



**Ushuru DT Sacco Society Ltd**, is a leading Deposit taking Sacco, licensed by the Sacco Societies Regulatory Authority (SASRA), offering a wide range of products in loans and savings, dedicated to the provision of high level of service. The Sacco is registered under the Co-operative Societies Act Cap 491 and seeks to recruit dynamic and results oriented individuals on a three-year renewable contract term based on satisfactory performance for the following positions:

### **1. Deputy Manager Business Development**

The purpose of this job is to grow business, market expansion, identify business opportunities, review products and services negotiate and close business deals while maintaining extensive knowledge of current market conditions.

#### **Key Responsibilities**

- Identify and run campaigns to drive membership growth, loan book growth, deposit mobilization and FOSA services patronage.
- Prepare, plan, and execute annual marketing budget campaigns and lead functional procurement plans and requirements.
- Responsible for the new product development, product re-engineering, and conducting strategic launch on roll out.
- Conduct market research, customer trends, competition in the market and product analysis to advise on best product pricing strategy to maximise on Sacco business opportunities.
- Conduct and analyse customer feedback to identify the gaps in our product and services.
- Outline, strategize and carry out digital marketing campaigns, including search engine optimization (SEO) and search engine marketing (SEM), content marketing, email marketing, social media marketing, and Pay per Click PPC efforts.
- Analyse campaigns to determine the right metrics and key performance indicators (KPIs) before measuring performance and creating reports.
- Preparation of the business development function reports.
- Responsible for the deployment of the Sacco business development strategy.
- Responsible for Lead generation & Prospecting for prospective clients, new markets, and business opportunities
- Implementing, and reviewing of business development policies, procedures, and reporting systems to enhance growth and profitability.
- Organize and attend public events such as exhibitions, field days, workshops, and other marketing-related activities to promote Ushuru Sacco Corporate brand.
- Achieving growth and hitting sales targets by successfully managing the direct sales team & business development teams
- Build and promote strong, long-lasting member relationships by partnering with them and understanding their needs.

- Plan, organise and deploy annual member training in line with needs identified and prepare presentation materials.
- Represent the Department in the Education, Strategy, Business Development, and ICT committee.

### **Requirements**

- The successful candidate must have 5 years' relevant experience in business development in a financial institution.
- Hold a bachelor's degree in business or any other degree from a recognized university.
- Any other certifications or degrees related to the role will be an added advantage.

### **Skills**

- Good Leadership Skills
- Great time management skills
- Strong Analytical and report writing skills.
- Strong Interpersonal Skills
- Demonstrated ability to communicate, present, and influence credibly and effectively at all levels of the organization.
- Strong collaboration skills
- Strong Negotiation & Persuasion skills
- Project Management Skills
- Research & Strategy
- Digital Marketing Skills
- Business Intelligence
- A solid understanding of business and marketing principles

## **2. Deputy Manager Internal Audit**

The role is to ensure that the Sacco systems adhere to security, regulatory, and compliance requirements.

### **Key Responsibilities**

- Collaborate with the Internal Audit team to develop and execute risk-based audit plans focusing on IT systems, processes, and controls.
- Conduct comprehensive audits of IT systems, applications, databases, networks, and infrastructure to assess compliance with internal policies, industry regulations, and best practices.
- Evaluate the design and operational effectiveness of IT controls, including but not limited to access controls, change management, data integrity, and cybersecurity measures.
- Stay abreast of emerging trends, technologies, and regulatory requirements in the IT and cybersecurity landscape to proactively identify risks and recommend relevant audit procedures.
- Identify potential system vulnerabilities, evaluate risk and generate audit findings.
- Suggest enhancements in system controls, policies and procedures.
- Reviewing of system related policies to ensure that they comply with the legal regulatory, and other guiding standards.

- Conducting operational, compliance, financial, and investigative audits, as assigned.
- Assisting and training other audit staff in the use of computerized audit techniques, and in developing methods for review and analysis of computerized information systems.
- Reviewing of internal control procedures and security for systems under development and/or enhancements to current systems.
- Performing information control reviews to include system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance.
- Coordinating and interacting with external auditors, regulators, law enforcement officials, and other relevant stakeholders in the provision of necessary reports as guided by various regulations.
- Preparation of audit findings reports and working papers to ensure that adequate documentation exists to support the completed audit and conclusions.
- Willingness to adapt to evolving technology trends, regulatory requirements, and organizational priorities.

### **Requirements**

- Bachelor's degree in Information Technology or any other related degree.
- Professional certifications such as Certified Information Systems Auditor (CISA) or Certified Information Security Manager (CISM) are required.
- Demonstrate understanding of COBIT principles in evaluating, improving the governance and management of enterprise IT.
- Demonstrate understanding of ISO 27001, its applications in assessing the effectiveness of an organization's information security management system.
- Demonstrate understanding of GDPR principles in data protection and privacy controls.
- Excellent communication skills in both oral and written English.
- Certified Public Account (CPA K) will be an added advantage.
- Certified Internal Auditor (CIA) as an added advantage.

### **Skills and Experience**

- At least five years' experience in Systems audit or working within a Technology role.
- Developing an understanding of Information Systems Auditing standards and methodology.
- Good project management and organizational skills.
- Excellent written and verbal communication skills to articulate audit findings and recommendations to diverse audiences.
- Collaborating effectively with other members of the team on planning and developing work program timelines, risk assessments, and other documents/templates.
- Taking a proactive approach in learning and working with other team members within stipulated timelines along with understanding the work quality expectations.
- Fraud Investigation skills.

### **How to Apply**

Interested candidates should email their updated CV and Cover letter in pdf format to [recruitment@ushurusacco.com](mailto:recruitment@ushurusacco.com) and copy [Hr@ushurusacco.com](mailto:Hr@ushurusacco.com) to be received by 13<sup>th</sup> May 2024. Clearly indicating the job title.

