



KENYA REINSURANCE CORPORATION LIMITED

GENERAL MANAGER – LEGAL SERVICES (KRC GRADE 5)

Three (3) Years Contract, Renewable Once

Reports to:	Group Managing Director
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Job Purpose

The General Manager, Legal Services, provides strategic leadership in legal affairs, corporate governance, board secretarial duties, regulatory compliance, and company secretarial functions at Kenya Re.

Following the Corporation's transition into a government-owned entity, the role ensures robust corporate governance, effective regulatory coordination, proactive litigation management, and seamless shareholder engagement in line with Kenya Re's strategic objectives and statutory obligations.

Key Responsibilities

1. Corporate Governance and Board Affairs

- Provide high-level Company Secretariat services to the Board of Directors and all Board Committees, with strong emphasis on governance excellence.
- Coordinate all Board and Committee activities, including scheduling, agenda preparation, documentation, minute-taking, action tracking, and timely circulation of Board papers.
- Facilitate Board induction, training, continuous development, and annual Board performance evaluations.
- Review, update, and maintain Board and Committee Charters, governance policies, and ensure full compliance with the Mwongozo Code of Governance and Ethics.
- Serve as custodian of the Corporate Seal and ensure safe custody and proper management of Board records and confidential documents.
- Advise the Board on fiduciary duties, governance responsibilities, and emerging regulatory requirements.

2. Regulatory Compliance and Stakeholder Coordination

- Coordinate regulatory affairs and ensure full compliance with all applicable laws, including coordination with the Capital Markets Authority (CMA), Nairobi Securities Exchange (NSE), and other relevant regulators.
- Work closely with the Corporation's external lawyers, shareholders, and the Registrar to ensure timely and accurate regulatory filings, disclosures, and reporting.
- Manage shareholder communication and relationships, including preparation for and coordination of Annual General Meetings (AGMs) and Extraordinary General Meetings (EGMs).
- Ensure timely filing of all statutory returns and disclosures required by CMA, NSE, and other regulatory bodies.

3. Legal advisory and Contract management

- Provide expert legal advice to the Board and Management on governance, regulatory, compliance, and strategic matters.
- Review, vet, negotiate, and approve all contracts, agreements, leases, and legal instruments involving Kenya Re.
- Interpret legislation and regulatory requirements affecting the Corporation's operations as a government-owned entity.
- Propose reforms to policies and procedures to align with the Corporation's transformed ownership structure.

4. Litigation management

- Oversee the management and resolution of all litigation matters involving Kenya Re, with particular focus on resolving long-outstanding cases.
- Coordinate effectively with external lawyers and internal teams to ensure timely case handling, risk mitigation, and cost-effective outcomes.
- Monitor litigation processes, including cases for and against the Corporation, and provide regular updates to the Board and Management.

5. Records management and reporting

- Maintain safe custody of statutory registers, Board records, resolutions, title documents, securities, and other critical corporate records.
- Ensure preparation and timely submission of quarterly, annual, and statutory reports to regulatory authorities.
- Champion the implementation of compliance frameworks, quality management systems, and enterprise risk management practices.

6. People leadership and organizational effectiveness

- Provide inspirational leadership, mentorship, performance management, and professional development to staff in the Legal Services Division.
- Foster a culture of ethics, professionalism, accountability, and service excellence.
- Prepare and monitor departmental budgets, work plans, performance contracts, and procurement plans.
- Perform any other duties as assigned by the Group Managing Director.

Academic Qualifications

- Bachelor of Laws (LLB) Degree from a recognized institution.
- Master of Laws (LLM) Degree or equivalent qualification from a recognized institution.

Professional Qualifications

- Postgraduate Diploma in Law (Advocates Training Programme) from the Kenya School of Law.
- Admission as an Advocate of the High Court of Kenya.
- Valid Practising Certificate.
- Member of the Law Society of Kenya (LSK) in good standing.
- Member of the Institute of Certified Public Secretaries of Kenya (ICPSK).
- A senior Leadership Course lasting not less than four (4) weeks from a recognized institution.
- A Management Course lasting not less than four (4) weeks from a recognized institution.
- Proficiency in computer applications.
- Must satisfy the requirements of Chapter Six of the Constitution of Kenya 2010.

Experience

- At least fifteen (15) years of relevant experience in legal practice, with a minimum of ten (10) years at senior management level in Legal Services, Company Secretariat, or Corporate Governance.
- Demonstrated experience in Board secretarial functions, regulatory coordination with CMA and NSE, shareholder management, and litigation handling (including resolution of long-outstanding matters).

Key Competencies

- Excellent interpersonal, communication, negotiation, and stakeholder management skills.
- Strong analytical, problem-solving, and decision-making abilities with the capacity to work under pressure.
- Deep knowledge of corporate governance, capital markets regulations, and compliance for government-owned entities.
- High integrity, professionalism, and sound judgment.
- Proven ability to manage complex litigation and coordinate effectively with external counsel, regulators, and shareholders.