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Excellent Career Opportunity

A. KIMISITU DT SACCO OVERVIEW

Kimisitu DT Sacco ‘the SACCO’ is one of the fastest growing National and ISO 9001:2015 certified 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 DT SACCO has an open membership, majorly drawn from employees of Non-Governmental Organizations (NGO), Embassies, International Missions, Government Agencies, Corporations and businesses both locally and internationally. Our mission is *“We are committed to championing the financial independence of all our members. We offer ourselves as partners for life.”*

Kimisitu DT SACCO is seeking to recruit a dynamic, self-driven, and result-oriented individual to join her team in her fast-paced, modern work environment, to fill the vacancy listed below:

Job Title: Debt Recovery Officer	Reporting to: Senior Credit Officer
Department: Credit	Location: Nairobi
Grade: six	Date: 2/03/2026
Job purpose:	
The incumbent is responsible for notifying members on their loans in arrears i.e., substandard, doubtful and loss follow up and advising the members on loan repayment modes.	
Key Duties & Responsibilities:	
<ul style="list-style-type: none"> • 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 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. 	
Knowledge: Qualifications & Experience	
<ul style="list-style-type: none"> • Minimum KCSE C plain • Diploma in Co-operative Management, Business Administration, or equivalent qualification. • computerized accounting systems • Two (2) years' work experience 	

Personal Attributes required for this role:

- Debt Recovery Analysis
- Advisory and Analytical Skills
- Communications and negotiation skills
- Honesty and Integrity
- Team player.

Key Relationships:

Direct Reports to this Role:

- None

Internal Contacts:

- Finance
- Credit
- Accounts

External Contacts:

- Members
- Service providers- Auctioneers

Retainer:31,500

NB:

1. The amount for collection will change monthly because arrears change monthly.
2. Target for collection is 100% however, **commission is paid over and above the agreed minimum collection on the allocation assigned.**

How to Apply

Interested candidates meeting the above requirements should apply online by filling in the data form on this link [DEBT RECOVERY OFFICER-3 POSTS – Fill out form](#)

The data form must be fully filled out. Incomplete forms will be disqualified. In addition, the applicants should send an application letter with a detailed CV to jobs@kimisitusacco.or.ke by COB **on Monday, 16th March 2026**, bearing the subjectline “**Debt Recovery Officer.**” People with disabilities are encouraged to apply.

Only shortlisted candidates will be contacted.

Kimisitu DT Sacco Ltd 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 13600 or jobs@kimisitusacco.or.ke.

[Kimisitu DT Sacco Ltd is an equal opportunity employer](#)