VISION AFRIKA DT SACCO LTD.

P.O. BOX 18263-20100 NAKURU

EMAIL:info@visionafrikasacco.co.ke

VACANCY: ICT ASSISTANT **2/11/2026**

We are seeking to recruit a competent and motivated **ICT Assistant** to provide technical support, maintain ICT systems and infrastructure, troubleshoot hardware and software issues, and support the effective delivery of secure, reliable, and efficient technology services across the SACCO

Key Responsibilities

I. Provide first-line support to staff and customers on ICT issues, including troubleshooting hardware, software, and network problems through the guidance of ICT manager.
II. Assist in monitoring the performance of Sacco networks and systems, escalating issues to the ICT Manager when necessary.
III. Support routine administration tasks such as user account management, system updates, and configuration changes.
IV. Carry out scheduled data backups and ensure secure storage as directed by the ICT Manager.
V. Help enforce ICT policies by guiding users on proper system usage and reporting violations.
VI. Assist in installing, updating, and maintaining Sacco software applications with the guidance of ICT manager.
VII. Monitor systems for security breaches, unauthorized access, or suspicious activity, and report findings with the guidance of ICT manager.
VIII. Maintain records of ICT assets, support requests, and system changes for accountability and reference.
IX. Participate in ICT disaster recovery drills and assist in implementing recovery procedures in consultation with the guidance of ICT manager.
X. Help train staff on ICT systems, software use, and best practices.
XI. Support ICT-driven marketing initiatives to promote Sacco products and services.
XII. Assist in ensuring ICT operations comply with the Data Protection Act 2019.
XIII. Any other duty assigned by the CEO or supervisor.

Qualifications and Experience

a. Minimum and Maximum Academic Qualification: Diploma in Information Technology or a related field.
b. Knowledge of operations of various bank software systems
c. Knowledge of software development and networking techniques
d. Knowledge of current database management systems
e. Clear demonstration of thorough knowledge of current ICT issues
f. At least two-years' experience in the same or related position

Competencies

The holder of the position must;

i. be of exemplary integrity and honesty

ii. must be empathic to customer needs

iii. have excellent financial analysis skills

iv. be decisive and possess quick judgment skills

v. possesses report writing, analytical and critical thinking skills

vi. be proactive and initiative

viii. have excellent communication and interpersonal and leadership skills

ix. must be self-motivated and a team player

HOW TO APPLY

Interested candidates and who meets the above qualifications are advised to apply enclosing copies of relevant certificates and testimonials, application letter, detailed CV and national ID by close of business 30th November 2026.

The chief executive officer,

Vision Afrika DT. Sacco society Ltd,

P.O. Box 18263 – 20100, Nakuru

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