



KENYA REINSURANCE CORPORATION LIMITED

VACANCIES

Kenya Reinsurance Corporation Limited (Kenya Re), is a leading reinsurer in the region and is listed at the Nairobi Securities Exchange (NSE). It is ISO 9001: 2008 Certified and 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 PROCUREMENT (1) - REF NO: KRC/HR/2015/01

The main purpose of this role will be to manage and co-ordinate Procurement functions to ensure efficient and effective sourcing and delivery of goods, services and works within the confines of the Corporation's procurement regulations. The selected candidate will be responsible but not limited to the following duties:-

PRIMARY RESPONSIBILITIES

- Developing the division's work plan and budget and ensure adherence to set limits and targets;
- Maintaining sound procurement policies that ensure sourcing and acquisition of goods, services and works is done while adhering to the laid down regulations;
- Ensuring timely, efficient and effective procurement of goods, services and works;
- Preparing requisitions for quotations or tenders to prequalified suppliers or the public;
- Establishing in co-ordination with the relevant department and end-users, quality specifications of goods and services required by the Corporation;
- Carrying out designated checks on quality and security aspects of procurement;
- Ensuring equitable and fair distribution of Requests For Proposals to all pre-qualified suppliers;
- Reviewing the supply chain to ensure it is efficient and effective;
- Managing the annual supplier pre-qualification exercise;
- Overseeing the receipt of all tender applications, ensure they are in safe custody, compile and prepare Tender Committee papers;
- Supervising purchases, stores management and inspection and issues of goods; and
- Providing an effective secretariat to the Tender Committee.
- Ensuring filling of returns with PPOA on timely basis.

THE PERSON

Applicants should be holders of a Bachelors Degree in a business related field with professional qualifications in Procurement (CIPS) and hold valid membership with recognized professional bodies such as the Chartered Institute of Purchasing and Supplies and the Kenya Institute of Supplies Management. They should have at least six years' experience in Purchasing and Supplies, two of which must have been at management level. THE PERSON should have high integrity, excellent interpersonal and communication skills, familiarity with public procurement guidelines and procedures and be a team player with strong leadership and management skills. They should be computer literate with the ability to work under pressure to meet set deadlines.

2. MANAGER – INVESTMENTS (1) - REF NO: KRC/HR/2015/02

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

PRIMARY RESPONSIBILITIES

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

THE PERSON

Applicants should possess a Bachelor of Commerce Degree in Finance or Accounting and be holders of CPA (K). They should hold membership in recognized professional bodies. Qualification in Certified Financial Analyst (CFA) or Certified Securities Investments Analysts (CSIA) will be an added advantage. They should have at least six years relevant working experience in Investments two of which should be in a management position gained in a reputable Organization. In addition they should have strong leadership and management skills and excellent interpersonal and communication skills.

3. FRENCH SPEAKING UNDERWRITER (1) - REF NO: KRC/HR/2015/03

The selected candidate will report to the Regional Manager for the West Africa office based in Cote D'Ivoire and the Manager- International Business Division located at the head office in Nairobi, Kenya. The main duties will include but will not be limited to:-

- Contributing to the development of reinsurance business from French and English speaking countries. The French markets will include support to the West Africa regional office as well as other allocated markets;
- 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 French speaking countries;
- 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.

THE PERSON

Applicants should be holders of a Bachelors 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 and hold membership in recognized insurance professional bodies. Applicants should be fluent in both spoken and written French and English languages. They should have five years of relevant experience, one of which should have been at management level gained in a reputable Organization.

4. GRADUATE UNDERWRITING TRAINEES (3) - REF NO: KRC/HR/2015/04

The selected candidates will undergo a well-structured graduate trainee programme in reinsurance covering underwriting and claims management. Upon successful completion of the trainee programme they will be assigned specific duties in Reinsurance department focusing on local and International markets.

THE PERSON

Applicants should be Kenyan Citizens who hold university degree with Upper second class honors in Bachelors of Commerce (Insurance) Option and Bachelors in Actuarial Sciences

5. GRADUATE UNDERWRITING ACTUARIAL TRAINEE (1) - REF NO: KRC/HR/2015/05

The selected candidates will undergo a well-structured graduate trainee programme in reinsurance covering underwriting and claims management. Upon successful completion of the trainee programme they will be assigned specific duties in Reinsurance department focusing on local and International markets.

THE PERSON

Applicants should be Kenyan Citizens, with a Bachelors degree in Actuarial Science, Upper second class with at least 5 Actuarial papers. They should be fluent in English. French will be an added advantage. They should have a minimum three years of relevant experience and should be able to work under pressure

6. QUANTITY SURVEYOR - REF NO: KRC/HR/2015/06

PRIMARY RESPONSIBILITIES

The candidate should be well versed and proficient in accomplishing the following tasks;

- 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 Bills of Quantities for repairs and projects
- Preparing Tender Documents
- Undertaking Evaluation of Tenders
- Preparing Contractual Documentations
- Preparing Interim Payment Valuations
- Preparing and Settling Final Accounts
- Advising on Resolution of Contractual Claims & Disputes
- Advising on Economics of various Building types, materials and modes of construction and life cycle costing of materials.
- Project and repairs Co-ordination Services

THE PERSON

Applicants should be holders of a Bachelors Degree in Quantity Surveying from a recognized University or Institute of Higher learning. Be a registered corporate member of Board of Registration of Architects and Quantity Surveyors of Kenya. Registration as a Corporate member Institute of Quantity Surveyors of Kenya (IQSK) will be an added advantage. They should have more than six years Quantity surveying experience after graduation. Have very high ethical, moral and integrity values. 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: 9th March 2015

