



KENYA TEACHERS SACCOs ASSOCIATION.

JOB APPLICATION– 2026 RECRUITMENT

Kenya Teachers SACCOs Association (KETSa), is recruiting on behalf of one of its member SACCO, a leading SACCO in Kenya, for the following positions:

AVAILABLE POSITIONS

1. Core Banking Systems (CBS) Administration Manager
2. SACCO ICT Officer
3. Information Systems & Technology (ICT) Auditor

IMPORTANT NOTICE

- Only **shortlisted candidates** will be contacted.
- **Canvassing in any form will lead to automatic disqualification.**
- KETSa is an **equal opportunity recruiter** and does not charge any fees at any stage of the recruitment process.

JOB DESCRIPTIONS

I. Core Banking Systems (CBS) Administration Manager

Reporting Line:

Reports to the Head of ICT.

Job Purpose:

To oversee the administration, optimization, security and performance of the SACCO's Core Banking System to ensure efficient service delivery and system reliability.

UNITY OUR STRENGTH



+254 729 339999
+254 713 614609



Police Sacco Building, 4th floor Wing A
Ngara, Nairobi



info@ketsa.co.ke
www.ketsa.co.ke

The Role

The successful jobholder will be required to:

- Ensure service availability on CBS and all integrating systems such as alternate channels.
- Undertake the administration and maintenance of CBS and integrated channels.
- Ensure accuracy, accountability, and delivery of all CBS changes, updates, upgrades, and patches.
- Offer technical assistance and guidance in projects, upgrades, customizations, and digital business initiatives.
- Oversee the system integration into the core banking system and day to day operational running of integrated channels.
- Analyze CBS problems and implement innovative fixes, monitoring, tuning and performance optimization.
- Recommend improvements to existing CBS technical and business processes to meet the SACCO's requirements.
- Work closely with IT Security to ensure that applications are well secured.
- Work closely with testing/project teams to ensure solutions developed are defect free and meet business requirements.
- Support a 24/7 environment and resolve business and IT incidents with innovative solutions to ensure clients receive the highest level of service.
- Identify emerging user needs and plan for new systems features or changes to meet business requirements.
- Evaluate CBS capabilities and technologies for their potential application to business processes.

Skills, Competencies and Experience

The successful candidate will be required to have the following skills and competencies:

- A bachelor's degree in information technology, computer science or related field is required.
- At least five (5) years' experience in core banking application (preferably in SACCO/banking sector).
- Mandatory certification (e.g., Microsoft Certified: Azure Administrator, Oracle Certified Professional will be an added advantage).
- ITIL Foundation certification.

- Demonstrated in depth Java development experience.
- Certification in programming.
- Demonstrated experience in integration and middleware systems.
- Team player and attention to detail.
- Expertise/Proficiency in enterprise server operating systems and applications such as: Windows Server, Linux, Redhat, Oracle, DB2, MSSQL, Web Services, Java, Python, JBASIC.
- Strong understanding of cybersecurity and data protection.
- KCSE Mean Grade: C+ and above
- Age: Between 35 – 40 years

II. SACCO ICT Officer.

Reporting Line:

Reports to the Head of ICT.

Job Purpose:

The ICT Officer will support in managing the ICT department of the Sacco, infrastructure implementation, system security, data security and disaster recovery.

The Role

The successful jobholder will be required to:

- Ensure the routine maintenance on ICT equipment is carried out;
- Ensure effective & continuous performance software, hardware & other related ICT equipment;
- Perform software, hardware upgrades & integration;
- Keep up to-date inventory of all ICT equipment and software installed;
- Providing technical support to system users;
- Managing capacity and performance of local area network;
- Managing systems security, performing backup and restore procedures;
- Train staff in application usage and troubleshooting;
- Provide user support for staff in soft/hardware systems;
- Ensure the reliability of email and Internet browser system;
- Regularly updating the Sacco website;
- Email management (be up to date with email/internet policy);

- Ensure all new staff are able to use ICT equipment effectively;
- Analyze the consistency and accuracy of data in the Saccos database(s);
- Assist in data collection, entry and verification;
- Ensure that all external service contracts are executed as per the SLA;
- Ensure that payments relating to service contracts are paid in time.

Skills, Competencies and Experience

The successful candidate will be required to have the following skills and competencies:

- Diploma/Degree in IT/BBIT, Computer Science, Information Systems, Software Engineering or related field.
- Proven 2-3 years related work experience preferably with deposit-taking Sacco.
- Required Professional certification in ICT fields (COMPTIA, CISCO, CISM, CISA, or similar certification) will be an added advantage.
- Understanding of networking technology, routing, switching, and firewalls.
- Overall understanding of enterprise systems.
- Strong problem-analysis and troubleshooting skills.
- Able to handle and assess critical situations, and coordinate with many team players to restore normal ICT services.
- Good time management skills.
- Able to work in cross-functional, multi-application, multi-service providers environment.
- Customer focus and interpersonal skills.
- KCSE Mean Grade: C+ and above
- Age: Above 30 years

III. Information Systems & Technology (ICT) Auditor

Reporting Line:

Reports to the Internal Audit Manager.

Job Purpose:

The Information Systems & Technology (ICT) Auditor is responsible for execution of internal audits covering all aspects of business processes, assessing risks on information systems, business operations and evaluating internal controls to provide an independent appraisal of internal control environment across the Sacco.

The Role

The successful jobholder will be required to:

- Conduct special audits as required, leveraging on Computer-Assisted Audit Tools (CAATs) such as, Python, ACL, and SQL Developer to efficiently extract, transform and analyse large volumes of data
- Design, implement and maintain data analytics models and scripts to support continuous auditing and monitoring activities.
- Collaborate closely with audit teams to understand specific audit requirements and translate them into effective data analytics and automation solutions
- Conduct comprehensive penetration tests on the core banking system, mobile banking, and other operational applications, networks, and ICT systems to evaluate the effectiveness of the implemented cybersecurity framework.
- Evaluate compliance with IT security policies, standards, and regulatory requirements across business units and ICT infrastructure.
- Stay up to date with emerging cyber threats, vulnerabilities, and regulatory developments in the cybersecurity landscape.
- Perform independent threat and vulnerability assessment tests and report on cyber risks and controls of the ICT systems within the SACCO and other related third-party connections.
- Test the adequacy and effectiveness of control measures on information systems, operational processes, credit, department operations and recommend corrective measures to be undertaken in areas of weakness.
- Utilize extensive understanding of business activities to recommend scope and objectives of assigned audits, execute audit procedures, perform detailed

analyses, reach sound conclusions and document results for assigned audit activities.

- Ensure that all instances of significant risk or lack of control are properly identified, all findings are factually based & reported, with pragmatic & balanced recommendations & reports delivered in a timely manner.
- Actively participate in discussing audit findings and recommendations with line managers of the areas under review.
- Facilitate the communication of audit results and special projects via written reports and oral presentations to management.
- Assist in the annual risk assessment process and generation of annual audit plan.
- Assist in training/mentoring staff and develop and maintain the skills, knowledge and expertise to make valuable contribution to the internal audit team.

Skills, Competencies and Experience

The successful candidate will be required to have the following skills and competencies:

- Bachelor's degree in information systems or computer science from a recognized university.
- Professional certification in IT Audit, Risk and Security e.g. CISM, CISSP, CISA, CRISC
- CISA & CPA as mandatory requirements
- Excellent understanding of auditing concepts and practices with a minimum of 3 years' experience in IT and operation audit.
- Skilled in project management and maintaining composure under pressure while meeting multiple deadlines.
- Demonstrable knowledge in risk assessment and control concepts.
- Skilled in negotiation and conflict management to resolve problems that may arise during an audit.
- Excellent oral and written skills; a strong verbal communicator, analytical writer and able to clearly and concisely convey personal observations of processes, risks and controls.
- Excellent analytical ability both qualitative and quantitative to draw sound conclusions coupled with demonstrated knowledge and proper application of sampling techniques.
- Should have Certified ethical hacker certificate (CEHC)
- Excellent attention to details and organizational skills.

- KCSE Mean Grade: C+ and above
- Age: Above 30 years

How to Apply

Interested and qualified candidates should submit:

Updated CV

Cover letter

Copies of academic and professional certificates

To: <https://forms.gle/tpKRdPSGVPaMPrUt7>

Application Deadline: [30th April,2026]

Scan to Apply

