



KENYA REINSURANCE
CORPORATION LIMITED

CAREER OPPORTUNITIES

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: -

6.0 EXECUTIVE ANALYST- GRADE (KRC 3A)
REF NO: KRC/HR/2025/006

Reports to: Group Managing Director

Job Purpose.

The Executive Analyst to the CEO is a strategic and highly skilled professional responsible for supporting the CEO in driving organizational goals. This role combines administrative expertise, strategic insight, and operational leadership to ensure the seamless functioning of the CEO's office. The individual will act as a key representative of the CEO, managing communication, attending high-level meetings, and overseeing the execution of critical initiatives.

Primary Responsibilities

Duties and responsibilities at this level will entail: -

1. Act as a trusted advisor to the CEO, providing insights, analysis, and recommendations on strategic initiatives.
2. Represent the CEO in meetings and engagements, ensuring alignment with the corporation's vision and goals.
3. Oversee the preparation and review of reports, presentations, and briefings for internal and external stakeholders.
4. Coordinate the implementation of strategic projects and initiatives across departments.
5. Monitor and report on the progress of corporate objectives, identifying and addressing bottlenecks.
6. Act as the liaison between the CEO's office and senior management to ensure timely decision-making and execution.
7. Manage and prioritize the CEO's schedule, ensuring optimal use of time for strategic activities.
8. Draft high-level correspondence, speeches, and statements on behalf of the CEO.
9. Build and maintain strong relationships with internal teams, board members, government officials, and industry stakeholders.
10. Facilitate cross-departmental collaboration by fostering communication and alignment on strategic priorities.
11. Lead or participate in special projects and task forces as assigned by the CEO.
12. Serve as the CEO's proxy in selected meetings and decisions, ensuring consistency in messaging and organizational goals.
13. Oversee the administrative operations of the CEO's office, ensuring confidentiality and efficiency.
14. Supervise and mentor junior staff within the CEO's office as required.

Person Specifications

Academic Qualifications

- (i) Bachelor's degree in business administration, Management, or a related field from a recognized institution.
- (ii) Master's degree in any field or its equivalent from a recognized institution will be an added advantage.

Professional Qualifications

- i. Familiarity with the insurance/reinsurance or financial services industry is preferred.
- ii. Proven ability to handle high-level communications and represent senior leadership effectively.
- iii. Fulfilled the requirements of Chapter six of the constitution.

Experience

- i. At least five (5) years of experience in a similar role, including experience in executive support, strategic planning, or project management.

Other Requirements

- i. Strategic Thinking: Ability to anticipate challenges, align organizational efforts, and prioritize effectively.
- ii. Exceptional Communication: Strong written and verbal communication skills, including drafting professional correspondence and reports.
- iii. Project Management: Proven ability to oversee multiple initiatives and ensure timely completion.

- iv. Interpersonal Skills: Skilled in building relationships with stakeholders at all levels.
- v. Analytical Skills: Competence in analyzing data, preparing reports, and providing actionable insights.
- vi. Leadership & Initiative: Ability to take ownership, lead tasks independently, and act decisively on behalf of the CEO.
- vii. Confidentiality: Maintain high ethical standards and confidentiality when handling sensitive matters.

Work Environment:

- Based in Nairobi, Kenya.
- Occasional travel may be required for meetings and engagements.

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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 Closing Date: 17th February 2025**



Kenya Re is ISO
 9001:2015 and ISO
 27001:2013 Certified



