EXTERNAL VACANCY ANNOUNCEMENT

Imarika SACCO
Together, we grow

POSTING DATE 22nd September 2026

CLOSING DATE 6th October 2026

POSTS 2 (Two)

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

Job Title	Office Assistant
Grade	8
Division	Branch
Department	Branch
Section / Unit	Administration
Location / Workstation	Branch (Ukunda, Mtwapa)
Reporting Relationships	
Reports to	Branch Manager
Direct Reports	Cleaners
Job Purpose	
This position involves daily administrative and support tasks, ensuring smooth operations of the branch. It involves opening of offices, overseeing office overall cleanliness and orderliness, taking charge of the registry and stores and handling outdoor administrative errands.	
Key Responsibilities/ Duties / Tasks	
1. Responsible for the main office access (keys and codes), timely opening and closure at close of business 2. Responsible for the office, kitchen and washroom cleanliness and orderliness of the registry and stationery store. 3. Responsible for beverage preparation(tea/coffee) and deliveries to designated areas for staff and visitors (when necessary) 4. Ensures availability of drinking water at all designated areas 5. Cleaning and maintenance of the kitchen, utensils and cutleries 6. Stock management of all kitchen and washroom consumables. 7. Responsible for the branch registry, ensuring proper filling system and timely retrievals 8. Responsible of the branch stationery store, ensuring availability of all relevant forms and stationery, monitoring usage and re-order levels 9. Runs outdoor errands (banking, purchase of supplies, bill payments e.t.c) 10. Champions the healthy and safety guidelines and ensures the functionality of fire extinguishers	

IMARIKA SAVINGS & CREDIT CO-OPERATIVE SOCIETY LTD.
H.R MANAGER
22 SEP 2026
APPROVED

11. Responsible for the functionality of equipment including doors, air conditions, fridge, water dispensers, photocopier/printer and generator 12. Takes other assigned responsibilities (customer service, credit, marketing, teller) when need arises
Academic qualifications
Diploma holder in any business-related field
Professional Qualifications / Membership to professional bodies
1. Public health certificate for food handling 2. Holder of health and Safety certificate
Previous relevant work experience required.
1 Year relevant work experience
Functional Skills, Behavioural Competencies/Attributes:
1. Time management 2. Teamwork 3. Reliability & flexibility 4. Good interpersonal skills 5. Personal grooming and cleanliness 6. Integrity 7. Fire marshal

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 6th October 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).

IMARIKA SAVINGS & CREDIT CO-OPERATIVE SOCIETY LTD.
H.R. MANAGER
22 SEP 2026
APPROVED