

KENYA REINSURANCE CORPORATION LIMITED

RE-ADVERTISEMENT 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. 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 form 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 Bachelor's degree in Business related studies, preferably in Marketing, Economics, Statistics or Insurance.
- In addition they should have a Diploma in Insurance. They should have 6 years relevant experience preferably in research from financial institutions two of which should be in a managerial position.
- They should have excellent interpersonal and communication skills, be able to operate in a performance driven environment and be a team player with the ability to work under pressure to meet deadlines.

2. 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 or a 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.

3. 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 from a recognized institution. Risk Management specialization and 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 and computer skills.

4. 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 (OCA), Certification in Microsoft Certified IT Specialist (MCITS) will be an added advantage.
- 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.

5. 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). Certification in Systems and Network Administration in Microsoft Certified Systems Engineer (MCSE) and Microsoft Certified System Administrator (MCSA) will be an added advantage.
- 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.

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 indicate on the CV their current/last salary and whether they are persons living with disability. They should post or email as attachments their CV and cover letter quoting the relevant Job Ref No. 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**

Closing Date: 17th April 2016

Candidates who had applied earlier need not reapply.