



KENYA REINSURANCE CORPORATION LIMITED

VACANCIES

Kenya Reinsurance Corporation Limited (Kenya Re), is a leading reinsurer in the region 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 CORPORATE AFFAIRS - REF NO: KRC/HR/2015/08

The main purpose of this role will be coordinating and implementing the Corporation's media, public relations and corporate social responsibility activities with a view to creating a positive understanding of key actions, decisions and events by all the stakeholders. The selected candidate will be responsible but not limited to the following duties:-

PRIMARY RESPONSIBILITIES

- Developing and ensuring a timely and efficient implementation of the Corporate Affairs strategy, annual work plans and budgets,
- Planning and conducting programmes designed to create and maintain a positive image of the Corporation to the external publics and handle protocol issues,
- Planning and directing communication strategies designed to keep internal publics informed of the Corporations programmes and policies,
- Producing appropriate communication and dissemination of the same through presentations, press releases, speeches, position papers with reference to the corporate mission and vision,
- Establishing and maintaining regular contact with media practitioners with a view to enhancing goodwill and positive coverage for the Corporation,
- Enhancing communication between the Corporation, Insurance Industry, the Government and Public,
- Planning and executing the Corporation's participation in key corporate and social events, including annual general meetings, conferences, anniversaries, customer forums, receptions and media events,
- Producing necessary material for promotion of the Corporation's image and website updates,
- Initiating and coordinating the production of both in-house and external publications and
- Carrying out any other duties allocated by management.

THE PERSON

Applicants should be holders of a Bachelors' degree in Communication, Journalism or other relevant field. They should have a Diploma in Public Relations or Mass Communications. The person should have a minimum of six (6) years relevant working experience two of which should have been at management level. They should be team players and possess excellent interpersonal and communication skills. In addition they should have excellent planning, organizing and negotiation skills, computer literacy and the ability to work under pressure to meet deadlines.

2. ASSISTANT MANAGER – PROPERTY REF NO: KRC/HR/2015/09

The purpose of this role is to carry out management and administration activities of assigned properties. The selected candidate will be responsible but not limited to the following duties:-

PRIMARY RESPONSIBILITIES

- Letting, re-letting of vacant spaces, rent collection, follow-up of arrears, eviction, distress, routine management, enquiries, resolving tenant problems, overseeing security and cleaning of premises,
- Inspecting premises for defects, statutory inspections, keeping in good condition fire and all mechanical equipment and inspection reports on general condition of premises,
- Preparing routine and regular maintenance schedules,
- Preparing specifications of works and budgets,
- Valuation of properties on behalf of the Corporation,
- Monitoring all activities within the premises to ensure adherence to rules and regulations;
- Ensuring collection of rent as well as outstanding rent arrears and other dues,
- Preparing letters of offer and administering leases and tenancy agreements,
- Advising the Property Manager on proposed maintenance and repairs of the properties,
- Providing input for job specifications for repair works,
- Monitoring all repair and maintenance works and any other service level agreements,
- Advising finance on timely payments of land rent and land rates and utility bills,
- Supervising the outsourced security services,
- Compiling quarterly regional reports and
- Carrying out any other duties allocated by management.

THE PERSON

Applicants should be holders of a Bachelor degree in Land Economics. They should have a diploma from the Institute of Surveyors of Kenya. The person should have at least five (5) years of relevant working experience in property management. They should be team players and possess excellent interpersonal and communication skills. In addition they should have excellent planning, organizing and negotiation skills, computer literacy and the ability to work under pressure to meet deadlines.

3. INTERNAL AUDITOR - REF NO: KRC/HR/2015/10

The purpose of this role is to conduct audits and ensure internal controls are maintained and risks mitigated. Under the direction of Internal Audit Manager, the Internal Auditor will be responsible for the timely execution of risk-based internal audits in accordance with the annual audit plan. The selected candidate will be responsible but not limited to the following duties:-

PRIMARY RESPONSIBILITIES

- Ensuring compliance with established internal control procedures by examining records, reports, operating practices, and documentation,
- Protecting assets by ensuring compliance with internal control procedures, and regulations,
- Completing audit work papers by documenting audit tests and findings,
- Appraising adequacy of internal control systems design,
- Maintaining internal control systems by updating audit programs and questionnaires and recommending new policies and procedures,
- Communicating audit findings by preparing a final report; discussing findings with auditees,
- Preparing special audit and control reports by collecting, analyzing, and summarizing operating information and trends,
- Maintaining professional and technical knowledge by attending educational workshops; establishing personal networks and participating in professional societies,
- Conducting risk assessment of assigned department or functional area in established/required timeline,
- Establishing risk-based audit programs,
- Determining compliance with policies and procedures,
- Contributing to team effort by accomplishing related results as needed and
- Carrying out any other relevant duties as may be requested by the Internal Audit Manager.

THE PERSON

Applicants should be holders of a Bachelors degree in Finance, Accounting, Business Administration or a related field. They should be fully qualified CPA (K) or holders of ACCA. CISA qualifications and a working knowledge of Oracle E business Suite will be an added advantage. The person should have three (3) years relevant working experience in internal audit through public accounting and auditing with industry experience. In addition they should be team players with good interpersonal and communication skills, excellent analytical and presentation skills. They should be computer literate and familiar with all standard office computer applications.

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: 30th May 2015**

