



Save & Smile

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

ASSISTANT ICT OFFICER (ONE POST)

Department : Business Support and Innovation

Job Reports to : Marketing & Business Development Officer

Job Summary

The Assistant ICT Officer will be mainly responsible for the SACCO's IT routine activities. He/she is expected to maintain confidentiality and observe data protection and security. Assist in the maintenance of and installation of hardware and software across the local network.

Main Duties and Responsibilities

- Timely provision of ICT services to all functions of the Society to facilitate implementation and use of ICT in the organization.
- Participate in the development and implementation of ICT strategies, promoting ICT innovation and enterprise.
- Database management and administration.
- Monitor information systems and troubleshoot all systems in the Sacco.
- Maintenance of ICT-related equipment and security of hardware and software.
- Ensure compliance with ICT regulations and advise management on the optimization of ICT resources in the organization.
- Assist in the design and produce of reports.
- Assist on acquisition of hardware and software.
- Ensure smooth operation of all terminals within the Local Area Network (LAN) and Wide Area Network (WAN), liaising with ICT suppliers and support service providers.
- Ensure systems integrity, availability, and security.

- Ensure proper functioning of all systems in the Society.
- Maintain a backup system for all data in the Society and store them safely.
- Participate in the formulation and implementation of ICT policies.
- Ensure business continuity and effective disaster management and recovery planning.
- Maintain the Sacco website.

Minimum

- A bachelor's degree in Computer Science or ICT
- Professional certification in ICT fields (CISM, CISA, or similar certification).
- A member of an ICT professional body is an added advantage.
- A minimum of two (2) years of working experience in a similar role.
- Understanding of networking technology, routing, switching, and firewalls.

Skills / Personal Attributes

- Digital Dexterity and Confidentiality.
- Communication skills
- Teamwork
- Problem solving
- High integrity and ethical conduct
- Self driven and reliable
- Accountable for results

Interested applicants with stipulated qualifications to submit their application letters including copies of academic & professional certificates, certificate of good conduct, clearance from CRB CV, testimonial, remuneration expectation, referees to:

The Chief Executive Officer , Sauti Regulated NWDT Sacco Society Ltd , P.O. Box 30042 -00100 Nairobi.

Applications to reach the above on or before 31st July 2026 strictly on hard copies.

Please take note that:

- Only shortlisted candidates will be contacted.
- Canvassing in any form will lead to automatic disqualification.