

MWALIMU NATIONAL -INTERNAL JOB ADVERT SPECIFICATIONS

NO	JOB TITLE	GRADE	DEPARTMENT	JOB REQUIREMENTS
1	Fosa Manager	MW3	Fosa HQ	Business related degree and CPA III with 3 years experience as Assistant Fosa Manager Member of ICPAK
2	HR & Admin Manager	MW3	HR & Admin	Business related degree and Higher Diploma in HRM with 3 years experience in HR & Admin functions at Senior Management level
3	Asst. Manager Treasury & Inv.	MW4	Treasury & Inv.	Business related degree and CPA III with 3 years experience in Finance & Strategy or Treasury & Inv.
4	Senior Credit Officer	MW5	Bosa	Relevant business related degree with CPAIII/CCPIII or Diploma in Credit Management with 3 years experience as Credit Officer Member of business
5	Senior Fosa Officer-Kisii Branch	MW5	Fosa-Kisii Branch	Business related degree with CPA III or Diploma in Banking with 3 years experience as Fosa Officer Member of business

6	Senior Customer Care Officer	MW5	Customer Care & Records Mgt	Business related degree with Diploma in business related field and 3 years experience as Customer Care/Relations Officer
7	Senior Records Mgt Officer	MW5	Customer Care & Records Mgt	Degree in Information Science with Higher Diploma in Records Management or Information Science and 3 years experience as Records Officer
8	Senior HR & Admin Officer	MW5	HR & ADMIN	Business related degree with Higher Diploma in HRM or CPS III and 3 years experience as HR & Admin Officer Member of IHRM
9	Senior Finance Officer	MW5	Finance & Strategy	Business related degree and CPA III with 3 years experience as Finance Officer Member of ICPAK
10	Senior ICT Officer	MW5	ICT	Bsc. Computer Science with Higher Diploma in Computer Science, programming or other IT field with 3 years experience as ICT Officer

11	Credit Officers	MW6	Bosa	Relevant business related degree with CPAII/CCPII or Diploma in Credit Management with 2 years experience as Credit Assistant
12	Business Loans Officers	MW6	Business Loans	Relevant business related degree with Diploma in Microfinance or Co-operative Management and 2 years experience as Business Loans Assistant
13	Customer Care Officer	MW6	Customer Care & Records Mgt	Business related degree with Diploma in business related field and 2 years experience as Customer Care/Relations Assistant
14	Records Officer	MW6	Customer Care & Records Mgt	Degree in Information Science with Diploma in Records Management or Information Science and 2 years experience as Records Assistant
15	ICT Officer	MW6	ICT	Bsc. Computer Science with Higher Diploma in Computer Science, programming or other IT field with 2 years experience as ICT Assistant

16	Credit Assistant	MW7	Bosa	Relevant business related degree with CPAI/CCPI or Diploma in Credit Management with 2 years experience as Clerk
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