**VACANCIES ADVERTISEMENT**

**RUPSA SACCO Society Limited (formerly known as PCEA RUIRU SACCO Society Limited)** is a Christian based non-withdrawable deposit taking Sacco with a diverse membership of over 8,000 members. The Sacco is regulated by the Sacco Societies Regulatory Authority (SASRA) and is based in Ruiru Town. The Sacco is seeking to recruit competent and qualified officers with high synergy to meet the SACCO’s growth projections in the following areas.

**MARKETING OFFICER (REF: PRS/MO/01/25)**

Application deadline: - 6th March, 2025

**Job Type: Contract – Three (3) Years (Renewable on performance).**

**Purpose:**

The position holder will be responsible for conducting market research and surveys to facilitate developments on new products and services as well as the review of existing products/services to enhance the Sacco business development strategies.

**Roles and Responsibilities**

1. Develop and implement the Sacco Marketing Plan.
2. Spearhead all internal and external communications for the business including brand identity, corporate image, media liaison, and Public Relations.
3. Planning and overseeing new marketing initiatives and ensuring marketing campaigns are executed within budget limits.
4. Develop new business relationships, generate and negotiate new income for the Sacco at an agreed growth-oriented annual target, and follow through on potential new business opportunities.
5. Screen potential business deals by analyzing market strategies, deal requirements, potential, and financials; evaluating options; resolving internal priorities; recommending equity investments and quality membership of corporate and individual members.
6. Oversee recruitment of new members by setting up initiatives that will support acquisition.
7. Champion deposits and savings mobilization to ensure the Sacco achieves its intended targets.
8. Ensuring regular, timely, and effective members and stakeholders communication.
9. Provide education and training programs to the Sacco members.
10. Handling all marketing and public relations activities of the Sacco.
11. Promotion of all Sacco products for member uptake.
12. Ensure member retention through relationship management, group and company visitation as per the marketing plan and weekly schedules.
13. Keep abreast of the industry trends.
14. Customer satisfaction survey to determine trends and areas of improvement.
15. Preparation of monthly business/marketing report.
16. Perform any other duty as may be assigned from time to time.

**Qualifications & Experience**

Appointment to the position will be made from persons who:

* Are holders of a University Degree in Marketing, business administration, Economics, Business Management, Business related degree, or a related field;
* Has over 4 years of working experience in a marketing and business development role within Sacco or the financial sector.
* A diploma in marketing or Co-operative Management or Mass Communication will be an added advantage.

**ASSISTANT ACCOUNTANT (REF: PRS/ACC/02/25)**

Application deadline: - 5th March, 2025

**Job Type: Contract – Three (3) Years renewable based on performance**

**Purpose**

Reporting to the Accountant, the Assistant Accountant shall be responsible to carry out financial and accounting processes, in compliance with financial policies, procedures and controls systems.

**Roles and Responsibilities**

1. Updating the member’s accounts and general ledger, Daily receipting (standing orders, direct debits, M-PESA and Other remittances) and cash management.
2. Daily processing of loan disbursement, refunds and any other member related payments.
3. Timely and accurate processing of supplier, allowances and other payments.
4. Debtor and Creditors updates and management.
5. Reconciling of members’ accounts.
6. Reconciliation of Bank, MPESA and GL accounts.
7. Petty cash management and reconciliation.
8. Timely preparation of NSSF, PAYE, NHIF and other statutory deductions.
9. Reconciliations of Eft payments with the loan listings.
10. Processing yearly dividend /Interest.
11. Validating and processing of refunds and withdrawals to ensure the right amount are refunded to the right members.
12. Prepare daily summaries of expenses and cash position reports.
13. Filing of income tax returns.
14. Other duties assigned by the Supervisor from time to time.

**Qualifications & Experience**

1. Bachelor’s degree in Finance or Accounting, of business-related field.
2. CPA Part III
3. A member of a relevant professional body is an added advantage.
4. Minimum 2 years’ relevant experience and in a similar position.
5. Knowledge of operation of various Sacco software systems will be an added advantage

**Direct Sales Representatives (REF: PRS/DRS/02/25**)

Application deadline: - 5th March, 2025

**Job Type: Contract – One (1) Year renewable based on performance**

**Purpose**

Responsible for developing new business prospects and interacting with existing members to increase sales of the Society’s products and services.

The Officer will be reporting to the Marketing Officer.

**Roles & Responsibilities**

1. Identifies, monitors and maintains membership base through efficient interactions and analyzing any changes in Members’ needs.
2. Assist in implementation of sales, marketing and business growth strategies.
3. Evaluates potential members’ requirements and determines qualified leads through efficient networking and cold calling.
4. Develops and maintains relationships with business owners, individuals and corporate executives.
5. Participates in various outreach events such as member education and product campaigns.
6. Conducts door-to-door direct selling to obtain new Members and retain the existing ones.
7. Seeks customer feedback on the Society’ products.
8. Administers Member queries on the Society’s products, manages effective resolution of all members’ complaints in your portfolio.
9. Ensures compliance with Know your customer and due diligence.
10. Achieves the set individual targets in terms of numbers and value.
11. Preparing sales reports on weekly, monthly, quarterly basis for analysis by the supervisor.
12. Any other duties that maybe assigned to.

**Academic Qualifications**

1. Bachelor's Degree in Marketing, Business, or a Related Field **and OR** Diploma in co-operative management, Business Administration, Marketing, Communications, Public relations or related field.
2. Computer literacy and proficiency
3. Good communication skills
4. Minimum of one (1) year relevant experience
5. High integrity, personal credibility and result oriented.
6. Excellent report writing and presentation skills
7. Resilient, energetic and strong analytical skills

**Key Result Areas**

1. Number of new Members recruited.
2. Number of dormant members activated.
3. Amount of deposit mobilized.
4. Number of registered members for USSD/Mobile banking
5. Improved customer satisfaction.

**How to apply**

Interested and qualified applicants are requested to send their applications, CV and testimonials through the email [vacancies@pcearuirusacco.com](mailto:vacancies@pcearuirusacco.com) **OR** hand delivery to the Sacco offices indicating their **expected gross salary.**

The application should be addressed to;

**THE CHIEF EXECUTIVE OFFICER,**

**RUPSA REGULATED N-WDT SACCO SOCIETY LTD,**

**P.O BOX 1497-00232,**

**RUIRU.**

Any applications received after the closing date shall not be accepted.

Only shortlisted candidates will be contacted. If you do not hear from us by **28th March ,2025** consider your application as unsuccessful.