



# ASILI SACCO SOCIETY LTD.

REGISTRATION NO. 2077 UNDER CO-OPERATIVE ACT

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All correspondence to Hon. Secretary

Our Ref. No. A/HR/VOL.I/ (23)

Date: 9<sup>th</sup> December, 2024.

Your Ref. No.

## **JOB OPPORTUNITY: ASSISTANT FEASIBILITY STUDY OFFICER**

### **AT ASILI SACCO**

**Location:** MIGORI

**Job Type:** Full Time for two months.

**Experience:** Minimum 3 years.

### **Job Summary**

The Assistant Feasibility Study Officer will support the Feasibility Study Officer in conducting a comprehensive study to evaluate the viability of establishing a new Asili Sacco branch in Migori County. This role includes assisting in data collection, market analysis, stakeholder engagement, financial assessments, and report preparation. The Assistant will play a crucial role in ensuring efficient and accurate execution of tasks, contributing to the overall success of the feasibility study project.

### **Key Responsibilities**

#### **A. Data Collection and Management**

- Assist in designing and distributing surveys and questionnaires.
- Assist in conducting interviews and focus group discussions with local residents and businesses.
- Assist in collecting and organizing demographic, economic, and financial data.
- Ensure accuracy and consistency in data entry and cleaning for analysis.

#### **B. Market and Competitive Analysis**

- Support research on local SACCOs and financial institutions to evaluate their market presence.
- Assist in analyzing market trends and identifying gaps in financial services.
- Compile information on community demographics, income levels, and financial needs.

#### **C. Financial Feasibility Assessment**

- Support in estimating start-up and operational costs for the proposed branch.
- Assist in gathering data for revenue projections and break-even analysis.
- Contribute to developing financial models and cost-benefit analyses.

#### **D. Community and Stakeholder Engagement**

- Assist in coordinating meetings and outreach with local stakeholders, including businesses, community leaders, and government officials.
- Assist in gathering feedback and insights from community members regarding SACCO services.
- Assist in identifying potential community partnerships and CSR opportunities.

### E. Reporting and Documentation

- Prepare summaries and preliminary findings for team reviews.
- Contribute to the preparation of presentations and reports for Asili Sacco management.
- Assist in Organizing and maintaining project documentation and data records.

### Person Specifications

#### Knowledge, Qualifications, and Experience

- Bachelor's degree in Business, Economics, Statistics, Finance, or a related field.
- Experience in research, data collection, or financial analysis is an advantage.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and data tools like SPSS or Excel analysis functions.
- Familiarity with SACCOs or financial institutions is preferred.
- Knowledge of Migori County and fluency in the local dialect are added advantages.

#### Skills and Attributes

- **Research Skills:** Ability to assist in designing surveys and gathering reliable data.
- **Analytical Skills:** Basic skills in analyzing data and identifying trends.
- **Communication:** Strong interpersonal and communication skills for stakeholder engagement.
- **Teamwork:** Ability to work collaboratively and support team objectives.
- **Organizational Skills:** Attention to detail and ability to manage multiple tasks efficiently.
- **Flexibility:** Willingness to travel and adapt to project needs.

#### Working Conditions

- Full-time engagement for two months.
- Travel to Migori County for data collection and stakeholder meetings.
- Flexibility in working hours, depending on fieldwork and engagement activities.

**How to Apply:** Interested candidates are encouraged to submit their applications along with a detailed CV to [info@asilisacco.coop](mailto:info@asilisacco.coop) Applications should be received no later than **17<sup>th</sup> December 2024**.

Join Asili Sacco and contribute to our commitment to providing outstanding services to our members!

FAITH WEKESA

OPERATIONS MANAGER

