



## JOB VACANCY ADVERTISEMENT

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Kenya Reinsurance Corporation Limited (Kenya Re), is a leading reinsurer and is listed at the Nairobi Securities Exchange (NSE). It is ISO 9001:2015 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 subsidiary in Abidjan, Côte d'Ivoire:-

### **CLAIMS OFFICER - REF NO: KRC/HR/2022/04**

The selected candidate will report to the Regional Manager for the West Africa Regional Office based in Abidjan, Côte d'Ivoire. The main duties will include but will not be limited to:

#### **PRIMARY RESPONSIBILITIES:**

- a) Handle and review claims supporting documentation and ensure proper processing and timely settlement of verified claims;
- b) Review reconciliation of cedent and broker accounts and follow up outstanding amounts due and ensure timely remittance of amounts due to them;
- c) Ensure appropriate maintenance of all relevant documentation;
- d) Provide market information, statistics and reports as and when required;
- e) Proactively manage individual claims from notification to closure, investing the necessary level of involvement required for each claim depending on, inter alia, the nature, category, type and quantum of the claim;
- f) Manage claims portfolio(s) to optimize performance;
- g) Advise reinsurers of large losses and timely recovery of those losses over and above our deductibles;
- h) Develop an understanding of marketing and underwriting strategies for your business area and contribute to business development and renewal opportunities by attending client meetings to explain Kenya Re's claims philosophy and approach to claims handling and discussing any claims issues;
- i) Review the reconciliation of cedant and broker accounts and follow up outstanding amounts due from them while also ensuring timely remittance of amounts due to them;
- j) Ensure appropriate maintenance of all relevant documentation;
- k) Provide market information, statistics and reports as and when required;
- l) Any other assignment.

**PERSON SPECIFICATIONS:**

- Applicants should be holders of a Bachelor's degree in Insurance or a Business-related field;
- Applicants should be fluent in both spoken and written French and English languages;
- They should have two (2) years of relevant experience in Reinsurance / Insurance preferably in Claims department.

**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 candidate.**

**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. 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  
Email: [hr@kenyare.co.ke](mailto:hr@kenyare.co.ke)**

**Closing Date: 17<sup>th</sup> April 2022**