

External Job Advertisement

Job Title: Debt Recovery Officer	Reporting to: Senior Credit Officer
Department: Credit	Location: Nairobi
Terms of Contract: One year renewable	

Kimisitu Sacco Ltd Overview

Kimisitu Savings and Credit Cooperative Society 'the Sacco' is one of the fastest growing National Tier-1 Deposit Taking SACCOs in the region. The Sacco was registered in 1985 and is regulated by SASRA (Sacco Societies Regulatory Authority of Kenya).

Kimisitu Sacco has an open membership majorly drawn from employees of Non-Governmental Organizations (NGO), Embassies, International Missions, Government Agencies, Corporates, businesses, Chamas, and investment groups in Kenya and Diaspora. Our mission is to empower our members economically by providing quality financial services through prudent mobilization of resources and excellent customer care.

Kimisitu Sacco is seeking to recruit a dynamic, self-driven, and result-oriented individual to join our team in our fast paced, modern work environment, to fill in the above position:

Position Summary

You will be responsible for notifying members on their loans in arrears i.e., substandard, doubtful and loss, follow up and advise the members on loan repayment modes.

Key Responsibilities

- Analyze a list of members in arrears monthly based on the number of missed instalments.
- Communicate to members in arrears informing them of amount in arrears. Follow up through phone call and SMS's.
- Working with the members on an agreed payment plan, send reminders before the agreed due dates.
- Answer queries and offer advice to the members.
- Refer cases for restructure to Credit Officer.
- Prepare monthly reports: Collections received, all follow-ups done, Commitment dates agreed on.

Qualifications & Experience

- Diploma in Co-operative Management, Business Administration, or its equivalent qualification.
- A bachelor's degree in Cooperative management or its equivalent is an added advantage.
- Minimum two (2) years' experience in a similar role in a financial institution
- Proficiency in computer skills
- Proficiency in computerized accounting system

Personal Attributes required for this role:

- Debt recovery analysis skills
- Good Analytical Skills
- Good communications and negotiation skills

- A person of Integrity
- Team player

Key Relationships:**Direct Reports to this Role:**

- None

Internal Contacts:

- All departments

External Contacts:

- Members
- Service providers – auctioneers

How to Apply

Interested candidates meeting the above requirements should apply online by filling in the data form from the link <https://forms.office.com/r/jP6KMa99WM> . After filling the data form, proceed and send an application Letter with a detailed Curriculum Vitae (CV) to jobs@kimisitusacco.or.ke

The data form must be filled in full. To be considered for this role your application must be received by C.O.B on **Wednesday, 11th October 2023**. Clearly state the subject of the email as **Debt Recovery Officer**. Only shortlisted candidates for this role will be contacted.

Kimisitu SACCO never asks for money in return for advancement in any recruitment process. If you are ever asked for a fee, please report to Kimisitu SACCO on 0709 136000 or jobs@kimisitusacco.or.ke.

Kimisitu Sacco is an equal opportunity employer.

Kimisitu Sacco is ISO 9001:2015 certified.