



KENYA REINSURANCE CORPORATION LIMITED

SENIOR UNDERWRITER WEST AFRICA REGION (CÔTE D'IVOIRE)– KRC GRADE 3B

Reports to :	Regional Manager, West Africa Region (Côte d'Ivoire)
Language Requirement:	Fluency in French and English is mandatory

Job Purpose

The Senior Underwriter is responsible for analyzing insurance and reinsurance markets, regulatory frameworks, and underwriting data to support business initiation, needs assessment, pricing, negotiation, and finalization of reinsurance treaties. The role also involves managing relationships with cedants, brokers, and other stakeholders to ensure profitability, liquidity, sustainable business growth, and high levels of customer satisfaction within the assigned market.

Primary Responsibilities

Duties and responsibilities at this level will entail:

1. Underwriting & Risk Assessment

- Analyzing and processing inward business, including new submissions and renewals.
- Evaluating business offers and making underwriting recommendations in line with policy.
- Analyzing risk performance by class, portfolio, and individual risks.
- Accompanying surveyors on major risk assessments and providing technical underwriting input.
- Analyzing treaty slips to determine acceptable participation levels.
- Reviewing and validating technical statements from cedants.

2. Technical Accounting & Administration

- Preparing annual premium schedules, including retained and ceded portions.
- Processing quarterly treaty statements and ensuring reconciliation.
- Reconciling balances with counterparties and ensuring timely settlements.
- Coordinating processing of Minimum and Deposit Premiums (MDPs).
- Raising debit notes for non-proportional treaties and following up on payments.
- Confirming and recording quarterly balances for proportional treaties.
- Preparing closing documentation and dispatching within timelines.
- Preparing underwriting documentation for treaty and facultative business.

3. Portfolio Management & Reporting

- Analyzing portfolio performance to support optimization and profitability.
- Preparing underwriting reports, portfolio reviews, and market intelligence reports.
- Supporting data-driven decision-making for management.

4. Retrocession & Programme Support

- Supporting preparation and review of the Corporation's retrocession programme.

5. Stakeholder & Relationship Management

- Managing relationships with cedants, brokers, and other stakeholders.
- Handling correspondence and underwriting activities for assigned accounts.

6. Stakeholder & Relationship Management

- Ensuring adherence to underwriting guidelines, internal controls, and quality standards.
- Ensuring compliance with regulatory requirements within the assigned market.

7. Business Development Support

- Supporting initiatives aimed at business growth, client retention, and profitability.
- Assisting in market development within the assigned (CIMA/Francophone) region.

8. General & Administrative Duties

- Performing any other duties as may be assigned from time to time.

Requirements / Person Specifications

Academic Qualifications

For appointment to this grade, an officer must have:

A **Bachelor's Degree** in any of the following disciplines or equivalent from a recognized and accredited institution:

- Bachelor of Science (Statistics, Mathematics, or General);
- Actuarial Science;
- Commerce (with options in Insurance, Finance, Accounting, or Marketing);
- Business Administration;
- Business Management (Finance or Accounting option);
- Strategic Management;
- Insurance;
- or any other closely related field.

Professional Qualifications

For appointment to this position, the candidate must have:

- Diploma in Chartered Insurance Institute (CII – London) or an equivalent qualification from a recognized and accredited institution.
- Advanced Chartered Insurance Institute (ACII – London) will be a distinct advantage.
- Active membership in a recognized Insurance Institute or equivalent professional body, and in good standing.
- Completion of a Supervisory Course lasting not less than two (2) weeks from a recognized institution.
- Proficiency in computer applications and relevant insurance software.

Experience

- A minimum of nine (9) years of cumulative relevant experience, of which at least three (3) years must have been at the level of Underwriter or in a comparable position.
- Relevant experience in Francophone markets, particularly within the Conference Interafricaine des Marchés d'Assurances (CIMA) region—will be highly desirable.

Key Competencies & Other Requirements

The successful candidate must demonstrate:

- Strong planning, organizing, problem-solving, and decision-making skills with the ability to work effectively under pressure and meet tight deadlines.
- Excellent analytical, report writing, and presentation skills.
- Proven hands-on insurance underwriting experience, including the use of analytical tools and statistical packages.
- Sound judgment, high attention to detail, and confident decision-making ability.
- In-depth knowledge of insurance and reinsurance policies, treaty structures, and underwriting principles.
- Excellent interpersonal, communication, and stakeholder management skills.