



# **KENYA REINSURANCE CORPORATION LIMITED**

## **PROJECTS OFFICER**

<b>Job Grade:</b>	<b>KRC 3B</b>
<b>Reports to:</b>	<b>Manager, Property</b>

### **Job Purpose**

The Projects Officer is responsible for ensuring the successful planning, execution, and delivery of the Corporation's capital and infrastructure projects. The role focuses on maintaining the highest standards of project governance, quality, cost control, and timely completion while ensuring full benefits realization across all project phases.

### **Key Responsibilities**

#### **1. Project Governance & Policy**

- Develop, implement, and continuously improve policies, guidelines, and frameworks for effective project governance and management.
- Review and critique annual budget proposals and business cases for all projects prior to submission for approval.

#### **2. Project Planning & Implementation**

- Provide oversight on all ad hoc and capital projects to ensure compliance with approved policies, timelines, budgets, and quality standards.
- Conduct continuous monitoring of project phases to verify that milestones are achieved on time, within budget, and to the required quality.
- Prepare and review project specifications, tender documents, procurement contracts, and service agreements.

#### **3. Post-Implementation & Knowledge Management**

- Ensure seamless handover of all project deliverables to the relevant business units.
- Update the project knowledge database and maintain well-organized project files for future reference.
- Conduct post-project evaluations to assess benefits realization and lessons learned.

#### **4. Stakeholder Coordination & Reporting**

- Act as the central liaison between technical teams, contractors, management, and the Board.
- Prepare progress reports, financial appraisals, board papers, and other project documentation.
- Provide professional advice and regular progress updates to departmental, divisional management, and the Board.

#### **5. Team & Contractor Management**

- Manage and supervise building maintenance technicians, contractors, and construction teams across the Corporation's properties in Kenya, Zambia, Uganda, and West Africa.
- Process project-related documents including minutes, feasibility studies, appraisals, audits, and payment certificates.

#### **6. Compliance & Performance**

- Ensure all projects comply with approved budgets, timelines, quality standards, and regulatory requirements.
- Perform any other duties as may be assigned from time to time.

### **Academic Qualifications**

For appointment to this position, candidates must possess:

- A Bachelor's Degree in Project Management, Civil Engineering, Construction Management, or any other relevant field from a recognized and accredited institution.
- A Master's Degree in a relevant field will be a distinct advantage.

### **Professional Qualifications**

- Professional certification in Project Management such as Project Management Professional (PMP) or PRINCE2 Practitioner.
- Certification in Change Management will be an added advantage.
- Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya.

### **Experience**

- At least three (3) years of relevant work experience in project management, preferably in construction, real estate, or infrastructure projects.
- Proficiency in project management tools and software.
- Experience in projects, quality assurance and contract management will be a distinct advantage.

### **Key Competencies & Other Requirements**

The successful candidate must demonstrate:

- Excellent interpersonal and communication skills.
- Strong planning, organizing, problem-solving, and decision-making abilities with the capacity to work under pressure and meet tight deadlines.
- Superior analytical and critical thinking skills.
- Team player with excellent presentation and stakeholder management skills.
- High attention to detail and strong project governance orientation.
- Knowledge of auditing concepts and principles is an added advantage.