



SKYLINE SACCO SOCIETY LTD.

Head Office: Skyrise Plaza | P.O. Box 660-20103 | ELDAMA RAVINE - KENYA

Mobile: 0717 594 338 | 0717 594 084

Email: info@skylinesacco.com | **Website:** www.skylinesacco.com

JOB OPPORTUNITIES

(Formerly Baringo Farmers Savings and Credit Cooperative Society Ltd)

Skyline Sacco Society Limited is a Savings and Credit Cooperative Society registered in **1989** and commenced operations on **1st January 1990**. The Sacco's Head Office is located in **Eldama Ravine Town, Skrise Plaza**.

Our membership comprises **dairy farmers, coffee and pyrethrum farmers, business community members, salaried staff, institutions, and micro-credit groups** drawn from **Baringo, Uasin Gishu, Elgeyo Marakwet, Trans Nzoia, Nakuru, and Nandi Counties**.

Our core values reflect deeply held standards that guide how we relate with one another, our members, and in service delivery.

VACANT POSITIONS

Skyline Sacco Society Limited invites **qualified and suitable candidates** to apply for the following vacant positions:

1. BRANCH CREDIT OFFICER (BCO)

REF: SKY/BCO/1/26

(Two (2) posts – Contract Basis)

Department: Credit Department

Reports To: Branch Manager

Key Responsibilities

- Generate revenue through consistent achievement of customer acquisition, loan disbursement, and collection targets
- Review loan application materials and closing documents for accuracy and completeness
- Interview loan applicants to assess financial history and creditworthiness

Page 1 of 5

Motto: Passion for Excellence

Our Branches:-

Eldama Raving Branch, P.O. Box 660, ELDAMA RAVINE	Mogotio Branch, P.O. Box 68, MOGOTIO.	Torongo Branch, P.O. Box 660, ELDAMA RAVINE.	Mumberes Branch, P.O. Box 660, ELDAMA RAVINE.	Esageri Branch, P.O. Box 660, ELDAMA RAVINE.	Emining Branch, P.O. Box 68 MOGOTIO.	Kabarnet Branch, P.O. Box 671, KABARNET.	Kampi Ya Moto Branch, P.O. Box 68, MOGOTIO.	Flax Branch, P.O. Box 60-30114 KAPTAGAT	Marigat Branch, P.O. Box 51, MARIGAT.
---	---	--	---	--	--	--	---	---	---



SKYLINE SACCO SOCIETY LTD.

Head Office: Skyrise Plaza | P.O. Box 660-20103 | ELDAMA RAVINE - KENYA

Mobile: 0717 594 338 | 0717 594 084

Email: info@skylinesacco.com | **Website:** www.skylinesacco.com

- Gather and verify all loan documentation including titles, insurance, tax forms, and loan terms
- Capture loan details and transactions accurately into the computerized system
- Verify customer collateral through interviews and field investigations where applicable
- Negotiate repayment arrangements with delinquent borrowers
- Prepare and submit reports on customer needs, market trends, competition, and potential new products
- Perform debt collection and follow-up on overdue loans
- Conduct credit checks, background checks, and reference verification
- Prepare loan correspondence including application letters, approval letters, and bank requests
- Educate customers on loan terms and repayment procedures
- Identify and recommend strategies to improve operational efficiency
- Assist in office administrative duties
- Perform any other duties assigned by management

Academic, Professional & Career Requirements

- Undergraduate Degree in a Business-related field or Cooperative Management
- OR Diploma in a Business-related field or Cooperative Management
- CCP Part II or CPA Part II will be an added advantage

2. MICRO CREDIT OFFICER (MCO)

REF: SKY/MCO/2/26

(Two (2) posts – Contract Basis)

Department: Business Development & Marketing

Reports To: Deputy Manager – Business Development & Marketing (Micro Credit)

Key Responsibilities

Page 2 of 5

Motto: Passion for Excellence

Our Branches:-

Eldama Ravine Branch, P.O. Box 660, ELDAMA RAVINE	Mogotio Branch, P.O. Box 68, MOGOTIO.	Torongo Branch, P.O. Box 660, ELDAMA RAVINE.	Mumbers Branch, P.O. Box 660, ELDAMA RAVINE.	Esageri Branch, P.O. Box 660, ELDAMA RAVINE.	Emining Branch, P.O. Box 68 MOGOTIO.	Kabarnet Branch, P.O. Box 671, KABARNET.	Kampi Ya Mote Branch, P.O. Box 68, MOGOTIO.	Flax Branch, P.O. Box 60-30114 KAPTAGAT	Marigat Branch, P.O. Box 51, MARIGAT.
---	---	--	--	--	--	--	---	---	---



SKYLINE SACCO SOCIETY LTD.

Head Office: Skyrise Plaza | P.O. Box 660-20103 | ELDAMA RAVINE - KENYA

Mobile: 0717 594 338 | 0717 594 084

Email: info@skylinesacco.com | **Website:** www.skylinesacco.com

- Proactively monitor and manage the micro-credit portfolio at branch level
- Ensure full compliance with micro-credit policies and guidelines
- Analyze micro-credit products and prepare performance reports
- Market Sacco products and recruit new microfinance groups and members
- Train microfinance groups on Sacco products and services
- Disburse loans efficiently and ensure timely repayments
- Assess potential clients and assist with loan applications
- Analyze credit risk and provide expert advice to the credit department
- Monitor loans to prevent defaults and interest suspension
- Keep up to date with new financial products and services
- Ensure safe custody of micro-credit documents and securities
- Maintain a healthy and performing loan book
- Ensure proper valuation and perfection of collaterals
- Cross-sell Sacco products with emphasis on digital and transactional services
- Develop referral networks and analyze new loan markets
- Handle customer complaints professionally and resolve them amicably
- Perform any other duties assigned by management

Academic & Professional Minimum Qualifications

- Undergraduate Degree in a Business-related field
- OR Diploma in Sales and Marketing
- Minimum two years relevant work experience

Motto: Passion for Excellence

Our Branches:

Eldama Raving Branch, P.O. Box 660, ELDAMA RAVINE	Mogotio Branch, P.O. Box 68, MOGOTIO.	Torongo Branch, P.O. Box 660, ELDAMA RAVINE	Mumbers Branch, P.O. Box 660, ELDAMA RAVINE.	Esageri Branch, P.O. Box 660, ELDAMA RAVINE.	Emining Branch, P.O. Box 68 MOGOTIO.	Kabarnet Branch, P.O. Box 671, KABARNET.	Kampi Ya Moto Branch, P.O. Box 68, MOGOTIO.	Flax Branch, P.O. Box 60-30114 KAPTAGAT	Marigat Branch, P.O. Box 51, MARIGAT.
---	---	---	--	--	--	--	---	---	---



SKYLINE SACCO SOCIETY LTD.

Head Office: Skyrise Plaza | P.O. Box 660-20103 | ELDAMA RAVINE - KENYA

Mobile: 0717 594 338 | 0717 594 084

Email: info@skylinesacco.com | **Website:** www.skylinesacco.com

VACANT POSITIONS AND STATIONING

POSITION	STATION
1 CREDIT OFFICER	ELDAMA RAVINE
1 CREDIT OFFICER	MARIGAT
2 MICROCREDIT OFFICERS	HEAD QUARTERS

HOW TO APPLY

Interested and qualified candidates are invited to:

1. Visit our website: www.skylinesacco.com
2. Navigate to **Information Centre Careers**
3. Follow the application instructions provided

Address to;

Chief Executive Officer

Skyline Sacco Society Limited

P.O. Box 660 – 20103

Eldama Ravine, Kenya



Motto: Passion for Excellence

Our Branches:-

Eldama Raving Branch, P.O. Box 660, ELDAMA RAVINE	Mogotio Branch, P.O. Box 68, MOGOTIO.	Torongo Branch, P.O. Box 660, ELDAMA RAVINE.	Mumberes Branch, P.O. Box 660, ELDAMA RAVINE.	Esageri Branch, P.O. Box 660, ELDAMA RAVINE.	Emining Branch, P.O. Box 68 MOGOTIO.	Kabarnet Branch, P.O. Box 671, KABARNET.	Kampi Ya Moto Branch, P.O. Box 68, MOGOTIO.	Flax Branch, P.O. Box 60-30114 KAPTAGAT	Marigat Branch, P.O. Box 51, MARIGAT.
---	---	--	---	--	--	--	---	---	---



SKYLINE SACCO SOCIETY LTD.

Head Office: Skyrise Plaza | P.O. Box 660-20103 | ELDAMA RAVINE - KENYA

Mobile: 0717 594 338 | 0717 594 084

Email: info@skylinesacco.com | **Website:** www.skylinesacco.com

4. Submit your application **strictly** via email to recruitment@skylinesacco.com ensure you attach cover letter, CV, and supporting documents.

Application Deadline:

3rd February 2026

Late applications will **NOT** be accepted.

Only shortlisted candidates will be contacted.

If you do not hear from us by **17th February 2026**, please consider your application unsuccessful.



Motto: Passion for Excellence

Our Branches:-

Eldama Ravine Branch, P.O. Box 660, ELDAMA RAVINE	Mogotio Branch, P.O. Box 68, MOGOTIO.	Torongo Branch, P.O. Box 660, ELDAMA RAVINE.	Mumberes Branch, P.O. Box 660, ELDAMA RAVINE.	Esageri Branch, P.O. Box 660, ELDAMA RAVINE.	Emining Branch, P.O. Box 68 MOGOTIO.	Kabarnet Branch, P.O. Box 671, KABARNET.	Kampi Ya Moto Branch, P.O. Box 68, MOGOTIO.	Flax Branch, P.O. Box 60-30114 KAPTAGAT	Marigat Branch, P.O. Box 51, MARIGAT.
---	---	--	---	--	--	--	---	---	---