



# UKRISTO NA UFANISI SACCO LTD.



SAVINGS & CREDIT CO-OPERATIVE SOCIETY LTD.  
P.O. Box 872-00605 Nairobi

20<sup>th</sup> September 2024

## VACANCY

### POSITION: DEBT RECOVERY OFFICER

#### About Us:

Ukristo na Ufanisi Sacco Ltd is of the fastest-growing Christian and community-based Saccos founded by the Anglican Diocese of Mt. Kenya South. The Sacco is registered and regulated by SASRA (Sacco Societies Regulatory Authority of Kenya) since 2005. The Sacco draws its membership from individuals both employed and non-employed, groups with a common goal, Churches, Individuals in business and trade, chamas, and corporates.

We are seeking a skilled and motivated Debt Recovery Officer to join our team and ensure the effective recovery of outstanding debts while maintaining positive relationships with our members.

#### Key Responsibilities

- Delinquency management to meet organizational and regulators' set targets.
- Communicate with delinquent members via phone calls, emails, written correspondence and making field visits.
- Timely notification of default to the guarantors and ensure quick arrest of NPL on the cell groups.
- Maintain accurate records of all debt collection activities and ensure compliance with Sacco policies.
- Prepare and submit regular reports on debt recovery status.
- Work closely with the service providers i.e. Auctioneers and lawyers.
- Advise on strategies for improving the debt recovery process.
- Any additional responsibilities as may be assigned by the immediate Supervisor.

#### RIRUTA HEAD OFFICE:

ACK Emmanuel Church Riruta.  
P.O BOX 872-00605 NAIROBI  
Tel: 0720 339673

#### KIAMBU BRANCH:

Kikinga House (next to KCB)  
Tel: 0716761835

#### UTAWALA BRANCH:

Utawala (Along Githuguri road)  
Tel: 0711231315

#### WANGIGE BRANCH:

Wangige Town (Mwathi Centre)  
Tel: 0700753590

#### NGONG BRANCH:

Ngong Hill Plaza (Old post office Building)  
Tel: 0728 305308

#### KANGEMI BRANCH:

Palace Building (Opp. Cooperative Bank)  
Tel: 0724312958

#### PIAI FIELD OFFICE:

Along Embu-Mkutano Highway  
30 metres off piai stage Tel: 0743156044

#### KISERIAN BRANCH:

(Mutall Building)  
Tel: 0722758079

#### LIMURU BRANCH:

Kimuchu Building  
Tel: 0715712023

## **Qualifications and Skills**

1. Bachelor's degree in Business Administration, Finance, or a related field.
2. 3 years proven experience in debt collection, preferably in a financial institution or Sacco.
3. Excellent communication and negotiation skills.
4. Strong organizational skills and attention to detail.
5. Ability to work under pressure and meet deadlines.
6. Knowledge of relevant laws and regulations governing debt collection in Kenya.
7. Knowledge of the collection process.
8. Proficiency in MS Office applications'
9. High level of confidentiality.

## **How to Apply**

Interested candidates are invited to send their application letter and detailed CV to [info@ukristonaufanisicoop.com](mailto:info@ukristonaufanisicoop.com) on or before 27<sup>th</sup> September 2024. Please include "Debt Recovery Officer Application" as the subject line of your email.

Only shortlisted candidates will be contacted. Ukristo na Ufanisi Sacco Ltd is an equal opportunity employer.

Signed by:

**CHIEF EXECUTIVE OFFICER**  
UKRISTO NA UFANISI SACCO LTD.  
Box 872 - 00605.  
NAIROBI  
Cell: 0720 339 673

**CHIEF EXECUTIVE OFFICER**