EXTERNAL VACANCY ANNOUNCEMENT

Imarika SACCO

POSTING DATE 22nd September 2026

CLOSING DATE 6th October 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 Title	Registry Officer
Grade	4
Division	Business Development
Department	Credit
Section / Unit	Registry
Location / Workstation	HQ, Kilifi.
Reporting Relationships	
Reports to	Credit Manager
Direct Reports	Registry Clerk
Indirect Reports	N\A
Job Purpose	
This job involves planning, organizing and implementing records management systems and objectives by co-ordinating and integrating records management activities towards the achievement of established Sacco goals and objectives.	
Key Responsibilities/ Duties / Tasks	
1. Developing, maintaining, verifying and evaluating existing records systems. 2. Ensuring safe custody, utmost security, monitoring file movement and confidentiality of data 3. Maintaining a proper electronic filing system (EDMS) that enables easy and swift retrieval 4. Modify and streamline the filing systems by appending identification of records, numbers or codes to the filing index 5. Responding to requests for statements, checks, and various member documents from branch and department personnel 6. Work with internal legal department/security personnel and law enforcement entities in producing requested records for subpoenas, Tax Summons and or Search Warrants. 7. Classifying and indexing records and destroying or archiving the finished data\records.	

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8. Implement a system to ensure control of document movement. 9. Maintains safe custody of member confidential envelopes for dependants\nominees. 10. Prepare registry report and forward it to the immediate supervisor on monthly basis. 11. Coordinate and supervise all branch registries and their functionalities. 12. Any other lawful duty assigned from time to time by the supervisor or any other person placed in authority.
Academic qualifications
1. Bachelor's degree in information science or any related course. 2. Diploma in archives and records management is an added advantage
Professional Qualifications / Membership to professional bodies
Kenya Association of Records Managers and Archivists (KARMA).
Previous relevant work experience required.
At least 5 years' experience in a busy library, Sacco registry or any related field.
Functional Skills, Behavioural Competencies/Attributes:
1. Highly organized 2. High level of confidentiality 3. Reliability and flexibility

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).

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