



KENYA REINSURANCE CORPORATION LIMITED

EXECUTIVE ANALYST

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| Grade : | KRC 3A |
| Reports to : | Group Managing Director (GMD) |

Job Purpose

The Executive Analyst is a strategic and highly skilled professional who provides high-level support to the Group Managing Director. The role combines strategic insight, operational coordination, and executive administration to ensure the effective functioning of the GMD's office. The position serves as a key representative of the GMD, facilitating communication, driving strategic initiatives, and supporting decision-making at the highest level.

Key Responsibilities

1. Strategic Support & Advisory

- Act as a trusted advisor to the Group Managing Director, providing insights, analysis, and recommendations on strategic initiatives and key business matters.
- Oversee the preparation and review of high-quality reports, presentations, and briefings for the Board, senior management, and external stakeholders.
- Monitor the progress of corporate objectives, identify bottlenecks, and provide timely updates with recommended solutions.

2. Representation & Stakeholder Management

- Represent the Group Managing Director in internal and external meetings and engagements, ensuring alignment with the Corporation's vision and strategic goals.
- Build and maintain strong relationships with internal teams, Board members, government officials, and industry stakeholders.
- Serve as the GMD's proxy in selected meetings and decisions, maintaining consistency in messaging and organizational priorities.

3. Project Coordination & Execution

- Coordinate the implementation of strategic projects and initiatives across departments.
- Facilitate cross-departmental collaboration and ensure timely execution of key priorities.
- Lead or participate in special projects and task forces as assigned by the Group Managing Director.

4. Executive Administration & Communication

- Manage and prioritize the GMD's schedule to optimize time for strategic activities.
- Draft high-level correspondence, speeches, statements, and other official communication on behalf of the GMD.
- Oversee the day-to-day administrative operations of the GMD's office, ensuring efficiency, confidentiality, and professionalism.
- Supervise and mentor junior staff within the GMD's office as required.

5. Liaison & Decision Support

- Act as the main liaison between the GMD's office and senior management to facilitate timely decision-making and execution.
- Perform any other duties as may be assigned by the Group Managing Director from time to time.

Academic Qualifications

For appointment to this position, candidates must possess:

- A Bachelor's Degree in Business Administration, Management, Economics, Strategic Management, or any other relevant field from a recognized and accredited institution.
- A Master's Degree in any relevant field will be a distinct advantage.

Professional Qualifications

- Familiarity with the insurance, reinsurance, or financial services industry is highly preferred.
- Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya.

Experience

- At least five (5) years of relevant experience in executive support, strategic planning, project management, or a similar high-level advisory role.
- Demonstrated experience supporting C-suite or senior leadership in a complex organization.

Key Competencies & Other Requirements

The successful candidate must demonstrate:

- Strong strategic thinking and the ability to anticipate challenges and align organizational efforts.
- Exceptional written and verbal communication skills, including drafting professional correspondence and reports.
- Excellent project management and organizational skills with the ability to handle multiple priorities.
- Superior interpersonal and relationship-building skills across all levels of stakeholders.
- Strong analytical skills with the ability to interpret data and provide actionable insights.
- High level of initiative, leadership, and the ability to act decisively on behalf of the GMD.
- Unquestionable integrity, confidentiality, and ethical standards.
- Ability to thrive in a fast-paced, dynamic environment.

Work Environment:

- Based in Nairobi, Kenya.
- Occasional travel may be required for meetings and engagements.