

UNITY SAVINGS AND CREDIT CO-OPERATIVE SOCIETY LIMITED

Tarikiville Mall, Mezzanine Floor, Namanga Road. Kitengela

Telephone: 0748015761/0788392446

E-mail: unitysacco1@gmail.com

VACANCY ANNOUNCEMENT

JOB TITLE: SALES AND MARKETING OFFICER

WORKING STATION: KITENGELA

TERMS: THREE MONTHS CONTRACT (RENEWABLE SUBJECT TO PERFORMAMNCE)

Unity Saving and Credit Co-operative Society Limited is a fast growing Sacco in Kajiado, Meru, Isiolo Maua regions with a membership drawn from all sectors of the economy and country. The Sacco wishes to employ a self-motivated, sales oriented individual to work as a marketer and invites applications as follows;

RESPONSIBILITIES AND ACCOUNTABILITIES

Recruit new quality organizations and advise the organizations on eligibility for joining the Sacco.

- ❖ Recruit new members from diverse background ,existing and new organizations while ensuring compliance to Sacco policies and procedures
- ❖ Act as the point of contact for assigned relationships and increase market share as per the assigned Sacco targets
- ❖ Ensure minimum requirements for share capital and deposits for every recruited member are met
- ❖ Explain to members the different types of FOSA and BOSA products available and their respective terms and conditions.
- ❖ Increase Sacco revenue through sale of assigned targets for Sacco products and services
- ❖ Relationship Management and advice members on loan eligibility.
- ❖ Ensure member satisfaction of the assigned portfolio.
- ❖ Participate in planning, organization and execution of all Sacco marketing events as assigned by the Sacco coordinator
- ❖ Establish and manage a portfolio of members ensuring that all assigned KPI's for BOSA and FOSA products are met as per the set targets
- ❖ Account's for (membership) retention

- ❖ Perform any other responsibilities as assigned from time to time.

REQUIRED QUALIFICATION, EXPERIENCE AND COMPETENCIES

- ❖ O level qualification
- ❖ Computer literate, proficient in MS word and excel
- ❖ Knowledge in marketing, accounting.
- ❖ Minimum of one-year experience in a similar role will be an added advantage
- ❖ Fluency in both written and spoken English and Kiswahili

PERSONAL ATTRIBUTES

- ❖ A person of integrity
- ❖ Good Communication and interpersonal skills
- ❖ Excellent analytical and reporting skills
- ❖ Excellent problem solving and decision-making skills
- ❖ Attentive to details
- ❖ Self-Driven and flexible
- ❖ Team player
- ❖ Ability to work Independently.

How to Apply

Interested candidates meeting the above requirements should send an application letter and a detailed curriculum vitae (CV) to unitysacco1@gmail.com by **20th May 2024**.

Clearly state the subject of the email as **Sales and Marketing**.

Only shortlisted candidates for the role will be contacted.

UNITY SACCO never asks for money in return for advancement in any recruitment process. If you are ever asked for a fee, please report to UNITY SACCO on 0748015761

Important to note: On employment staff are required to provide a certificate of good conduct!