

## FIELD CLERK JOB DESCRIPTION (3 POSITIONS)

*The position Reports to the branch manager/operations manager*

Roles and Responsibilities
<ol style="list-style-type: none"> <li>1. Collecting daily monies from assigned business area.</li> <li>2. Issuing receipts upon collecting monies.</li> <li>3. Recruiting new members into the Sacco.</li> <li>4. Assisting member in filling recruitment and loaning forms.</li> <li>5. Selling Viktas Sacco products and services.</li> <li>6. Balancing personal ledger with actual cash balances.</li> <li>7. Paying collections to Sacco cashier.</li> <li>8. Transferring cash from personal ledger to teller ledger.</li> <li>9. Managing the assigned loan portfolio.</li> <li>10. Assist in loan security assessments and loan recovery.</li> <li>11. Any other duty assigned by the Branch/Operations Manager from time to time.</li> </ol>
Qualifications and experience
<ul style="list-style-type: none"> <li>• Have a Kenya Certificate of Secondary Education with a minimum of mean grade C+ or its equivalent,</li> <li>• Have a Diploma in Marketing or its equivalent from a recognized institution,</li> <li>• Valid certificate of good conduct.</li> <li>• Ability to ride a motorbike will be an added advantage</li> </ul>

If you meet the above qualifications, please send your application with detailed CV and testimonials with at least three referees and day time telephone contacts to the address shown below. Your application to reach us on or before 1<sup>st</sup> April 2024.

Send your application via email: jobs@viktassacco.co.ke

Or To The Chairman,

P.O Box. 2183-20300, Nyahururu.

Or Dropped At the Head Quarter Office, Mairo-inya



Canvassing will lead to automatic disqualification. Only short listed candidates will be contacted.