



## **HAZINA SACCO SOCIETY LTD**

HEAD OFFICE: KIBERA ROAD OFF NGONG ROAD, BEHIND SHELL PETROL STATION

### **JOB ADVERT**

We are a fast growing National Savings and credit Organization with a country-wide membership from Government Ministries, private organizations and member retirees.

Hazina Sacco Society wishes to urgently recruit for the following positions:-

1. Loans Monitoring & Recovery Officer
2. Marketing Assistant

#### **1. LOANS MONITORING & RECOVERY OFFICER – 1 POST**

##### **Minimum Requirements**

- A Bachelor's Degree in Commerce/Finance/Banking (Accounting option)
- A registered member of ICPAK
- A qualification in credit management preferably Certified Credit Profession (CCP)
- Knowledge of credit/loans processing
- Knowledge of Navision and proficiency in Ms Office with emphasis on Excel.
- Must be familiar with legislation relating to debt collection, perfection of collaterals, Leasing products and requirements by Regulating Bodies
- Three (3) years' experience
- Aged 27 years and above

##### **Personal Attributes**

- Excellent communication and negotiation skills
- Good interpersonal skills

## **2. MARKETING ASSISTANT (6 Months fixed Contract) – 1 POST**

### **Duties & Responsibilities**

- Setting and delivery of social media strategy across the Sacco (Facebook, Twitter & instagram)
- Tracking, analyzing and assessing the results and effectiveness of online marketing campaigns and promotions.
- Conducting daily reviews of the Sacco website for accurate and up-to-date content.
- Responding to online queries
- Developing and managing the calendar for all digital activity
- Conducting research related to finding new markets, industry related articles and content, and advertising opportunities, while staying on top of marketing trends and following competitive Saccos.
- Developing and executing strategy to increase database and customer retention.
- Any other duties as may be assigned from time to time.

### **Minimum Requirements**

- Diploma in marketing from a recognized Institution
- KCSE with a mean grade of C+
- Aged 22 years and above
- One (1) year experience
- Active working knowledge of social media platforms such as Facebook, Twitter, Instagram and YouTube.
- Intermediate level of experience in Microsoft applications: including Excel, Word, PowerPoint, and Outlook.

### **Personal Attributes**

- Good communication skills including proofreading, editing and grammar.
- Good interpersonal skills

The application accompanied by C.V. and relevant certificates / testimonials to reach the undersigned on or before **28<sup>th</sup> May, 2018.**

**The CEO,**

**Hazina Sacco Society Ltd,**

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