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Excellent Career Opportunity

EXTERNAL JOB ADVERT

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, mainly 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*”, underpinned by prudent resource mobilization and exceptional customer care.

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: System Administrator and Support Officer	Reporting to: ICT MANAGER
Department: ICT	Location: Nairobi
Grade: Band 5	Date: 14 April 2026
Job purpose:	
The System Administrator and Support Officer– Responsible for the upkeep, configuration, and reliable operation of computer systems, including servers and storage systems, planning for and responding to service outages and other problems as well as troubleshooting any issues.	
Key Responsibilities	
<ul style="list-style-type: none"> • Administering, configuring and troubleshooting servers and ICT systems (Core Banking, HR and Payroll, ATM and Mobile Banking) • Server deployments • virtualization and storage • Experience in user support, i.e., ticket management, 	

- Monitoring transaction links and maintaining high Bandwidth, Secure and Redundant links in the Sacco LAN
- Keeping downtime records, and causes and putting in place measures to prevent them from recurring
- Maintaining the upkeep, configuration, and reliable operation of the computer systems.
- Maintaining website updates and information
- Management of data backup and operations of backup tools and testing of disk and data recovery.
- Offering staff support/customer/member technical support
- Perform Software Licensing and subscriptions e. g antivirus and Backup and Replication
- Performing system compliance – Database Management, Database backups, Monitoring, Configuration of Users & Liaising with System vendor/Service providers
- Plan and perform preventive maintenance on servers, AC, laptops and desktop computers
- Providing resources and action on any system change request and liaising with vendor support on-site or virtually

Knowledge: Qualifications & Experience

- A bachelor's degree in IT /Computer Science or related
- Professional certification such as CCNP, CCNA, MCSE, MCSA, MCSD, OCDBA, MCDBA
- 4 continuous years of work experience as a systems administrator in a Sacco or a financial institution.
- Solid technical skills in databases, networks, and banking applications will be an added advantage

Personal Attributes required for this role:

- Ability to work independently with minimum supervision
- Team player with good interpersonal skills
- Drive for results and achievement
- Analytical skills.
- Decision-making and problem-solving skills.
- Innovation and creativity.
- Project management skills.

How to Apply

Interested candidates meeting the above requirements should apply online by filling in the data form on this link [SYSTEM ADMINISTRATOR AND SUPPORT OFFICER-1 - Fill out the form](#)

The data form must be fully filled. Incomplete forms will be disqualified. In addition, the applicants should send an application letter with a detailed CV to jobs@kimitusacco.or.ke by COB Monday, 27th April 2026, clearly stating the email subject as “**System administrator and support officer**”. People with disabilities are encouraged to apply.

Only shortlisted candidates will be contacted.

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