



JOB VACANCY

CHIEF REPRESENTATIVE – RWANDA LIAISON OFFICE GRADE KRC 4C

Reports to: Group Managing Director

Job Purpose

To represent and promote Kenya Reinsurance Corporation's interests in Rwanda, driving business development, stakeholder engagement and market intelligence, and serving as the Corporation's primary point of contact with cedants, brokers, the National Bank of Rwanda (BNR) and other stakeholders, in line with Group strategy and policies and the regulatory requirements governing foreign reinsurer representative offices in Rwanda.

Primary Responsibilities

The main duties and responsibilities will include, but will not be limited to, the following:

1. Business Development and Market Growth

- (a). Develop and implement a market development strategy to grow Kenya Re's visibility and business volumes in Rwanda in line with Group objectives.
- (b). Identify and originate business opportunities with cedants, brokers and other partners in Rwanda, and refer qualifying business to Head Office for underwriting and processing.
- (c). Promote Kenya Re's products and value proposition to the Rwandan insurance market.
- (d). Support the rollout of new products and solutions tailored to the Rwandan market in liaison with Head Office technical teams.

2. Relationship Management and Stakeholder Engagement

- (a). Build and maintain strong relationships with cedants, brokers, industry associations and other stakeholders in Rwanda.
- (b). Serve as the Corporation's primary liaison with the National Bank of Rwanda (BNR) and other relevant authorities, ensuring constructive engagement and timely responses to all regulatory matters.
- (c). Represent the Corporation at industry events, conferences and fora in Rwanda to enhance Kenya Re's profile and thought leadership.

3. Market Intelligence and Reporting

- (a). Gather and analyze market intelligence on the Rwandan insurance and reinsurance industry, including emerging trends, opportunities and risks.
- (b). Prepare and submit regular reports to Head Office on business development, market conditions and stakeholder engagement in Rwanda.
- (c). Coordinate data submissions and correspondence with the National Bank of Rwanda and other statutory bodies as required.

4. Office Administration, Compliance and Regulatory Obligations

- (a). Oversee the day-to-day administration of the Rwanda Liaison Office, ensuring full compliance with Rwandan laws, licensing and regulatory requirements applicable to a foreign reinsurer's representative office.

- (b). Ensure adherence to Group policies, governance frameworks and internal control standards in the operation of the Liaison Office.
- (c). Maintain the representative office's good standing with the National Bank of Rwanda, including timely submission of any required returns, notifications or updated information.
- (d). Supervise office support staff (including the Assistant Administrator) and manage the office's budget and resources prudently.

5. Strategy Execution and Head Office Liaison

- (a). Translate Group strategy into actionable plans for the Rwanda market and track performance against agreed targets.
- (b). Act as the key point of contact between the Rwanda Liaison Office and Head Office, ensuring timely and transparent communication on opportunities, risks and performance.

Academic Qualifications

- (a). Bachelor's degree in insurance, Actuarial Science, Finance, Accounting, Business Administration, Economics, Commerce or an equivalent qualification from a recognized institution.
- (b). Master's degree in insurance, Finance, Accounting, Actuarial Science, Business Administration (MBA), Economics, Strategic Management or an equivalent qualification is an added advantage.

Professional Qualifications

- (a). Chartered Insurance Institute (CII) / ACII qualification or equivalent from a recognized institution.
- (b). Membership in good standing of the Chartered Insurance Institute (CII), Insurance Institute of Kenya (IIK), Insurance Institute of Rwanda (IIR) or an equivalent recognized professional body.
- (c). Leadership / Management course lasting not less than four (4) weeks from a recognized institution.
- (d). Demonstrable knowledge of reinsurance business, underwriting, claims, treaty and facultative arrangements, business development and the regulatory frameworks applicable in Rwanda and the East African region.

Experience

- (a). At least fifteen (15) years' cumulative relevant work experience, three (3) of which should have been at the level of Assistant Manager or equivalent.
- (b). Proven experience in business development, client relationship management, stakeholder engagement and market representation within the insurance or reinsurance industry.
- (c). Sound knowledge of, or proven experience in, the Rwandan insurance market and the wider East African insurance and reinsurance landscape.
- (d). Experience engaging with insurance regulators, insurers, brokers and other key industry stakeholders will be a strong advantage.

Other Requirements

- (a). Fulfil the requirements of Chapter Six of the Constitution of Kenya.
- (b). Must meet the applicable integrity and fit-and-proper requirements of the National Bank of Rwanda (or any other relevant Rwandan regulatory authority) for a Chief Representative of a foreign reinsurer's representative office.
- (c). Excellent oral and written communication, negotiation and presentation skills.

How to Apply

Interested and qualified candidates may access detailed information on the application procedures through the Corporation's website, www.kenyare.co.ke, and the recruitment consultant's website, www.eaglehr.co.ke.