

## EXTERNAL VACANCY ANNOUNCEMENT



**POSTING DATE** 18<sup>th</sup> May 2026

**CLOSING DATE** 2<sup>nd</sup> June 2026

**POSTS** 1 (One)

Imarika Sacco is dedicated to providing accessible, innovative, competitive and reliable financial solutions in order to empower our members social economically. In line with our continued growth and commitment to service excellence, we seek to recruit a qualified and experienced individual to fill the arising vacant position as per the details herein.

### **JOB INFORMATION**

<b>Job Title</b>	Sales Executive
<b>Grade</b>	Contractual
<b>Term</b>	Contract (1 Year)
<b>Division</b>	Business Development
<b>Department</b>	Marketing
<b>Section / Unit</b>	Branch
<b>Location / Workstation</b>	Garsen Branch
<b>Reporting Relationships</b>	
<b>Reports to</b>	Branch Manager - Hola
<b>Indirect Reports</b>	Branch Supervisor, Garsen
<b>Job Purpose</b>	
The purpose of this job is recruitment of new members, enhancing products awareness, educating them on the importance of savings, understanding their needs, Provide financial solution, empowering socio-economical, thus making sure the Sacco grow and meet the Sacco core objectives and targets.	
<b>Key Responsibilities/ Duties / Tasks</b>	
<b>Operational Responsibilities / Tasks</b>	
<ol style="list-style-type: none"><li>1. Recruitment of new members as per set targets.</li><li>2. Promote and cross selling of the Saccos products and services.</li><li>3. Represent the Sacco to all potential and present Member.</li><li>4. Activation of Dormancy accounts.</li><li>5. Help in coming up of new products according to members need.</li><li>6. Empower members economically as well as maintaining good image of the Sacco</li><li>7. Enhancing members growth in investments</li><li>8. Retention of new and existing members.</li><li>9. Support in marketing related activities.</li><li>10. Production and submission of weekly/monthly reports.</li><li>11. Promote Sacco image.</li></ol>	



12. Responsible for account opening and perform all other account opening activities.
13. Support in design and implementation of marketing progress and strategies.
<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>
<b>Academic qualifications</b>
1. Diploma in Business related course
2. Certificate in sales management
<b>Professional Qualifications / Membership to professional bodies</b>
Marketing Society of Kenya.
<b>Previous relevant work experience required.</b>
One Year of relevant work experience

Qualified applicants to apply enclosing their Signed Cover letter, ID Copy, an up-to-date CV, evidence of current or past employment, Academic & Professional Certificates and copies of relevant testimonials addressing to:

**HUMAN RESOURCE MANAGER  
IMARIKA DT SACCO LTD  
P.O BOX 712-80108  
KILIFI.**

**Please Note that:**

- ❖ The deadline for submitting applications is **Tuesday 2<sup>nd</sup> June 2026** Close of Business.
- ❖ Applications received later than this date will **NOT BE** considered.
- ❖ Only shortlisted candidates will be contacted.
- ❖ Canvassing will lead to automatic disqualification.
- ❖ Imarika Sacco Does **NOT CHARGE A Fee** at any stage of the Recruitment Process (Application, Interview Meeting or Appointment).