

# 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. ASSISTANT MANAGER, CORPORATE AFFAIRS REF NO: KRC/HR/2016/15

The main purpose of this role is to assist and coordinate the running of the corporate affairs department. The job holder will be responsible for creating and communicating a favourable public image of Kenya Re and will be reporting to the Manager, Corporate Affairs

#### KEY DUTIES AND RESPONSIBILITIES

- Support and participate in the writing of effective press releases and statements, public notices and prepare information kits for media;
- Facilitate the production of statutory reports and other Information Education and Communication (IEC) materials including the Corporations in-house magazine publication and design through graphic design;
- Draft corporate speeches and arrange interviews and other forms of contacts for them;
- Support in the implementation of the Corporation's communication approach with the media and other electronic and digital communication platforms; and use these relationships to enhance the Corporation's brand and mandate;
- Facilitate media visits to Kenya Re functions and other operational facilities/ areas, as well as media monitoring and reporting;
- Support in the activities of external stakeholders (private and public) and departments that develop and implement communication strategies and information programs touching on the Corporation's mandate;
- Supervise and review the activities of staff in the department;
- Participate in the segmentation of Kenya Re's stakeholders groups and audiences, determine the best way to communicate publicity information to them, and develop and implement a communication plan;
- Coordinate protocol and reception of all the Corporation's visitors and assist in analysis of visitors records;
- Assist in monitoring and evaluating attitudes of various publics and providing appropriate advise to the Corporation;
- Maintaining information data and photo library.
- Support in developing and maintaining the Corporation's corporate image and identity, which includes the use and application of Kenya Re's logos and signage;
- Support other Corporation functions to drive staff engagement in the Kenya Re brand by developing internal communications strategies;
- Participate in drafting and managing the Corporate Affairs budgets and work plan;
- Support in evaluating the Corporation's advertising and multimedia programs for compatibility with corporate efforts; and
- Participate and support in the co-ordination of the Corporation's Corporate Social Responsibility programmes.

#### PERSON SPECIFICATIONS

- Applicants should be holders of a Bachelor's Degree in communications, journalism, public relations or other relevant field from recognized institution(s).
- They should be holders of a diploma in journalism, public relations, or any other relevant field with five (5) years relevant work experience two (2) years of which must have been in a managerial position in corporate communications, public relations or journalism in a large organization.
- In addition they should be holders of a diploma in graphics design.
- They should be members of the Public Relations Society of Kenya (PRSK) or Marketing Society of Kenya (MSK) and have excellent written and verbal communication skills; be highly analytical, assertive and a team player. In addition they should have negotiation and lobbying skills; be attentive to details, accurate and a keen observer, highly organized with good time management skills; have IT proficiency with qualifications in graphic design.

### 2. ACCOUNTS ASSISTANT- DISBURSEMENT REF NO: KRC/HR/2016/16

The main purpose of the job is to disburse all payments (cheques and bank transfers) to suppliers, lawyers, tenants, staff, cedants, brokers and any other one-off supplier as well as bank transfers. Also handle petty cash for head office and out-stations as well as staff travel advances payments. This position involves diplomatic interaction with all parties involved in the payment process in order to facilitate swift payment of all obligations due from the Corporation.

The selected candidate will be responsible but not limited to the following duties:-

#### KEY DUTIES AND RESPONSIBILITIES

- Writing of cheques for authorization by signatories and ensuring updating of cheque registers as per documented requirements;
- Manage the head office petty cash float, distribution and replenishment and facilitate reimbursement of petty cash for all outstations;
- Generating and uploading payment files from Oracle into Citidirect for all EFT's, forwarding to signatories and following up to ensure approvals completed within shortest possible time;
- Preparation of bank transfers (Passing relevant entries, drawing cheques/ letters) as advised by Investments Accountant after approvals in Oracle Cash Management;
- Processing of all staff travel advances for both local and international travels within set guidelines as well as related refunds;
- Reconciliation of all general ledger accounts related to petty cash and bank reconciliations of assigned bank accounts;
- Timely preparation of all internal and external audit schedules as required and addressing all related audit queries in a timely and comprehensive manner;
- Promptly address all correspondence from internal and external clients;

- Maintain an organized filing system for all documents generated from payments and petty cash in an easily retrievable fashion;
- Any other duties that may be assigned by management.

#### PERSON SPECIFICATIONS

- Applicants should possess a Bachelor's Degree in Accounting or Finance from a recognized University.
- They should be CPA/ACCA Finalist.
- In addition they should have two (2) years post qualification experience in Finance with demonstrable experience in areas of financial accounting including managing petty cash, reconciliations and electronic payments and hands on experience working with accounting systems. Oracle financials experience is an added advantage.
- They should have strong analytical skills and keen attention to details, be self-driven, results oriented, proactive and have an ability to work without supervision.

### 3. ACCOUNTS ASSISTANT- REINSURANCE REF NO: KRC/HR/2016/17

The main purpose of this role is to ensure proper management of all reinsurance payables, maintenance of the fixed assets register and providing finance operational support to regional offices

#### KEY DUTIES AND RESPONSIBILITIES

- Processing reinsurance payments including claims, quarterly accounts and retrocession premiums accurately and in a timely fashion;
- Promptly address all correspondence relating to reinsurance transactions from clients;
- Enhance the effectiveness of the transaction interface between reinsurance and financial systems to ensure accuracy and integrity of information;
- Maintenance of the fixed assets register;
- Co-ordinate tagging of fixed assets upon acquisition, and record all asset acquisitions, retirements and transfers as well as monthly depreciation always ensuring up-to-date information;
- Reconciliations of all general ledger accounts related to reinsurance payables, fixed assets and the Corporation's subsidiaries as well as monthly bank reconciliations as assigned;
- Preparation of all reinsurance payables, fixed asset and subsidiary reports for monthly quarterly and annual financial reporting;
- Timely preparation of internal and external audit schedules as required and addressing all internal and external audit queries in a timely and comprehensive manner;
- Assist in preparation of final annual accounts and notes to the accounts specifically in areas related to reinsurance payables, fixed assets and consolidation of subsidiaries;
- Any other duties that may be assigned by management

#### PERSON SPECIFICATIONS

- Applicants should possess a Bachelor's Degree in Accounting or Finance from a recognized University.
- They should be CPA/ACCA Finalist. In addition they should have two (2) years post qualification experience in Finance with demonstrable experience in areas of financial accounting including payments processing, reconciliations and profit & loss accounting and have working experience in handling internal and external auditors.
- They should have hands on experience working with accounting systems. Oracle financials experience is an added advantage strong analytical skills and keen attention to details, be self-driven, results oriented, proactive and have an ability to work without supervision.

### 4. SECURITY OFFICER REF NO: KRC/HR/2016/18

The main purpose of a security officer is to maintain safe and secure environment for customers and employees by patrolling and monitoring premises and personnel. The position entails protecting the corporation's premises, assets and personnel. The person will be expected to maintain a high visibility presence and prevent all illegal or inappropriate actions. The goal is to detect, deter, observe and report. The person will report to the Property Manager.

#### KEY DUTIES AND RESPONSIBILITIES

- Secure premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry;
- Obtain help by sounding alarms;
- Prevent losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers;
- Control traffic by directing drivers;
- Complete reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures;
- Maintain environment by monitoring and setting building and equipment controls;
- Maintain organization's stability and reputation by complying with legal requirements;
- Ensure operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques;
- Contribute to team effort by accomplishing related results as needed;
- Protect the Corporation's property and staff by maintaining a safe and secure environment;
- Observe for signs of crime or disorder and investigate disturbances;

- Act lawfully in direct defense of life or property;
- Apprehend criminals and evict violators;
- Take accurate notes of unusual occurrences;
- Report in detail any suspicious incidents;
- Patrol randomly or regularly within buildings, perimeters and all other Corporation properties;
- Monitor and control access at building entrances and vehicle gates;
- Monitor alarm systems or video cameras and operate detecting/emergency equipment and give regular reports;
- Liaise with the police and other law enforcing agencies in solving security matters related to the Corporation;
- Supervise, coordinate and appraise outsourced security services across the Corporation's premises;
- Assess, develop and implement security solutions in line with the Corporation's policy and security needs;
- Organize for fire drills on an annual basis in all Corporation buildings;

#### PERSON SPECIFICATIONS

- Applicants should be holders of a Bachelor's degree from recognized university.
- They should be holders of a diploma in a relevant security related field and be holders of a certificate of good conduct.
- In addition they should have ten (10) years of proven working experience as a security officer or hold relevant experience. Have knowledge of crisis management, ability to operate detecting systems and emergency equipment, have excellent knowledge of public safety and security procedures/protocols. They should have surveillance skills and detail orientation and have integrity and professionalism.

### 5. PREMISES OFFICER - CONSTRUCTION MANAGEMENT REF NO: KRC/HR/2016/19

The position is responsible for the inspection of defects in buildings. The position will also be responsible for overseeing consultants and contractors on construction projects.

#### KEY DUTIES AND RESPONSIBILITIES

- Preparing Budget Estimates;
- Preparing Feasibility Studies including Developer's Budgets;
- Cost Planning and Elemental Cost Analysis;
- Inspection of defects in buildings and preparing specifications;
- Preparing interim valuations and settling of final accounts for small works;
- Preparing Bills of Quantities for repairs and projects;
- Preparing Tender Documents;
- Undertaking Evaluation of Tenders;
- Preparing Contractual Documentations;
- Advising on Economics of various Building types, materials and modes of construction and life cycle costing of materials;
- Project and repairs works management, coordination and correspondence with outsourced consultants and contractors;
- Monitoring and evaluation of the Corporations' capital projects;
- Regular reporting on general condition of premises, service providers and projects;
- Drafting of terms of reference for procuring of service providers for building equipment and maintenance;
- Management, coordination and correspondence with service providers and any other service level agreements for the department;
- Advising Property Manager on proposed maintenance and repairs of the properties;
- Propose new and modern security installations for increased surveillance on Corporations' properties.

#### PERSON SPECIFICATIONS

- Applicants should be holders of a Bachelor's Degree in Construction Management or related course from a recognized University or Institute of Higher Learning.
- They should be members of a professional body; Architectural Association of Kenya, AAK or Institute of Quantity Surveyors of Kenya, IQSK.
- They should have at least 2 years and above relevant experience with high ethical, moral and integrity values. In addition they should be team players who can work with minimal supervision.

**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**

**Closing Date: 29<sup>th</sup> July 2016**