

JOB TITLE: NETWORK ADMINISTRATOR

JOB DESCRIPTION

Overall Responsibility.

Network Administrator will ensure will ensure the availability, performance, security and reliability of the organizations network infrastructure, communication systems and related technologies, supporting business operations and general ICT systems.

- Manage and maintain the Sacco network infrastructure.
- Ensure branch connectivity and high network availability.
- Administer firewalls, VPNs, and security controls.
- Monitor network performance and troubleshoot issues.
- Implement cybersecurity controls and best practices.
- Maintain network documentation and disaster recovery procedures.
- Support digital channels, ATM, mobile banking, and other transactional systems.

Minimum Requirements.

- Bachelor's degree in any of the following related discipline; Information Technology, Computer Science, Telecommunications Engineering, Information Systems, Network Engineering from a recognized institution.
- Diploma in a related field with substantial practical experience is an added advantage.
- A minimum of three (3) – five (5) years in experience managing enterprise networks.
- Experience supporting;
 - Multi- branch WAN connectivity
 - VPNs and remote access
 - Firewalls and network security
 - Wireless networks
 - Network monitoring tools
 - Financial institution or SACCO environment (added advantage)

Professional Certifications

Essential

- **Cisco Certified Network Associate (CCNA)**
- **CompTIA Network+**

Preferred

- **Cisco Certified Network Professional (CCNP)**
- **Fortinet NSE/FortiGate Certifications** (important if using FortiGate firewalls)
- **Microsoft Certified: Windows Server/Hybrid Administrator**
- **Certified Information Systems Security Professional (CISSP)** or equivalent security certification (advantage)

Desired Skills and Competencies.

- TCP/IP, Routing and Switching
- VLANs and Network Segmentation
- Firewall Administration (FortiGate preferred)
- VPN Configuration and Management
- Network Security and Cybersecurity
- Active Directory and Windows Server
- DNS, DHCP, and Email Systems
- Network Monitoring and Performance Management
- Backup and Disaster Recovery
- Cloud Networking (Microsoft Azure/AWS advantage)
- VoIP and Unified Communications

Interested applicants who meet the prerequisite requirements should send their application letters, together with an updated CV, Copies of their National ID, certificates and testimonials to the email or postal address below. Applications to reach us on or before Friday 10th July,2026.

**THE CHIEF EXECUTIVE OFFICER,
INVEST & GROW (IG) SACCO SOCIETY LTD
IG SACCO PLAZA, KHALISIA ROAD 3,
P.O. BOX 1150-50100, KAKAMEGA- KENYA.**

or

careers@igsaccoltd.co.ke

NOTE: For online applications please send one continuous PDF document.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

NOTE: Invest & Grow (IG) Sacco Society Limited is an Equal Opportunity Employer.

“Our Investment, Our Growth”