



# TRAMOM REGULATED NON-WDT SACCO SOCIETY LIMITED

Dynamic Building, Opposite Changamwe Social Hall, Next to Methodist  
Church- Changamwe Old Mombasa- Nairobi Road  
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## **ICT Assistant Officer**

### **Job Summary**

**Education** : Diploma, Associate's Degree  
**Work Experience** : 2 years  
**Language Skills** : English, Kiswahili  
**Contract Type** : Permanent  
**Reporting to** : ICT OFFICER

### **QUALIFICATION AND KNOWLEDGE**

- Diploma/ Associate's Degree in ICT or related field.
- Professional Certification is an added advantage.

### **EXPERIENCE**

- Two (2) Years of relevant working Experience (Preferably SACCO/Financial Institution).

### **SKILLS/COMPETENCE**

- Excellent ICT skills.
- Well-developed graphic skills, with sound knowledge and experience in using Adobe creative Applications.
- Problem solving, with strong analytical skills.
- Communication, interpersonal skills & customer service skills.
- Innovativeness and Creativeness.
- the expectations of Chapter 6 on Leadership and Integrity and possess;
  - Valid certificate of good conduct.
  - Clearance certificate from the Ethics and Anti-Corruption Commission.
  - Certificate of compliance from the Higher Education Loans Board (HELB).
  - A valid Kenya Revenue Authority (KRA) Tax Compliance clearance.
  - A valid certificate of clearance from the Credit Reference Bureau.
  - A relevant identification documents.

### **RESPONSIBILITIES**

#### **KEY DUTIES AND RESPONSIBILITIES**

- Supports the development of web content, web pages, social media posts and other online promotions.
- Assist in ICT technical support by identifying and troubleshooting user problems regarding the database, applications, LAN, the Internet and communicates solutions.
- Support Installation, upgrades, implementation, and customization of Hardware and Software programs.
- Support in user/privilege management.
- Support in backups and administration of the SACCO's membership database.
- Assist in production of publications; such as fliers, invitations, documents and brochures.
- Any other role as may be assigned by the ICT Officer.