



## KENYA REINSURANCE CORPORATION LIMITED

### VACANCIES

Kenya Reinsurance Corporation Limited (Kenya Re), is a leading reinsurer and is listed at the Nairobi Securities Exchange (NSE). It is ISO 9001:2008 Certified and is rated B+ by A.M Best and AA by the Global Credit Rating Company (GCR). Kenya Re now seeks to recruit and fill the following positions:-

#### 1. ACTUARY - KRC/HR/2016/01

The Actuary will ensure that the Reinsurer has an effective actuarial function capable of evaluating and providing advice to the Reinsurer regarding capital adequacy, technical provisions, premiums levels, pricing activities as well as compliance with related statutory and regulatory requirements.

The actuarial function shall be required to evaluate and provide advice on the Reinsurer's actuarial and financial risks, the Reinsurer's investment portfolios and the valuation of assets, the insurer's solvency position, including adequacy of capital for business and regulatory purposes as well as liability and loss provisions.

##### PRIMARY RESPONSIBILITIES

- Responsible for providing ongoing technical and analytical support to Reinsurance business.
- Responsible for actuarial and risk analysis used to develop pricing for new and existing products in line with management's and company's objectives.
- Initiate, organize and manage Actuarial/underwriting projects
- Gather and prepare analysis based on information from internal and external sources.
- Utilize knowledge of mathematics, probability, statistics, principles of finance and business to problems in insurance.
- Research on functional issues using a variety of resources. Develop/prepare reports and assist in the development of new/revised policies/guidelines.
- Interpret Government regulations and internal policies, participate in preparation of documentation related to government filings/licensing.
- Prepare recommendations based on data summaries, trend analysis, financial analysis, and business analysis.
- Analyze data, construct probability tables to forecast risk and liability to assist in decision making.
- Ascertain premium rates and accurate cash revenues to assist in accurate decision making.
- Participate in cross-functional teams to develop new/enhanced systems/processes/programs/policies to support business needs.

##### THE PERSON

- Applicants should possess a Bachelor's degree in Actuarial Sciences, Statistics, Mathematics or its equivalent. They should be holders of a minimum of 7 actuarial papers. A post graduate diploma in actuarial science will be an added advantage.
- Applicants should have six years' experience, two of which must have been in a management position. In addition they should have excellent interpersonal and communication skills, good organization and management skills, advanced skills in mathematics and statistics. They should be team players and have strong leadership skills.

#### 2. MANAGER RESEARCH AND DEVELOPMENT - KRC/HR/2016/02

The Manager Research and Development will be responsible for providing primary marketing research services to management and business units for strategic decision making. The role will provide guidance and direction to both primary and secondary research functions in respect to business requirements.

##### PRIMARY RESPONSIBILITIES

- Gathering of market intelligence and data analysis and providing insights with a view to providing Kenya-Re with a competitive edge.
- Continuously liaise with the Marketing Division and Investment Division to understand the economic trends both within and outside the country with an objective of proposing suitable investments as necessary.
- Creation of actionable insight that informs decision making on customer behavior
- Provide insights into the changes in operations to optimize the performance of business.
- Make recommendations to the management team on the prioritization of the innovative ideas and advice on ways of improving innovation.
- Champion innovation through analysis of the current situations to foster improvements, better works systems, costs savings,

faster processes and turnaround times.

- Advice on research results against objectives set
- Identifying problems, opportunities and/or gaps through primary and secondary research and innovation.
- Management and dissemination of insight from secondary research sources such as market data, consumer/customer/competitor trends as well as internal company data.

##### PERSON SPECIFICATIONS

- Applicants should be holders of a Bachelors degree in a Business related studies, preferably in marketing, economics, statistics or insurance. They should be holders of a post graduate diploma in marketing or project management from a recognized institution.
- In addition they should have ACII – London qualifications and hold full membership with a recognized professional body.
- They should have 6 years relevant experience preferably in research from related financial institution two of which should be in a managerial position
- They should have excellent interpersonal and communication skills, be able to operate in performance driven environment and be a team player with the ability to work under pressure to meet deadlines.

#### 3. ASSISTANT MANAGER (LEARNING AND DEVELOPMENT) REF NO: KRC/HR/2016/03

The main purpose of the role is to manage the learning and professional development of employees and provide expertise in Learning & Development. Developing of functional and management training content, designing & developing training and development programs, facilitating and evaluating learning & development impact. The selected candidate will be responsible but not limited to the following duties:-

##### PRIMARY RESPONSIBILITIES

- Carry out Training Needs Analysis (TNA) for respective businesses, departments and subsidiaries prioritizing the application of training solutions
- Develop curricular for specific business needs including learning content, learning road maps, presentation of learning material in alignment with current and future business strategy
- Manage and deliver the whole training cycle including developing and implementing a training calendar
- Undertake continuous research and development on current and new training methodologies with a view of improving competency level of employees
- Undertake regular training curriculum reviews with a view of adopting and implementing best practice approaches to training
- Enhance organizational effectiveness through coaching, consulting and problem solving activities
- Maintain records and preparing statistical reports to evaluate performance and monitor progress of trainees
- Monitor and analyze Training and Development budget for the Corporation – keep track of Training & Development expenditure ensuring reconciliation of Training & Development accounts and ensure the Training & Development expenditure is within allocated budget
- Facilitate payments relating to Training & Development in liaison with Finance Division to ensure that invoices and bills are settled in a timely manner.

##### THE PERSON

- Applicants should possess a Bachelor's degree in Human Resource Management, business related or in any social science. They should have a higher diploma in Human Resource Management from a recognized institution, knowledge of Enterprise Resource planning application will be an added advantage. They should be members of the Institute of Human Resource Management (IHRM).
- They should have at least five years in relevant experience two of which should have been in a senior /supervisory position. In addition they should have excellent interpersonal and communication skills, good organization and management skills.

#### 4. ASSISTANT MANAGER – INVESTMENTS REF NO: KRC/HR/2016/04

The main purpose of this role is to assist in prudent investment of the Corporations surplus funds and maintain an optimal investment portfolio that will ensure correct and up to date investment records.

##### PRIMARY RESPONSIBILITIES

- Assist in advising management on sound investment policy procedures and control systems that ensure accountability in all areas;
- Assist in preparing divisional annual budget and long-term projections;
- Assist in reviewing the investment portfolio with a view to acquisition/disposal for capital gain/interest income/liquidity;
- Assist in analysing and gather intelligence on all investment proposals and make appropriate recommendations;
- Assist in preparing of periodic investment reports to management, including cash flow projections;
- Assist in Creating and maintaining an investment database;
- Research and analyse financial and other information with a view to providing pro-active response to market changes;
- Facilitate the Preparation of investment schedules on weekly/monthly basis or as required by management, investment committee or the Board;
- Assist in the analysis of accounts relating to deposits, shares, treasury bills, bonds income and other securities.
- Liaise with brokers, bankers and other market participants;
- Assist in maintaining, reviewing and reporting on performance of mortgages;
- Ensure preparation of annual and half yearly financial statements

##### THE PERSON

- Applicants should possess a Bachelor's degree in Finance, Accounting or business related field and be holders of CIFA, CFA or CPA (K). They should hold membership in recognized professional bodies.
- Must demonstrate a deep understanding of the Capital and Money markets.
- They should have at least five years relevant working experience in Investments, two of which should have been in a supervisory role. In addition they should have excellent interpersonal and communication skills, high integrity and an in depth understanding of International Financial Reporting standards.

#### 5. ASSISTANT MANAGER – RECORDS MANAGEMENT REF NO: KRC/HR/2016/05

The main purpose of this role is to ensure there is effective and appropriate management of the Corporation records from their creation through to their eventual disposal.

##### PRIMARY RESPONSIBILITIES

- Implementing the Archives and Records Management procedures throughout the Corporation
- Conducting in-house training and awareness on proper records management practices
- Surveying records that are unique to the Corporation and prescribe proper management procedures for their proper maintenance.
- Implement established durations for which records are to be kept as stipulated in the Archives and Records Management (ARM) Retention and Disposition Schedules.
- Implement and manage the records disaster preparedness program.
- Implement and supervise the mail and registry management functions.
- Organize and conduct regular records appraisals to identify semi-current records, archives and records that have outlived their value.

- Organize and conduct annual records destruction as per the Corporations retention and disposal schedules
- Management and Maintenance of electronic records.
- Mitigate risks associated with management of records.
- Maintenance of the records center.
- Establishment and management of the Corporations Library.

**THE PERSON**

- Applicants should possess a Bachelor's degree in Information Sciences – Records Management option.
- They should be holders of a Diploma in Library and Information Studies
- They should have at least five years in records and registry management two of which should have been in a senior /supervisory position. In addition they should have excellent interpersonal and communication skills, good organization and management skills and be team players..

**6. RISK AND COMPLIANCE OFFICER REF NO: KRC/HR/2016/06**

The main purpose of this role is to facilitate identification of risks, assessment, monitoring and reporting of risks in line with the Corporation's Enterprise Risk Management framework. In addition, undertake risk quantification and modeling as well as assist in conducting reviews to evaluate compliance to various legal and other internal guidelines.

**PRIMARY RESPONSIBILITIES**

- In conjunction with management, facilitate the identification and assessment of risks in line with the Corporation's Enterprise Risk Management framework and updating outcomes in the risk registers.
- Monitor risks and prepare reports to management and other risk committees on various aspects of risk management e.g. reports of monitoring key risk indicators.
- Conduct risk modelling in line with the various established risk analysis models. A good understanding of the Solvency II or Basel frameworks is critical.
- Conduct risk analysis and quantification financial and insurance risks through sensitivity analyses and stress testing for financial and insurance risks as well as major projects in the Corporation.
- Scanning environmental risks and identifying new threats and opportunities that may impact on the business.
- Create awareness on risk management to facilitate embedding of a risk conscious culture across the Corporation.
- Follow-up proactively on action plans put in place by management or the various risk committees to address risk exposures and report on the same.
- Conduct reviews to evaluate compliance to laws, regulations and internal procedures.
- Performing any other duties as may be assigned.

**THE PERSON**

- Applicants should possess a Bachelor's degree in Actuarial Science, Risk Management, Statistics or Mathematics. They should be Certified Public Accountants (CPA) finalists or Associate Certified Chartered Accountant (ACCA) finalists with good knowledge of computerized systems work environment. Possession of Actuarial papers will be an added advantage.
- They should have at least two years relevant working experience in risk management, underwriting, claims or actuarial functions preferably in a Reinsurance company or financial institution. In addition the person's attributes includes quick learner, analytical, self-driven and excellent communication skills

**7. ASSISTANT DATABASE ADMINISTRATOR REF NO: KRC/HR/2016/07**

The main purpose of the role is to assist the Database Administrator in administration of enterprise database management systems through ensuring availability, security and optimum performance of all functional enterprise database systems with their applications tools.

**PRIMARY RESPONSIBILITIES**

- Perform enterprise database server's performance tuning and monitoring configurations.
- Controlling Access Permissions and Privileges
- Maintain software standards and software development tools, maintained as per the ICT policies of the organization
- Deploy database changes as submitted by the development/

- implementation teams;
- Working with Applications vendors, projects managers/ implementation teams for installation and commissioning of new applications and customizing existing applications in order to make them fit for purpose through; Systems testing, acceptance and implementation
- Manage disaster recovery site for all databases and respective applications.
- Carry out databases Backups, Restore and Recovery procedures
- Take part in the overall development of the organization's disaster recovery from the data perspective.

**THE PERSON**

- Applicants should possess a Bachelor's degree in Computer Science, Information Technology or related studies. They should have certifications in Oracle database server administration at least Oracle Certified Associate (OCA), Certification in SOL Server database administration at least a Microsoft Certified IT Specialist ( MCITS)
- They should have at least three years relevant working experience in related field. In addition the person's attributes includes excellent interpersonal and communication skills, a team player with the ability to work under pressure and meet deadlines.

**8. ASSISTANT NETWORK ADMINISTRATOR REF NO: KRC/HR/2016/08**

The main purpose of the role is to assist the Network Administrator in installation, configuration, operation, and maintenance of systems hardware and software and related infrastructure. The job entails participating in technical research and development to enable continuing innovation within the infrastructure. The holder ensures that system hardware, operating systems, software systems, and related procedures adhere to organizational policies.

**PRIMARY RESPONSIBILITIES**

- Install new/rebuild existing computers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and operational requirements
- Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying
- Completion of scheduled jobs such as backups.
- Resolve operating system technical problems on the Kenya Re server platforms;
- Research and recommend to immediate supervisor, automated approaches for system administration tasks. Identify approaches that leverage our resources and provide economies of scale.
- Creating and maintaining of users in Domain Controller and Exchange Servers
- Provide Service desk support to users and ensure problem tracking and resolution;
- Managing of Preventive Maintenance of Computers and Allied Accessories;

**THE PERSON**

- Applicants should possess a Bachelor's degree in Computer Science, Information Technology or related studies. They should have Certifications in Cisco Certified Network Associate (CCNA) 2 years. Certification in Systems and Network Administration in Microsoft certified systems engineer (MCSE), Microsoft Certified System Administrator (MCSA)
- They should have at least three years relevant working experience. In addition the person's attributes includes excellent interpersonal and communication skills, ability to work under pressure and meet deadlines.

**9. RECORDS OFFICER - REF NO: KRC/HR/2016/09**

This role is responsible for the creation, storage, retrieval and disposal of all recorded information in the Corporation

**PRIMARY RESPONSIBILITIES:**

- Ensure all Corporations' key correspondences and information related to departmental processes are appropriately documented and filed to enable easy retrieval;
  - Proactively seek to update the Corporation's knowledge management system through updating and documenting the departmental key processes for future reference;
- Conduct records retrieval and dissemination as and when required;
- Assist with the implementation of the records disposal and

- retention schedules;
- Coordinate the selection of valuable records for permanent preservation;
- Ensure all the Corporations files are archived as necessary;
- Maintain a log of all records including archived records;
- Manage all records acquisitions and transfers as per the prescribed procedures
- Managing conversion of records to alternative media/ automation.
- Ensure good housekeeping; organize records in shelves an ensure maximum care of records to reduce deterioration
- Conduct and maintain the arrangement and description of all records and archives.

**THE PERSON**

- Applicants should be holders of a Bachelor of Science degree in Information Sciences and holders of a diploma in Archives and Records Management. They should have three years in records and knowledge management.
- In addition they should have planning and organizational skills and be team players with attention to detail.

**10. ACCOUNTANT (TENANCY)- REF NO: KRC/HR/2016/10**

To prepare and report on the Property module and ensure accuracy of the financial data in the module.

**PRIMARY RESPONSIBILITIES**

- Prepare daily liquid resources report by 9.00 a.m
- Receipt all investment income to the correct accounts
- Accurately receipt all mortgage related payments
- Prepare bank reconciliations in line with the Corporation policy
- Ensure accurate and prompt filing of all the receipts and related documents
- Accurately receipt all reinsurance related in flows
- Accurately receipt all tenant receipts and property related inflows
- Liaise with property division to ensure integrity of data being receipted
- Receipt all miscellaneous inflows
- Addressing all risk related matters affecting the receivables role
- Accurately recording all cheques received and promptly banking them
- Provision of relevant audit schedules to external audit schedules
- Ensuring smooth running of the commercial mortgage function in the absence of the Mortgage accountant
- Any other duties assigned by management.

**PERSON SPECIFICATIONS:**

- Applicants should be holders of a bachelor's degree in finance, accounting or a business related field. In addition they should have CPA (K) with two years' experience in a busy finance environment.
- Applicants should have high integrity, be team players who are computer literate and have the ability to work under pressure to meet deadlines.

**Kenya Re is an equal opportunity employer and does not discriminate on the grounds of gender, colour, race, religion, natural origin, age or physical disability. An appropriate remuneration package will be offered to the successful candidates.**

**Applicants should post or email as attachments their CV and cover letter quoting the relevant Job Ref No. and outlining how they meet requirements for the position to:-**

**The Human Resource Manager  
Kenya Reinsurance Corporation Limited  
P. O Box 30271, 00100 GPO  
NAIROBI  
E-mail: [hr@kenyare.co.ke](mailto:hr@kenyare.co.ke)  
Closing Date: 5th February 2016**