JOB VACANCY

GENERAL MANAGER – KENYA RE FOUNDATION
GRADE KRC 5
Five (5) Year Contract

Reports to: Group Managing Director and the Foundation Board of Trustees

Job Purpose

To provide strategic and operational leadership to the Kenya Re Foundation, directing all policies, strategies, objectives and initiatives of the Foundation. This role develops and drives the corporate social investment agenda, sustainability programmes and stakeholder partnerships, ensuring measurable social impact while safeguarding the Corporation's reputation and full compliance with the Trust Deed, governance and regulatory requirements applicable to a Government-Owned Entity.

Primary Responsibilities

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

1. Strategy and Programme Leadership

(a). Develop, implement and periodically review the Foundation's strategic plan, corporate social investment policy and grant-making framework in alignment with the Corporation's overall strategy, the Trust Deed and stakeholder expectations.

(b). Provide strategic direction and guide the development of Foundation unit strategies, ensuring effective balance between long-term and short-term initiatives.

(c). Identify priority focus areas (including education, health, environment and financial inclusion) and design sustainable, high-impact programmes.

(d). Develop and present the annual Foundation strategy and budget to EXCO and the Board for approval and prudently manage resources within approved guidelines.

(e). Drive implementation of strategies and plans, ensuring consistency and coordination between the Foundation, Kenya Re business units and external partners.

2. Partnerships, Stakeholder Engagement and Visibility

(a). Build and maintain strategic long-term relationships with government agencies, development partners, NGOs, communities, donors and other key stakeholders.

(b). Recruit complementary partners (capital and skills) and successfully conclude partnership agreements.

(c). Serve as the public face of the Foundation, maintaining visibility through media, annual and quarterly reports, newsletters, fundraising materials, press releases and other marketing channels.

(d). Represent the Foundation and the Corporation at public forums, programme launches, community events and promotional activities.

3. Programme Implementation, Impact and Resource Management

(a). Oversee the design, rollout and monitoring of grant and community programmes, ensuring funds are utilized effectively, transparently and in accordance with the Trust Deed.

(b). Develop and track impact metrics and ensure robust monitoring, evaluation and learning systems are in place.

(c). Prepare periodic impact and performance reports for the Board of Trustees, Group Managing Director and other stakeholders.

(d). Manage the assets, resources and finances of the Foundation, optimize procurement processes and drive efficiencies of spend across initiatives.

(e). Monitor the Foundation portfolio to ensure quarterly targets and budgets are met.

4. Governance, Risk and Compliance

(a). Ensure the Foundation operates strictly within its constitutive mandate under the Trust Deed and complies with all applicable laws, regulations and Corporation policies.

(b). Provide secretarial support to the Foundation's Board of Trustees / Advisory Board, including preparation and presentation of Board papers.

(c). Oversee the development of risk metrics and risk appetite thresholds; drive a culture of proactive compliance and escalate potential reputational risks timeously.

(d). Maintain the Foundation in good standing as a charitable organization under national law and preserve its tax status.

5. People Leadership and Organizational Capability

(a). Provide inspirational leadership to the Foundation's staff and any seconded or support personnel, including recruitment, development, retention and performance management.

(b). Build organizational capability by evaluating future skills requirements and ensuring staff are provided with appropriate development opportunities.

(c). Promote a culture in which the values of the Corporation are lived, and ensure effective coaching, mentoring, delegation and employee engagement.

Academic Qualifications

(a). Bachelor's degree in business, Commerce, Social Sciences, Development Studies, Communications or a related field from a recognized institution.

(b). Master's degree in business administration, Strategic Management, Development Studies, Social Sciences or an equivalent qualification from a recognized institution is preferred.

Professional Qualifications

(a). Membership of a relevant professional body (corporate social responsibility, sustainability or development practitioners' institute) in good standing is an added advantage.

(b). Project management certification is an added advantage.

(c). Leadership course lasting not less than four (4) weeks from a recognized and accredited institution.

(d). Proficiency in computer applications.

Experience

(a). At least fifteen (15) years' relevant work experience, ten (10) of which must have been in a senior management or supervisory position within the impact sector, development, foundation or related field. Experience in financial services is an advantage.

(b). Demonstrable team leadership experience and proven engagement with a Board of Directors or Board of Trustees.

(c). Proven track record of designing, managing and delivering impactful community or corporate social investment programmes, including budget management.

(d). Demonstrated ability to identify and leverage partner networks (development agencies, government, training firms, consulting firms, universities and internal stakeholders).

Other Requirements

(a). Excellent interpersonal, communication, presentation and stakeholder management skills.

(b). Strong strategic planning, organizing, problem-solving and decision-making skills, with the ability to work under pressure and meet deadlines.

(c). Strong analytical, report-writing and presentation skills.

(d). Proven team leadership and the ability to inspire, motivate and develop others.

(e). Sound knowledge of governance, corporate social investment frameworks, financial controls, risk management and compliance principles applicable to a Government-Owned Entity.

(f). Fulfil the requirements of Chapter Six of the Constitution of Kenya.

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.