



# KENYA REINSURANCE CORPORATION LIMITED

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: -

## CAREER OPPORTUNITIES

### 1.0 RISK SURVEYOR & LOSS ADJUSTER (GRADE KRC3B) REF NO: KRC/HR/2024/004

**Reports to: General Manager Reinsurance**

#### Job Purpose.

The job holder will be responsible for conducting investigations into insurance claims to ensure their validity, inspect and assess the damage and loss to insured properties and business, estimate insurance costs and inspect insured properties to evaluate conditions affecting underwriting standards and developing risk management strategies. This position offers an excellent opportunity to further experience in insurance risk surveys, work closely with the business development, reinsurance underwriting and claims teams. The person will also be expected to supervise contracted risk surveyors and loss adjusters across the Group including works in the subsidiaries.

#### Primary Responsibilities

**Duties and responsibilities at this level will entail: -**

1. Undertake onsite valuations, surveys and risk management assessments.
2. Use templates to record assessments and collect photographic evidence.
3. Research, collate and assess risk information relating to buildings, property, employees or clients.
4. Prepare detailed valuation and risk survey reports and presentations for underwriters in order to identify and reduce risk.
5. Make recommendations to underwriters about risk quality, rating and classification, and prepare a schedule of risk improvement measures.
6. Advise clients on-site and discuss opportunities and requirements to reduce the risk of future insurance claims.
7. Allocate quality grades once improvements have been completed.
8. Accompany underwriters on site visits to help them understand the practicalities of the site.
9. Work collaboratively with other teams and professionals such as underwriters, brokers, clients' representatives, inspectors of health and safety, and fire officers.
10. Handle technical referrals from brokers, clients and other colleagues.
11. Work with the risk control team and other departments to maintain technical knowledge and standards within the business.
12. Share knowledge and expertise across the business, including providing training on risk management.
13. Keep up to date with technical aspects affecting risks, such as trade processes, health and safety legislation, codes of practice and industry standards.
14. Develop the business and maintain the professional reputation of the Corporation with cedants, brokers and clients.

## Requirement/Person Specifications

### Academic Qualifications

- i) Degree in BSC Engineering, LLB, Bcom Insurance/Risk Management/Economics
- ii) Diploma in Insurance or ACII or AIK or progress in completion/ Diploma in Risk Management. Post Graduate Diploma in related fields will be an added advantage
- iii) CILA qualification or any other undergraduate

### Professional Qualifications

- i) Must be a member of a relevant professional body from a recognized institution and in good standing.
- ii) Professional Risk Surveyor from a recognized body will be an added advantage
- iii) Engineering experience in plant/industrial, mechatronics, electrical or structural will also be an added advantage
- iv) Meets the requirements of Chapter six of the Constitution v) CILA qualification will be an added advantage

### Experience

- i) At least 5 years post degree insurance industry/underwriting work experience
- ii) Proven work experience as a Risk Surveyor
- iii) Proven experience properly in loss adjusting

### Other Requirements

- i) Good interpersonal skills, Commercial awareness
- ii) Diplomacy and negotiation skills
- iii) Strong time management skills
- iv) The ability to work effectively under pressure
- v) Excellent IT skills
- vi) Organisational skills
- vii) Problem-solving skills
- viii) Teamwork as well as the ability to work independently.
- ix) Communication skills to explain complex ideas to people from a variety of backgrounds.
- x) Attention to detail.
- xi) Risk management and analytical skills

### Specialist knowledge in these areas will be added advantage;

- i) Accidents and public liability - looking at possible risks to employees, visitors and customers
- ii) Burglary and theft - checking business premises for security and storage methods
- iii) Engineering insurance - covering mechanical and industrial plants
- iv) Fire - including plans, construction and fire protection systems.

**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: Tuesday, 30<sup>th</sup> April 2024.**