



Save & Smile

RE-ADVERTISEMENT

VACANCIES

Sauti is a Regulated Non-Deposit Taking Sacco, with its Membership spread across the Country. The head office is situated in Nairobi County, Nairobi South B.

The Sacco seeks to fill the following positions:

Marketing & Business Development Officer (one post)

Job Purpose: To drive the marketing and business development strategies of the Society.

Reporting to : CEO

Roles and Responsibilities:

- Prepare, monitor and implement Marketing Budget and Plan.
- Prepare and submit timely annual work plan to the CEO
- Design and Implement direct marketing campaigns according to marketing strategy
- Conduct Market research and intelligent for the Sacco, analyses results and present timely written reports where workable recommendations are made to CEO and BED Committee
- Responsible for member recruitment, marketing the Sacco products and mobilize savings
- Develop targeted marketing strategies as per customer segments and needs
- Develop marketing communication materials and archive for new/old member recruitment and Sacco product marketing
- Identify and Implement targeted marketing activities that will lead to new member's recruitment and increase Sacco product uptake.
- Develops annual education programs for the Sacco in liaison with BDE Committee & CEO
- Tracking/Monitoring new and existing members accounts to avoid being dormant
- Timely production and submission of monthly reports on Sacco marketing activities
- Ensure valuable and engaging content for the Society website and newsletter
- Review and analyses the performance of various marketing campaigns, gain insight and assess against set goals
- Perform such other lawful duties as may be assigned from time to time.

Qualifications:

- Applicant must be holder of minimum KCSE mean grade C+
- A holder of university Degree in Business Administration or related field
- A diploma in Marketing
- Member in a relevant professional body
- Knowledge in Office Software and EPR system will be an added advantage.
- Has a three years working experience in a marketing and business development role within a Sacco or financial sector
- Must be above the age of 30 years.

Accountants' (2 posts)

Qualifications, Skills and Experience

- Applicants must be holders of minimum KCSE mean grade C+
- A holder of Bachelor's Degree in Business related field from a recognized university.
- A holder of CPA part 11
- Proficient in Accounting, Office Software and EPR system
- Has two years working experience in a similar capacity in a Sacco or Financial sector.
- Has excellent communication skills and good interpersonal relations
- Must be a team player
- Age between 30- 35 years.

Marketing Executives (2posts)

Job Summary:

Attending to clients telephone, interview clients, verify information, determine eligibility, recruit Members, sale Sacco products, activate dormant members accounts, respond to emails and social media enquiries, log and track customer/member queries, represent Sacco competently and adequately in his/her capacity , perform other lawful duties as may be assigned by management

Qualifications:

- Applicant must be a holder of minimum KCSE mean grade C
- Diploma in either Marketing/ Public Relations/ Mass Communication/ Journalism
- Proficiency in MS office packages
- Working experience will be an added advantage
- Age: 22 years and above

Interested applicants with stipulated qualifications to submit their application letters including copies of the certificates, CV, testimonial, remuneration expectation, referees to:

The CEO, Sauti Sacco Ltd , P.O. Box 30042 -00100 Nairobi.

Applications to reach the above on or before 10th June 2025 strictly on hard copies. Only shortlisted candidates will be contacted. Those who had applied earlier need not to re-apply. Conversing in any form shall be disqualified automatically.

