

CAREER OPPORTUNITIES

Kenya Reinsurance Corporation Limited (Kenya Re), is a leading reinsurer and is listed at the Nairobi Securities Exchange (NSE). It is ISO 9001:2015 Certified and ISO 27001:2013 Certified. It is also 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 position for its Head Office in Nairobi, Kenya: -

1. MANAGER, LIFE BUSINESS – KRC/HR/2023/02

Reports to: General Manager, Reinsurance Operations

Job Purpose

The job holder will manage and coordinate prudent underwriting in Life Reinsurance Operations to have premium growth and profits to the Corporation and satisfied customers.

Primary Responsibilities

The main duties and responsibilities will include but not be limited to;

- i) Formulate, implement and monitor strategic plan for the Life Business for the Group and subsidiaries.
- ii) Initiate the development, review and implementation of policies, strategies, procedures, and guidelines on Life Business.
- iii) Transact reinsurance business through treaty and facultative cessions.
- iv) Provide technical expertise on life reinsurance to Kenyan and African market.
- v) Provide guidance on life, (local and international) business activities.
- vi) Solicit and receive business offers from existing and potential clients.
- vii) Contribute to the resolution of complex or high value claims.
- viii) Assess offers and determine their applicability in line with the Corporation's underwriting policy.
- ix) Manage treaty & policy cessions underwriting- Local & international markets as well as run-offs thereof.
- x) Develop and promote new life reinsurance products.
- xi) Work closely with actuaries to ensure risks are adequately priced and reserved.
- xii) Work closely with retrocessionaires to ensure adequate retro-protection.
- xiii) Manage relationships with key stakeholders such as rating agencies, regulators, brokers, etc
- xiv) Support the financial stability of primary insurers.
- xv) Provide valuable insights and data analysis to design products.
- xvi) Collect outstanding life premiums and oversee the same in the department.
- xvii) Execute risk assessment and setting appropriate premiums based on statistical analysis and historical data.
- xviii) Carry out market campaign to ensure growth of the business in line with the strategy.
- xix) Provide management and the Board with information on life assurance business matters.

THE PERSON

Academic Qualifications

- Bachelor's degree in insurance, actuarial science or a business-related field.

Professional Qualifications

- ACII and/or AIK or their equivalent.

Experience

- At least 10 years of relevant working experience;4 of which should be in management as Assistant Manager.
- Must have evidence of growth of Life Business Portfolio to atleast Kes.3billion.
- Have evidence of managing loss ratio to below 53% including cost-savings from claims management.
- Have exposure to working with a pan-African (re)assurance company.
- Possession of multi-lingual skills in French and English will be an added advantage.

Skills

- Good interpersonal and communication skills;
- Good organization and management skills.

2. GENERAL MANAGER - PROPERTY & INVESTMENT – KRC/HR/2023/03

Reports to: Group Managing Director

Job purpose

The functions of the Division are to manage and market all the Corporation's property as well as ensure maximum return on property investment for renting and selling. In addition, the division is responsible for developing, implementing and advising management on sound investment strategy to ensure optimal returns.

Primary Responsibilities

The main duties and responsibilities will include but not be limited to;

- i) Initiate the development, review and implementation of strategy, policies and guidelines on Property and Investments.
- ii) Contribute to the development and timely implementation of the divisional strategy and annual work plan/budget.
- iii) Coordinate management and administration of existing rental properties. This includes letting and re-letting of vacant spaces, rent collection, follow-up of arrears, eviction, distress, routine management, and handle enquiries.
- iv) Oversee maintenance works repairs, alterations, and maintenance of service level agreements.
- v) Manage the maintenance and statutory inspections of all properties and loose assets.
- vi) Manage preparation of reports for management information, feasibility studies and proposed projects.
- vii) Manage the development and investment projects in line with corporate strategies and Board expectations.
- viii) To advise management on sound investment policies, procedures, and control systems to ensure accountability in all investment areas.
- ix) Ensure timely preparation of investment schedules on a weekly/monthly basis or as required.
- x) Continuously review investment portfolio with a view to acquire and dispose for capital gains, interest, income, or liquidity.
- xi) Analyze and gather intelligence on all investment proposals and make appropriate investment recommendations.
- xii) Create and maintain an investment database.
- xiii) Research and analyze financial and other information with a view of providing proactive response to market changes.
- xiv) Ensure accuracy of financial data in the investment module.
- xv) Ensure timely provision of financial information for investments in preparing the corporates annual accounts and half yearly statements.
- xvi) Participate in sourcing of investments by developing and executing new strategic real estate investment alternatives and designing plans to pursue the selected strategic investment.
- xvii) Develop investment strategies and provide recommendations for changes or enhancements to improve investment objectives.
- xviii) Maximize investment performance and returns by providing close guidance and direction to portfolio managers, and also ensure the required risk parameters, reviews and monitoring processes are in place to maintain quality portfolios and provide for prudent investment decision making.
- xix) Promote and establish good working relationships with investors.
- xx) Develop a team of investment professionals to achieve annual business plan objectives and value-added investment performance targets in accordance with the regulations, investment policies.

THE PERSON

Person Specification

- i) Must have a Bachelor's degree in Commerce, Economics, Real Estate or a related field and a be a holder of a relevant Master's degree
- ii) Must have not less than 12 years' work experience in Property & Investment Management; 4 of which should be in a managerial capacity.
- iii) Be holders of a professional certification in real estate management, project management, finance or investments.
- iv) Must be a member of relevant professional bodies.
- v) Evidence of growing ROI by double digit will be an added advantage.

Competencies

- i) Knowledge and applied professional understanding of the principles and practices of institutional investment management, capital markets, and portfolio analysis as it relates to Real Estate.
- ii) Knowledge of domestic and global commercial real estate trends.
- iii) Highly developed skills in negotiating, structuring, and documenting complex partnership agreements.
- iv) A working understanding of both debt and equity real estate investments.
- v) Ability to develop client relationships.
- vi) Risk assessment skills-ability to compile, monitor, examine, and audit various financial, performance, and/or data reports for accuracy, integrity, and conformance to performance benchmarks.
- vii) Report writing skills.

3. GENERAL MANAGER – FINANCE & CREDIT CONTROL – KRC/HR/2023/04

Reports to: Group Managing Director

Job Purpose.

The is responsible for management of finances in a prudent manner to ensure timely and accurate preparation of accounting and finance information necessary to meet internal and statutory requirements for control and accountability of resources including driving finance strategy, developing and implementing the finance policy, prioritizing of programs and activities, monitoring budget utilization, revenue collection, preparing financial statements and advisory services to the Board and management on financial matters.

Primary functions

- (i) Provide overall leadership and management to the finance and investment functions of the Corporation.
- (ii) Advising the management and Board on financial matters.
- (iii) Oversee the development, implement, and maintain sound financial policies, procedures, and systems to sustain the corporation.
- (iv) Overseeing the implementation of an efficient financial management system in accordance with the Public Finance Management Act, 2012, Public Sector Accounting Standards, ensure compliance with IFRS and best management practices.
- (v) Overseeing the effective and timely financial management on all matters and reporting in accordance with the laid down guidelines.
- (vi) Coordinating the preparation of divisional performance measures, setting of performance targets, and evaluating achievement to enhance corporation's productivity.
- (vii) Overseeing the development of budgets and periodic financial performance and financial reports are prepared for presentation to the management and Board of Directors.
- (viii) To ensure efficient revenue collection, disbursements, accounting, and reporting.
- (ix) Signatory to all the corporation's accounts.

- (x) Oversee compliance with legal and fiscal regulations.
- (xi) Advise the board and management on the financial viability of proposed investments/projects.
- (xii) Overseeing the preparation of periodic management reports to assist in Management decision making.
- (xiii) Ensure sound corporate governance by identifying risks and developing and implementing proper controls to minimize those risks.
- (xiv) Advise the corporation on the financial viability of proposed investments/projects.
- (xv) Ensure efficient revenue collection, disbursements, accounting, and reporting.
- (xvi) Ensuring that financial expenditure is planned, controlled, and properly authorized.
- (xvii) Overseeing the planning and execution of internal and external audits including the drafting and coordination of responses to audit queries.
- (xviii) Monitoring and reviewing implementation of financial regulations and procedures to enhance internal controls and compliance.
- (xix) Executing, reporting and reviewing processes and ensuring preparation of monthly and quarterly financial statements and annual accounts in line with International Financial Reporting Standards (IFRS);
- (xx) Ensure the safe keeping of the Corporation's assets and proper maintenance of all accounting books, records and documents.
- (xxi) Preparing periodic management information reports on the implementation of the budget and providing analytical information on material variances;
- (xxii) Liaising with the Underwriting team to ensure timely processing of technical entries and taking responsibility for the custody, processing and management of the collections.

Person Specifications

For appointment to this grade, a candidate must have: -

- (i) Bachelor's degree in any of the following disciplines: Commerce. Business Administration (Finance or Accounting) option, Business Management (Finance or Accounting) Option, Strategic Management or equivalent from a recognized institution.
- (ii) Master's degree in any of the following disciplines: Commerce, Business Administration (Finance or Accounting) option, Business Management (Finance or Accounting) Option, Strategic Management or equivalent from a recognized institution.
- (iii) Certified Public Accountant (CPA)K by KASNEB or equivalent from a recognized institution.
- (iv) Member of the Institute of Certified Public Accountants of Kenya (ICPAK).
- (v) At least twelve (12) years relevant work experience, five (5) of which must have been in a senior management position.
- (vi) Previous working experience with a Big 4 audit firm is an added advantage (vii) Strong understanding of technical accounting relating to the new IFRS 17 and IFRS 9.
- (viii) Relevant leadership work experience in a Finance/Accounts Department of a Reinsurance or Insurance Company is a must.
- (ix) Deep understanding of the various types of reinsurance treaties and the impacts of the reinsurance operations on the insurance metrics including combined ratio, growth, expenses and capital requirements.
- (x) Proficiency in computer applications and knowledge of Oracle E-Business Suite or any other business-related ERP software will be an added advantage; and
- (xi) Meets the requirements of Chapter Six (6) of the Constitution.

4. MANAGER ICT - KRC/HR/2023/05

Reports to: Group Managing Director

Job Purpose.

The overall purpose of this position is to drive the overall ICT strategy by providing leadership towards effective and efficient ICT management practices.

Primary Responsibilities

- i) Providing a lead role in the development and implementation of ICT infrastructure strategy, architecture standards and procedures for the corporation and managing the team responsible for maintaining the infrastructure.
- ii) Develop, evaluate, and implement the business application strategy in line with the corporation's strategy.
- iii) Lead in the formulation, establishment, implementation and enforcement of ICT infrastructure policies and systems to support and enhance the business application function.
- iv) Co-ordinate system development, design, programming, and implementation.
- v) Act as the custodian of the corporation's business application development, security, and safety policies as well as guidelines.
- vi) Guide the corporation on technological decisions to support the performance and achievement of the corporation's strategy and mandate.
- vii) Coordinate the analysis of the business requirements to determine the technological needs and devise ways to address them.
- viii) Advise on the purchase of efficient and cost-effective business application software, technological equipment, and infrastructure for automation.
- ix) Lead and advise on the automation of the corporation's business processes.
- x) Develop and present key reports on technical issues such as business risks in technology in accordance with the laid down policies and procedures.
- xi) Coordinating the standardization of ICT infrastructure operations.
- xii) Managing the ICT infrastructure requirements to determine the technology needs and devise ways to address them.
- xiii) Preparing ICT budgets and proposals.
- xiv) Coordinating licensing issues with software/hardware provider.
- xv) Keep abreast of changes in the IT/IS field and explore new areas of computerization.
- xvi) Developing and implementing comprehensive IT disaster recovery strategies for the corporation.
- xvii) Ensuring maintenance of ICT Asset Register.
- xviii) Overseeing the management of outsourced ICT infrastructure services and service providers.
- xix) Overseeing development and implementation of ICT user training programs.
- xx) Develops and implements business continuity protocols to minimize disruption to business operations in the event of emergency situations or data loss.
- xxi) Analyzes IT infrastructure and systems performance to assess operating costs, productivity levels, upgrade requirements, and other metrics and needs.
- xxii) Oversees security of systems, networks, and enterprise information.
- xxiii) Facilitates IT security audits or investigations.
- xxiv) Coordinates multisite IT systems via enterprise resource planning (ERP).

Person Specifications

For appointment to this grade an officer must have:

- (i) At least ten (10) years' relevant work experience in ICT or related field three (3) years should have been at management level.
- (ii) Bachelor's degree in any of the following disciplines: Computer Science, Computer Technology, Informatics, Information Systems, Information Technology, Computer Security and Forensics, Business Information Technology, Electric/Electronic Engineering, Telecommunication Engineering, or its equivalent from a recognized Institution.
- (iii) Master's degree in any of the following: Computer Science, Information Systems, Information Technology, Business Information Technology, or any other ICT equivalent qualification from a recognized institution.
- (iv) Professional ICT Certification from a reputable institution.
- (v) Member of a relevant professional body.
- (vi) Professional ICT Certification from a reputable institution such as ISACA, Oracle, etc.
- (vii) Experience in undertaking penetration testing and vulnerability assessment as well as overseeing information security reviews plus participating in security audits.
- (viii) Demonstrable experience in software development using agile and recent software programming languages.
- (ix) Proven experience in successfully implementing projects in artificial intelligence (AI) and robotic process automation (RPA).
- (x) Fulfilled the provisions of Chapter Six (6) of the Constitution.

5. ASSISTANT MANAGER ICT - KRC/HR/2023/06

Job purpose

A principal ICT Officer may be deployed to perform the following duties and responsibilities in any of the following functional areas:

Primary responsibilities Business Applications

Duties and responsibilities at this level will entail:--

- (i) Supervising the implementation and adoption of the ICT strategies, policies and standards related to business applications amongst staff and stakeholders.
- (ii) Advising the ICT Manager on appropriate system control by incorporating measures to safeguard the systems against abuse through unauthorized physical and logical access.
- (iii) Reviewing ICT business application requirements and specifications to ensure conformity to set standards.
- (iv) Monitoring ICT business applications to guarantee uptime and effectiveness, efficiency in service delivery.
- (v) Drive the planning and development of the network infrastructure design and services, including TCP/IP, Internet access, local area networks (LAN) wide area networks (WAN) and storage area networks (SAN).
- (vi) Frequent monitoring of the security logs to forestall network outages occasioned by security breaches.
- (vii) Ensure conformance to Business continuity requirements by reviewing continuity plans and status reports.
- (viii) Managing of outsourced ICT business applications services and service providers to ensure attainment of project objectives.
- (ix) Collaborating with colleagues in the ICT business infrastructure section.
- (x) Interface with line managers to determine and define business application support initiatives and solutions for improving service efficiency and effectiveness.
- (xi) Developing, configuring, and implementing ICT systems across the corporation.
- (xii) Documenting new and existing workflows for the corporation's business applications.
- (xiii) Design and configuring business applications and all shared information repositories.
- (xiv) Compiling overall systems documentation for all business applications used in the Corporation.
- (xv) Coordinating the development and implementation of ICT user training programs in liaison with the capacity building and Human Resource department.
- (xvi) Managing of outsourced ICT business application services and service providers to ensure attainment of project objectives.

Business Infrastructure

Duties and responsibilities at this level will include.

- i) Designing, implementing, and maintaining and test strategies, procedures and contingency plans for all systems, data, and components.
- ii) Managing major ICT infrastructures related projects through the complete project lifecycle from project initiation to end project review.
- iii) Managing the ICT infrastructure to ensure that appropriate action is taken to investigate and resolve all reported incidents and problems associated with the ICT infrastructure in line with the SLA.
- iv) Reviewing ICT business infrastructure requirements and specifications to ensure conformity to set standards.
- v) Leading ICT teams carrying out infrastructure assignments.
- vi) Ensure conformance to business continuity plans and status reports.
- vii) Management of outsourced ICT business infrastructure services and service providers to ensure attainment of project objectives.
- viii) Preparation of reports on performance of ICT infrastructure.
- ix) Implement IT continuous infrastructure improvement programs.
- x) Participate in budget process.
- xi) Developing configuring and implementing ICT infrastructure across the corporation.

- xii) Design and configure business infrastructure servers and systems.
- xiii) Coordinating the compilation of overall systems documentation for all business infrastructure used in the corporation.
- xiv) Configure group policies and design proper rights and privileges across servers.
- xv) Monitor infrastructure related ICT risks and advise on appropriate control measures.

ICT Security

- i) Designing, implementing, and monitoring of security policies in the corporation.
- ii) Ensuring the monitoring and implementation of security measures for the protection of computer systems, networks, and information in the data center.
- iii) Ensuring that the ICT infrastructure is kept secure from internal and external threats and that all privileges are proactively managed.
- iv) Ensuring implementation and maintenance of test strategies, procedures and contingency plans for all systems, data, and components.
- v) Reporting all security incidents and problems associated with the ICT infrastructure in line with SLA.
- vi) Configuring Business continuity systems and prepare continuity plans and status reports.
- vii) Reporting infrastructure related ICT risks and advice on appropriate control measures.

Person Specifications

For appointment to this grade an officer must have:

- i) A minimum of eight (8) years relevant work and at least three (3) years in a supervisory role.
- ii) Bachelor's degree in any of the following disciplines: Information technology.
- iii) Computer Science/ Engineering, software Engineering, System/Business Analysis, Business Information Technology, or its equivalent from a recognized Institution.
- iv) Master's degree in information technology or equivalent from a recognized institution.
- v) Professional Certification such as Certified Web Developer, MCSD, Oracle Certification Developer, Certified Cisco Networking, Huawei, Ethical Hacking, IT Forensic, EC- Council certification, certified MCSE, MCDBA, NET, Oracle certification in database, MIS or equivalent from a recognized institution.
- vi) Membership of a relevant professional body.
- (xi) Fulfilled the provisions of Chapter Six (6) of the Constitution.

6. FRENCH SPEAKING ACCOUNTANT - KRC/HR/2023/07

The selected candidate will report to the Regional Manager, for the Regional office, based in Cote D'Ivoire and the General Manager- Finance located at the head office in Nairobi, Kenya.

JOB 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 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 related field from a recognized university.
- They should be CPA /ACCA finalists and or holders of equivalent internationally recognized professional qualification.
- They should have five (5) 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.
- They should be fluent in both French and English languages.

7. SECURITY OFFICER– KRC/HR/2023/08

JOB PURPOSE:

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 will report to the Property Manager.

PRIMARY RESPONSIBILITIES

- i) Co-ordinate, manage, supervise, and advice to the executive and senior management on effective security ...management systems and solutions, within the business scope.
- ii) Ensure that threats to personnel, assets, and business operations/activities within the region are properly identified, evaluated, and mitigated in a timely and cost-effective manner.
- iii) Secure the Corporation regional and Subsidiary personnel, properties, and assets from internal and external security breaches as well as co-ordinate the activities of 3rd Party contractors and internal.
- iv) Ensure a hands-on ownership of security solutions with a primary focus on the Corporation but including Kenya-Re in broader Africa.
- v) Manage an effective Group Security Coordination Centre/Control Room that is geared for both monitoring as well as Incident response.
- vi) Support Africa Security offices in driving Cluster security Initiatives.
- vii) Drive standardization across sites in the Corporation and its subsidiaries in Africa.
- viii) Advise management on any specific threats to company personnel, assets & information, and business operations/activities as they become known.
- ix) Ensuring implementation of security policy and procedures and revising them where necessary.
- x) In conjunction with the respective business Leadership Teams, develop and implement security awareness programs or processes and to protect life, corporate assets and to ensure business continuity.

- xi) Devising and co-ordinating appropriate security training for security personnel & other nominated personnel.
- xii) Managing effective investigations on detected and reported breaches of security and security incidents.
- xiii) Provide briefings for the international staff/visitors on in country security issues on arrival and on the security situation in the country.
- xiv) Initiate and co-ordinate an immediate response to security incidents where there is a threat to Company employees and assets so as to ensure minimized loss or injury. If necessary, to respond personally to these threats.
- xv) Ensure safety and security of employees whilst on Company premises and in transit.
- xvi) Liaise with and develop relationships with various Law Enforcement & Emergency Services in the event of a security incident/emergency (i.e., fire, medical, mechanical breakdown) and to ensure timely reaction to incidents.
- xvii) Ensure availability of highly trained security personnel to implement contingency plans effectively
- xviii) Manage and transact on all mandatory reporting systems.
- xix) Manage constant synergy between business controls and security controls so that internal loss threats are effectively mitigated.
- xx) Effectively audit, maintain and guide security service provision companies in terms of fit for purpose ,performance and adherence/compliance with agreed SLA's.

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 holders of a certificate of good conduct.
- They should have 10 years of proven working experience as a security officer or hold relevant work experience. Military background will be an added advantage.
- 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.

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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
 Closing Date: **6th October 2023****



Kenya Re is ISO
 9001:2015 and ISO
 27001:2013 Certified

