

## **JOB ADVERT**

### **COMPANY BRIEF**

Yetu Sacco Society Limited is a deposit-taking Sacco with over 30 years licensed under the Societies Act and regulated by SASRA (Sacco Societies Regulatory Authority of Kenya). Over time, the Sacco has grown its asset base to over Kes.4.7B with a membership of over 59,000 members drawn from Agribusinesses, Organized Groups, SMEs, Individual Businesses, Employees both in Public and Private sector. Yetu Sacco has also established itself as a leading institution playing a central and supportive role in the social and economic development of our country through the provision of the competitively priced financial products. The Sacco is seeking to recruit a suitable self-driven, result oriented and a highly qualified individual for the following position:

### **HEAD OF ICT: REFERENCE: YTS/HICT/2022**

### **JOB PURPOSE**

The Incumbent will be responsible for the performance, integrity and the security of the company's database and system administration and supervision of the ICT team.

### **ROLES AND RESPONSIBILITIES**

- Ensure general performance, integrity and security of the Core banking system database and any other database as may be assigned.
- Systems support and maintenance by installing revised or new versions of the Sacco system and also installation of new software to the machines.
- Conduct, record and store periodic backups of the core banking system database as well as random test backups
- Configure and maintain database servers and processes and also control and monitor user access to the database.
- Work together with system vendor and other technical staff and partners in the development and maintenance of existing and new software's and applications
- Installing, administering, and troubleshooting network security solutions.
- Updating software with the latest security patches and ensuring the proper defenses are present for each network resource.
- Performing vulnerability and penetration tests, identifying and defending against threats, and developing disaster recovery plans.
- Configuring security systems, analyzing security requirements, and recommending improvements.
- Monitoring network traffic for suspicious behavior.
- Creating network policies and authorization roles and defending against unauthorized access, modifications, and destruction.
- Implementing network security policies about the best security practices and providing technical advice.
- Configuring and supporting security tools, such as firewalls and anti-virus software.
- Develop and enhance an information security management framework
- Reporting on security breaches.
- Directs an ongoing, proactive risk assessment program for all new and existing systems and remains familiar with the business processes so effective controls can be put in place for those areas presenting the greatest information security risk.
- Develop plans to safeguard computer files against unauthorized modification, destruction or disclosure.
- Choose, implement, monitor and upgrade computer anti-virus and malware protection systems.

- Encrypt data transmissions and erect firewalls to conceal confidential information during transmit.
- Implement password authentication to keep unauthorized users from accessing sensitive data files.
- Modify security files to incorporate new software, correct errors, and change user access status.
- Develops and monitors appropriate security procedures to safeguard system from viruses, unauthorized users, and damage to data.
- Staying up to date on IT security trends and information.
- Assisting in the general operations of the department as may be assigned.

## **QUALIFICATIONS AND EXPERIENCE**

- BSc in Information Technology or related field.
- Certification in CCNA/CCNP required
- Oracle certification, MySQL or Microsoft SQL server database certification will be an added advantage.
- Experience in Microsoft Navision.
- Professional information security certification.
- Solid knowledge of various information security frameworks.
- Excellent problem-solving and analytical skills.
- Ability to implement, administer, and troubleshoot network infrastructure devices
- Ability to work as part of a team or individually on a project.
- Minimum 3 years working as a network and or information security at a financial institution
- Experience in an information security role an added advantage.

## **HOW TO APPLY**

Interested candidates who meet the set criteria may submit their Application Letter together with their detailed CV, Copy of I.D, Copies of Academic & Professional Certificates, Names and Contacts of three referees to [recruitment@yetusacco.co.ke](mailto:recruitment@yetusacco.co.ke) clearly indicating the position applied for with the job reference number on or before **September 30<sup>th</sup> 2022**. Applications that are incomplete, received after the due date or that do not meet the stated requirements will not be considered. **Canvassing Will Lead to Automatic Disqualification. Only Shortlisted Candidates Will Be Contacted.**

## **THE SUCCESSFUL CANDIDATE MUST FULFILL THE REQUIREMENTS OF CHAPTER SIX OF THE CONSTITUTION OF KENYA 2010 BELOW:**

- **Valid Certificate of Good Conduct from the Directorate of Criminal Investigations**
- **Clearance Certificate from the Higher Education Loans Board/Compliance Certificate**
- **Tax Compliance Certificate from KRA**
- **Clearance from Ethics and Anti-Corruption Commission**
- **A Clearance Certificate from an approved Credit Reference Bureau CRB**