

## VACANCY ANNOUNCEMENT

Taqwa SACCO, the first Sharia Compliant Financial Institution in Kenya Est. 1998, invites applications from qualified, self-motivated, and proactive individuals to fill the following positions:

### 1. ICT OFFICER (ONE POSITION)

#### **Job Purpose:**

The ICT Officer will provide leadership in managing the Society's ICT platforms and offer technical support to ensure seamless operations of all systems and services, enhancing customer experience standards.

#### **Key Duties and Responsibilities:**

Reporting to the Manager in charge of FOSA Operations, the ICT Officer will:

- Play a key role in the successful implementation of ICT projects;
- Manage SLAs for vendors/contractors of ICT equipment and services;
- Liaise with key personnel and service providers to clarify, analyze, and resolve ICT-related issues;
- Monitor, evaluate, and prepare regular reports on ICT systems;
- Ensure network access privileges, applications, and data storage facilities are configured and maintained;
- Ensure system security functionalities are up to date and active;
- Implement and regularly review the data disaster recovery plan;
- Manage maintenance schedules for ICT equipment and license renewals;
- Ensure protection services are installed and active at all times;
- Plan for upgrade, expansion, and replacement of network services;
- Participate in ICT procurement processes;
- Maintain an up-to-date inventory of ICT equipment and software;
- Perform any other duties as may be assigned.

## **Qualifications and Experience:**

- Bachelor's degree in Computer Science, Information Technology, or Business Information Technology;
- At least one of the following certifications (or equivalent):
  - CCNP (Cisco Certified Network Professional) Security;
  - CEH (Certified Ethical Hacker);
  - SSCP (Systems Security Certified Practitioner);
  - CISA (Certified Information Systems Auditor);
  - OSCP (Offensive Security Certified Professional);
  - CompTIA Security+.
- Minimum of three (3) years' experience in system/database/network administration, with at least one year in system/cyber security;
- Experience in project management and user training in system implementation is desirable.

## **Key Competencies:**

- Advanced knowledge of ICT systems and applications;
- Resourceful, solution-oriented, and reliable;
- Strong communication and presentation skills;
- High integrity, confidentiality, and interpersonal skills.

## **How to Apply:**

Interested candidates meeting the above requirements should submit their application letter, detailed CV, and copies of relevant certificates to [careers@taqwasacco.co.ke](mailto:careers@taqwasacco.co.ke)

Applications should reach us on or before **20th November 2025**. Clearly state the subject of the email as "ICT Officer".

**Taqwa Sacco Ltd is an equal opportunity employer and does not discriminate on the basis of gender, ethnicity, disability, or any other status.**

Only shortlisted candidates will be contacted.