



KENYA REINSURANCE  
CORPORATION LIMITED

# 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:**

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**2.0 ASSISTANT MANAGER LOCAL BUSINESS - GRADE KRC 3C**  
**REF NO: KRC/HR/2025/002**

## **Reports to: Manager- Local Business**

### **Job Purpose.**

This job role is responsible for Assisting the Manager in organizing and coordinating underwriting activities within the Department with a view to meeting production/profitability targets

### **Primary Responsibilities**

Duties and responsibilities at this level will entail: -

1. Responsible for revenue growth and profitability of treaty and facultative book.

2. Reviewing clients' business proposal and offers.
3. Reviewing adequacy of conditions imposed on different types of reinsurance proposals, drawing up agreements and compiling contract wording according to Kenya Re's best practises and retrocession treaty terms.
4. Liaising with specialists such as risk surveyors, loss adjustors, actuaries and engineers for risk assessment.
5. Rating, underwriting and monitoring performance of non-life reinsurance accounts within the corporate underwriting guidelines
6. Responsible for technical statistics for management, needed in decision making
7. Managing the relationship with existing new or prospective contacts.
8. Identify initiatives to generate interests in cedants for profitable business development.
9. Marketing the business to both existing and potential markets.
10. Ensure prompt responses to queries from cedants and brokers on statement of accounts, facultative and claim settlements.
11. Analyse portfolio performance per market, class, cedants and contract.

## **Person Specifications**

### **Academic Qualifications**

- (i) Bachelor of Commerce or business-related degree
- (ii) Master's degree in any field or equivalent from a recognized institution will be an added advantage.

### **Professional Qualifications**

- i. Diploma in Insurance in (AIK)
- ii. Member of recognized professional with the Association of Insurance Institute of Kenya (AIK) or (ACII).
- iii. Fulfilled the requirements of Chapter six of the constitution.

## Experience

- (i) At least ten (10) years of work experience with 5 years in managerial /supervisory role

## Other Requirements

- i. Possess excellent interpersonal and communication skills.
- ii. Excellent planning organizing, problem solving and ability to work under pressure to meet deadlines.
- iii. Team player with excellent analytical and presentation skills.

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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](mailto:hr@kenyare.co.ke) Closing Date: 17th February 2025**



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



