2023.