



**ADVERTISEMENT**  
**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 for its Regional office in Zambia:-

**1. REGIONAL ACCOUNTANT, ZAMBIA - KRC/HR/2016/11**

**ROLE PURPOSE:**

The purpose of the role is to prepare, develop and analyze key financial information to facilitate management decision making. The position will provide high quality support by liaising with other departments on all finance matters, budgetary management and control. The position will be responsible for financial reporting and submission of statutory returns to authorities.

**PRIMARY RESPONSIBILITIES**

- Monitoring and enhancing Accounts Payables process to ensure all invoices are timely and accurately paid,
- Dealing with debt collection processes to ensure timely claim recoveries and premium collections.
- Preparing and monitoring of subsidiary's annual financial budget,
- Preparing the monthly payroll,
- Ensuring the Corporation is fully compliant on all taxation issues and ensure all deadlines are fully met,
- Allocating and matching of reinsurance receipts and payments and managing the petty cash,
- Preparing monthly bank reconciliations,
- Coordinating the tagging of Fixed Assets upon acquisition, prior to assignment and payment for the same
- Recording all Fixed Asset acquisitions, retirements and transfers as well as monthly depreciation in Oracle always ensuring all information is up-to-date
- Monthly reconciliation of all vendor accounts within set deadlines
- Filing of all accounts payable and receivable documents on a timely basis and in as easily retrievable manner
- Preparing accounts schedules for internal, interim and annual audits and timely resolution of audit queries
- Any other duties assigned by Management.

**PERSON SPECIFICATIONS**

- Applicants should be holders of an Bachelor's degree in Accounting / Finance or any business related field from a recognized university
- They should be Qualified Accountants with equivalent of CPA (K) /ACCA or any other equivalent internationally recognized professional qualification.

- They should have three (3) years accounting experience and a thorough understanding of International Financial Reporting Standards (IFRS).
- In addition they should have the ability to meet strict deadlines and work without supervision, have excellent knowledge and hands on working experience in operating MS Office suite. Experience in working with Oracle Financials will be an added advantage.
- 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. SENIOR UNDERWRITER REF NO: KRC/HR/2016/12**

The selected candidate will report to the Regional Manager for the Southern Africa Regional office in Zambia and the Manager- International Business located at the head office in Nairobi, Kenya. The main duties will include but will not be limited to:

### **PRIMARY RESPONSIBILITIES**

- Contributing to the development of reinsurance business from the region,
- Soliciting and receiving business offers from existing and potential clients in line with the Corporations underwriting policy;
- Carrying out market visits regularly in the International market for new business and for renewal of existing business;
- Preparing renewal and new business quotation proposals to cedants and brokers;
- Carrying out treaty and facultative underwriting of the business;
- Translating and interpreting business offers, treaties, facultative and claims and any other documents from the market;
- Reviewing facultative acceptances regularly ahead of renewal and reviewing treaty acceptances annually,
- Ensuring the proper processing of all technical transactions;
- Ensuring accurate input of data and records for allocated markets in respect of premiums, claims etc.;
- Ensuring appropriate maintenance of all relevant documentation,
- Any other duties and responsibilities that will be assigned by management.

### **PERSON SPECIFICATIONS:**

- Applicants should be holders of a Bachelor's degree in Business, Insurance, Marketing, or related fields. The person(s) should be fully qualified insurance professionals with ACII or FCII qualifications or their equivalent
- They should have five (5) years of relevant experience in reinsurance / insurance, one of which should have been at management level gained in a reputable organization.

## **3. SECRETARY / OFFICE ADMINISTRATOR- KRC/HR/2016/13**

### **ROLE PURPOSE**

The successful candidate will be in charge of the day to day management of the Regional Managers office and provide high level administrative support to enhance office efficiency and effectiveness. Duties and responsibilities will include but not be limited to;

### **PRIMARY RESPONSIBILITIES**

- Ensuring maintenance of high standard of office cleanliness, hygiene and tidiness in the office,
- Ensuring that the office runs effectively and efficiently,
- Maintaining an effective filing system and maintaining confidentiality of sensitive information;
- Ensuring that the office equipment are in sound condition,

- Handling visitors to the office,
- Organising for staff visas , hotel bookings and airport transfers,
- Taking care of internal staff welfare e.g., beverages etc.
- Supervising the office driver and overseeing the office messenger services.
- Maintaining the Regional Manager's diary,
- Coordinating the work flow in the office of the Regional Manager,
- Carrying out secretarial duties such as drafting routine correspondence and handling incoming and outgoing calls,
- Taking care of all official related appointments e.g. conferences, market visits etc.
- Sending out and following up invitations for client seminars,
- Any other duties assigned by management.

**PERSON SPECIFICATIONS:**

Applicants should be holders of a Bachelor's degree in Business Administration or related fields from a recognized university and holders of a Diploma in office management and administration. They should have at least 5 years' experience in a similar position, excellent skills in MS Office applications and executive office management, proven analytical skills, demonstrate competency in handling situations with tact and diplomacy, ability to prioritize a busy workload and deliver on tight timelines. He or she should have excellent communication and interpersonal skills with the ability to multi-task.

**4. OFFICE DRIVER/MESSENGER- KRC/HR/2016/14**

**ROLE PURPOSE:**

Drive staff on official duties and deliver mail in various places as directed.

**PRIMARY RESPONSIBILITIES**

- Driving staff and guests to various locations;
- Ensuring the vehicle is clean and in good condition;
- Ensuring that the vehicle (s) are sent for service when due;
- Reporting promptly and to the right authorities in accordance with the Traffic Act any accident in which the Corporation's vehicle is involved;
- Ensuring that the vehicle's insurance and licenses are renewed promptly;
- Custody of vehicle keys and ensure that the keys are returned to the office administrator for night custody;
- Custody of work tickets and ensures that the tickets are updated for every journey;
- Assisting in internal and external mail delivery when assigned to do so;
- Monitoring the vehicle's engine daily and reporting any faults to the Office Administrator; and
- Ensuring that the vehicle is fuelled and handling maintenance of the vehicle
- Any other duties that may be assigned by management.

**PERSON SPECIFICATIONS:**

The successful candidate should be an O 'Level graduate. He or she should have a valid and clean driver's license They should have five (5) years continuous driving experience. In addition they should have good interpersonal, communication skills and excellent organization skills

**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 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](mailto:hr@kenyare.co.ke)**

**Closing Date: 4<sup>th</sup> July 2016**