

CAREER OPPORTUNITIES AT UNISON SACCO & PRIMACY INSURANCE AGENCY

Unison Sacco is a vibrant and inclusive Tier 1 Sacco committed to driving economic empowerment through innovation and diversity.

The Sacco seeks to fill the following positions:

1. CLERKS

Officer at this level will be deployed to perform as Teller/ Customer care officer/Loan assistant officer/ Marketing officer across our branch network.

MINIMUM QUALIFICATIONS

- i) Diploma in either Management, Co-operative, Marketing, Finance or Accounts
- ii) Proficiency in Computer operations and applications
- iii) Thorough knowledge of Sacco Societies products and services
- iv) Knowledge of the operating environment
- v) At least one year experience in relevant field
- vi) Driving License (Class A2 & C)
- vii) Age: (22 – 30 years)

TERM OF SERVICE

One (1) Year renewable contract.

2. INSURANCE PRINCIPAL AGENT ASSISTANT

Primacy Insurance Agency is a subsidiary of Unison Sacco Ltd and is regulated by Insurance Regulatory Authority (IRA).

Primacy Insurance Agency is seeking to recruit a dynamic, self-motivated and driven individual to join our team in our fast paced, modern work environment, to fill the above-mentioned position:

DUTIES AND RESPONSIBILITIES

- Business growth and development
- Branch channel enablement and cross-sell coordination
- Agency operations and administration
- Regulatory compliance and risk management
- Underwriter and partner relations
- Customer service and claims support
- Agency performance management and Reporting

MINIMUM QUALIFICATIONS

- i) Bachelor's degree in insurance, Actuarial Science, Business, Marketing, Finance or a related field.
- ii) Certificate of Proficiency in insurance.
- iii) Proficiency in Computer operations and applications
- iv) Diploma of the Association of Insurance Institute of Kenya (AIK), progress toward ACII or CII, or membership of a relevant professional body (Added Advantage)
- v) At least 4 years in insurance, either in agency, bancassurance or underwriting, with a minimum of 2 years in business development or a supervisory capacity, and a demonstrated record of meeting production targets.
- vi) Exposure to the SACCO or cooperative sector and experience setting up or growing a new agency or business line.
- vii) Driving License (Class C)

TERM OF SERVICE

One (1) Year renewable contract.

Remuneration: On Retainer plus Commission remuneration.

Interested applicants to submit their application letters including copies of the certificates, CV, testimonials, remuneration expectation, names and contacts of three(3) referees one of whom should be your present or previous employer and your telephone contact) to:

**THE CEO
UNISON SACCO SOCIETY LIMITED,
P.O. BOX 414-10400
NANYUKI**

Applications to reach the said person on or before **15th August 2026**. Applications are **strictly on hard copies**. Only shortlisted candidates will be contacted. Successful candidates shall be required to meet Section Six of the Constitution requirements before appointment.