



KENTOURS REGULATED NON-WDT SACCO SOCIETY

P.O. Box 79333-00200 Nairobi, Kenya. Tel. 0709 309 000 · Cell: 0722 968 596 or 0733 667 596
Website: www.kentours.co.ke. Email: info@kentours.co.ke

Date: 26th May 2026

RE: CAREER OPPORTUNITIES

We are a Non-WDT Sacco Society registered in 1984 and regulated by the Sacco Societies Regulatory Authority (SASRA). The SACCO has an open membership of about 5,000 spread countrywide.

We're seeking highly motivated and results-oriented Kenyan citizens with strong interpersonal and communication skills to fill the following 2 positions:

1. SYSTEMS & DATA PROCESSING ASSISTANT

The Systems & Data Processing Assistant will be responsible for:

- Managing and ensuring integrity of data
- Offering ICT support to system users
- Assisting the ICT Administrator in development, installation, implementation, and management of systems
- Coordinating preventive maintenance for ICT and other equipment
- Maintaining, testing and restoring data backups
- Administering membership and loans applications processes
- Compiling and delivering relevant reports to management
- Carrying out any other duties as may be assigned.

Minimum Qualifications

- Diploma in Business Information Technology, Computer Science or related studies
- Proficiency in MS Office packages and ERP systems
- Aggregate of 2 years working experience in ICT and related fields
- CCNA1 certification and accounting knowledge will be an added advantage.

Applications, **clearly indicating the position applied for**, should be submitted together with an up-to-date curriculum vitae, copies of academic & professional certificates, a recent passport size photo and a copy of the National Identity card.

Shortlisted candidates will be required to further submit clearance from the Directorate of Criminal Investigations (Certificate of Good Conduct).

All applications should reach us not later than **Friday, 5th June 2026 at 4.30 pm** and may be hand-delivered, e-mailed to info@kentours.co.ke or sent via postal mail addressed to:

The Chief Executive Officer,
Kentours Regulated non-WDT Sacco Society Limited,

Commodore Office Suites, Kindaruma Road, Kilimani,
P. O. Box 79333 – 00200,
Nairobi.

Only shortlisted candidates will be contacted.

Thank you.

Philip Muchiri
Hon. Secretary

1st Floor, Commodore Office Suites, Kindaruma Road, Kilimani, Nairobi

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