



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:-

1.0 ASSISTANT MANAGER INTERNAL AUDIT- GRADE KRC3C

Reports to: Manager Internal Audit

Job Purpose.

This job holder is responsible for assisting the Manager Internal Audit in providing independent, objective assurance and consultancy services aimed at adding value, assessing the effectiveness of the design and execution of the system of governance, risk management and internal controls to improve the operations of the corporation. In addition, internal auditors give assurance that rules, procedures and regulations are being complied with in a manner consistent with the corporation's objective and policies to ensure internal controls are maintained and risks mitigated.

Primary Responsibilities

Duties and responsibilities at this level will entail: -

1. Conducting operations audits and assessing risks associated with the corporation's operations, processes, financial practices, and compliance.
2. Identifying gaps and opportunities to improve business processes based on audit outcomes.
3. Evaluating and recommending enhancements to internal controls and revising operational and management policies/procedures as necessary.
4. Coordinating and monitoring the implementation of audit recommendations, including follow-up reviews.
5. Ensuring compliance with government laws and company regulations.
6. Preparing and coordinating the division's budget and work plan.
7. Managing risk and quality control systems for the department, including updating the corporation's risk registers and reviewing risk management mechanisms developed by management.
8. Providing assurance on the corporation's risk management practices.
9. Designing, developing, and implementing audit plans, programs, and annual work plans.
10. Coordinating both scheduled and ad hoc audit activities and engagements.
11. Reviewing and maintaining audit findings, working papers, and the Corporation's Audit Management System in line with audit guidelines.
12. Reviewing compliance with risk mitigation policies and statutory requirements.
13. Developing and implementing departmental work plans, procedures, charters, reports, and manuals.

Requirement/Person Specifications

Academic Qualifications

- (i) Bachelor's degree in any of the following disciplines: Commerce. Business Administration (Finance or Accounting) option, Business

- Management (Finance or Accounting) Option, Economics, Strategic Management or equivalent from a recognized institution.
- (ii) Master's degree in any of the following disciplines: Commerce, Business Administration (Finance or Accounting) option, Business Management (Finance or Accounting Option, Strategic Management or equivalent from a recognized institution.

Professional Qualifications

- a)** Certified Public Accountant (CPA)K by KASNEB, or equivalent from a recognized institution.
- b)** Certified Information Systems Auditor (CISA).
- c)** Be a registered member and in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK), ISACA, or CIA (K) or equivalent in good standing.
- d)** Fulfilled the requirements of Chapter six of the Kenya Constitution

Experience

- i. At least six (6) years relevant work experience, of which three (3) years must have been in a supervisory position.
- ii. Previous Big 4 exposure would be an added advantage.

Other Requirements

- i. Excellent planning organizing, problem solving and ability to work under pressure to meet deadlines.
- ii. Team player with excellent analytical and presentation skills.
- iii. Knowledge of auditing concepts and principles.
- iv. Proficiency in computer applications.
- v. Possess excellent interpersonal and communication skills

.....
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: 21st November 202**



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

