

**RE-ADVERTISEMENT**  
**KENYA REINSURANCE CORPORATION LIMITED**  
**VACANT POSTS IN COTED'IVOIRE SUBSIDIARY**

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

**1. FRENCH SPEAKING UNDERWRITER REF NO: KRC/HR/2021/04**

**Role / Purpose**

The selected candidate will report to the Regional Manager for the West Africa Regional office based in Abidjan Cote D'Ivoire. The main duties will include, but not limited to:

**PRIMARY RESPONSIBILITIES**

- Contributing to the development of reinsurance business from French and English speaking countries. The French market will include support to the West Africa regional office as well as other located markets.
- Soliciting and receiving business offers from existing and potential clients in line with the Corporations underwriting policy.
- Carrying out market visits regularly in the International market for new business and for renewal of existing business.
- Preparing renewal and new business quotation proposals to cedants and brokers;
- Carrying out treaty and facultative underwriting of the business.
- Translating and interpreting business offers, treaties, facultative and claims and any other documents from French speaking countries.
- Reviewing facultative acceptances regularly ahead of renewal and reviewing treaty acceptances annually.
- Ensuring the proper processing of all technical transactions.
- Ensuring accurate input of data and records for allocated markets in respect of premiums, claims, etc.
- 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.
- 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 underwriting philosophy.
- Ensuring appropriate maintenance of all relevant documentation.
- Any other duties and responsibilities that will be assigned by management.

**PERSON SPECIFICATIONS:**

- Applicants should be holders of a Bachelor's degree in Business, Insurance, Marketing, or related fields.
- The person(s) should be fully qualified insurance professionals with a diploma in Insurance CII or its equivalent.
- Applicants should be fluent in both spoken and written French and English languages
- They should have five (5) years of relevant experience in reinsurance / insurance, one of which should have been at Middle management level gained in a reputable organization.

**2. CLAIMS OFFICER REF NO: KRC/HR/2021/05**

**Role / Purpose**

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

**PRIMARY RESPONSIBILITIES:**

- Handle and review claims supporting documentation and ensure proper processing and timely settlement of verified claims.
- Review reconciliation of cedant and broker accounts and follow up outstanding amounts due and ensure timely remittance of amounts due to them.
- Ensure appropriate maintenance of all relevant documentation.
- Provide market information, statistics and reports as and when required.
- 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.
- Manage claims' portfolio(s) to optimize performance.
- Advise reinsurers of large losses and timely recovery of those losses over and above our deductibles
- 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.
- 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.
- Ensure appropriate maintenance of all relevant documentation.
- Provide market information, statistics and reports as and when required.
- Any other assignment.

**PERSON SPECIFICATIONS:**

- Applicants should be holders of a bachelor's degree in insurance or a business-related field. The person(s) should be fully qualified insurance professionals with a diploma in Insurance CII or its equivalent.
- Applicants should be fluent in both spoken and written French and English languages
- They should have three (3) years of relevant experience in reinsurance / insurance preferably in Claims department.

**3. ACCOUNTANT, WEST AFRICA – ABIDJAN OFFICE - KRC/HR/R6/2021/06**

**Role / Purpose**

The purpose of the role is to prepare, develop and analyze key financial information to facilitate the Management's decision-making. The position will provide high-quality support by liaising with other departments on all finance matters, budgetary management and control. The role holder 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 the subsidiary's annual financial budget;
- Preparing the monthly payroll.
- Ensuring the Corporation is fully compliant on all taxation issues and that 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 an easily retrievable manner.
- Preparing accounts schedules for internal, interim and annual audits and timely resolution of audit queries.
- Any other duties assigned by the Management.

**PERSON SPECIFICATIONS**

- Applicants should be holders of a Bachelor's degree in Finance and Accounting from a recognized university.
- They should possess a Masters BAC plus 5 (i.e.) Master 2 in either of the following - Public Administration, Finance and Accounting, Economics, Audit and Control or have a higher diploma i.e. DSCG (Diplome superieur en Comptabilite et Gestion) an equivalence of a certified accountant Expert comptable.
- Possession of ACCA - is an added advantage.
- They should have 5 years of experience working in Ivorian environment or abroad.
- Perfect understanding in the Ivorian tax system and has relative work experience in that field.
- Masters the OHADA accounting policies.
- Capable of using accounting systems such as - SAGE, QUICKBOOKS OR SAARI, etc.
- Knowledge in drawing financial statements.
- Capable of writing and monitoring budgets.
- Understands the labor laws and Ivorian social security system.
- 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 as well as experience in working with Oracle Financials.
- They should have a thorough understanding of relevant Financial Reporting Standards; knowledge of application of International Financial Reporting Standard (IFRS) 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.
- The applicant should be a person of high work ethics and integrity. Fluency in English and French will be an added advantage.
- Applications to be in both English and French.

**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 successful candidates.**

**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**

**E-mail: [hr@kenyare.co.ke](mailto:hr@kenyare.co.ke)**

**Closing Date: Monday, 17<sup>th</sup> May 2021**



Kenya Re is ISO 9001:2015 and ISO 27001:2013 Certified  
Rated B (Fair) by A M Best International Rating Agency and  
AA+ by Global Credit Rating (GCR).

