



Together We Prosper

P.O. Box 83-10300, KERUGOYA.

Cell Phone: 0724 256461,

Email: info@ollin.co.ke, site: www.ollin.co.ke

Date: 6th February 2024

VACANCY ANNOUNCEMENT - ACCOUNT ASSISTANTS.

Ollin Sacco Society Limited is a licensed deposit taking Sacco, with its membership spread across all the 47 counties. The Sacco wishes to recruit qualified, result oriented and proactive individuals to fill the positions of **Account Assistants** on a renewable contract basis.

Qualifications, skills and experience.

- (1) Applicants must be holders of KCSE mean grade C+ and above.
- (2) Must be holders of Bachelor's Degree in Business related field from a recognized university. **(B-COM holders will have an added advantage).**
- (3) Must be holders of CPA part II and above.
- (4) They must be computer literate with a bias in accounting based packages.
- (5) Must have at least 2 years work experience in a similar capacity in a busy financial institution.
- (6) Must have excellent communication skills and good interpersonal relations.
- (7) Must be a team player.
- (8) Must be between 25 – 35 years of age.

Candidates who meet the above requirements should forward their **hand written applications** enclosing copies of their national identity card, academic and professional certificates, testimonials, valid certificate of good conduct or proof of application for the same, detailed curriculum vitae with names and contacts of at least three referees and expected remuneration to the undersigned not later than **Thursday, 22nd February 2024 at 4.00 p.m.**

Only successful candidates will be contacted.



THE CHIEF EXECUTIVE OFFICER
OLLIN SACCO SOCIETY LTD
P. O. BOX 83 – 10300
KERUGOYA



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VACANCY ANNOUNCEMENT- HUMAN RESOURCE OFFICER

Ollin Sacco Society Limited is a licensed deposit taking Sacco, with its membership spread across all the 47 counties. The Sacco wishes to recruit qualified, result oriented and proactive individual to fill the position of **Human Resource Officer** on a renewable contract basis.

Qualifications, Skills and Experience.

1. Applicants must be holders of KCSE mean grade C+ and above.
2. Bachelors' degree in HRM from a recognized University and a Higher National Diploma in HR/Certified Human Resource Practitioner (CHRP).
3. Must be an active Member of IHRM.
4. They must be computer literate.
5. Must be between 30-40 years of age.
6. Must have at least 3 years work experience in a similar capacity in a busy financial institution.
7. Must have excellent communication skills and good interpersonal relations.
8. Must be a team player.

Candidates who meet the above requirements should forward their **hand written applications** enclosing copies of their national identity card, academic and professional certificates, testimonials, valid certificate of good conduct or proof of application for the same, detailed curriculum vitae with names and contacts of at least three referees and expected remuneration to the undersigned not later than **Thursday, 22nd February 2024 at 4.00 p.m.**

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