



# KENYA REINSURANCE CORPORATION LTD

## 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 INFORMATION SECURITY ADMINISTRATOR REF NO: KRC/HR/2017/004 (1 POST)

The selected candidate will report to the Information & Communication Technology Manager located at the head office in Nairobi, Kenya.

#### The main duties will include but will not be limited to:

Assist Information Security Administrator in securing information and systems from unauthorized access, use, disclosure, disruption, modification, perusal, inspection, recording or destruction.

#### PRIMARY RESPONSIBILITIES:

- Give input in the design of Information Security controls and security plans.
- Facilitate information security awareness, training and education (e.g., business process owners, users, information technology) to stakeholders.
- Review system logs to identify and address activity that is not consistent with set out Information Security guidelines and standards.
- Ensure that the Organization's processes and procedures are performed in compliance with the Organization's information security policies and standards.
- Proactively anticipate potential threats and vulnerabilities and provide guidance on effective control measures.
- Working with the risk function to oversee and conduct risk management activities (risk assessment, gap analysis, business impact analysis, etc.) to help the Organization reach an acceptable level of risk.
- Advising and making recommendations regarding appropriate personnel, physical and technical security controls.
- Give input on the design, development and implementation of Information disaster recovery procedures to minimize on loss of data/or systems.
- Coordinating with vendors, auditors, executive management and user departments to enhance information security
- Provide input in the establishment, implementation and adherence to policies and standards that guide and support the terms of the information security strategy.
- Carry out Information Security day-to-day operations.

#### PERSON SPECIFICATIONS

- Applicants should be holders of a Bachelor of Science Computer Studies/Information Technology or related studies. In addition they should have three (3) years' experience in a related field.
- They should possess certification in Cisco Certified Network Associate (CCNA), Microsoft Certified Systems Engineer (MCSE) and should have Certified Information Security Manager (CISM).
- In addition they should have good organizational and analytical skills, good interpersonal and communication skills and proficiency in office productivity tools.

### 2. PREMISES OFFICER – REF NO: KRC/HR/2017/005

The position is responsible for the inspection of defects in buildings and preparing specifications as well as carry out management and administration activities of assigned property.

#### PRIMARY RESPONSIBILITIES

- Monitor all activities within the premises to ensure adherence to rules and regulations;
- Ensure collection of rent as well as outstanding rent arrears and other dues;
- Prepare letters of offer and administer leases and tenancy agreements;
- Advise the Property Manager on proposed maintenance/repairs of the properties;
- Provide input for job specifications for repair works;
- Monitor all repair and maintenance works and any other service level agreements;
- Advise finance on timely payments of land rent and land rates plus utility bills;
- Supervise the outsourced security services; and compile monthly station reports;
- 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 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
- Marketing the building for tenancy with aim of ensuring minimal voids year round

#### THE PERSON

- Applicants should be holders of a Bachelor's Degree in Land Economics/Real Estate/ or related course from a recognized University or Institute of Higher Learning.
- Be holders of a Diploma from Institution of Surveyors of Kenya.
- Be a full member of the Institution of Surveyors of Kenya.
- Have three (3) years' experience in management of high-rise commercial buildings
- They should have high ethical, moral and integrity values and 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: 4th July 2017

Canvassing of any nature will lead to automatic disqualification. Please note that NO FEE is charged during the entire recruitment process.