

Kenya Reinsurance Corporation Limited (Kenya Re), is a leading Regional and International Reinsurer with subsidiaries in Côte d'Ivoire, Uganda and Zambia. It is listed at the Nairobi Securities Exchange (NSE). It is ISO 9001:2015 and ISO 27001:2013 Certified and is rated B by A.M Best and AA+ by the Global Credit Rating Company (GCR). Kenya Re now seeks to recruit and fill the position of Underwriter for its Regional Office in Abidjan, Côte d'Ivoire.

UNDERWRITER, CÔTE D'IVOIRE - JOB REF: KRC/HR/2023/01

THE POSITION

The selected candidate will be required to offer services that will enable the Corporation to grow the premium income by at least 30% in French Speaking countries annually in both new and existing markets. He/she will be reporting to the Regional Manager, West Africa.

PRIMARY RESPONSIBILITIES

He /she will also be required to be accountable for, but not limited to the following key areas;

- Contribute to the development of reinsurance business from the French and English-speaking countries;
- Solicit and receive business offers from existing and potential clients, assessing such offers and making appropriate recommendations to the Regional Manager, West Africa in line with the Corporation's underwriting policy;
- Carry out treaty and facultative underwriting of the business;
- Grow the business in the allocated markets with a minimum of 20% per annum;
- Translation and interpretation of offers, treaties, facultative and any other document from French speaking countries;
- Review facultative acceptances regularly ahead of renewals and review treaty acceptances annually and analyze treaty slips;
- Prepare renewal and new business quotation proposals to cedants and brokers;
- Ensure the proper processing of all technical transactions;
- Ensure accurate input of data and records for allocated markets in respect of premiums, claims etc in the reinsurance system;
- Ensure appropriate maintenance of all relevant documentation;
- Review the reconciliation of cedant and broker accounts and follow outstanding accounts due from them while also ensuring timely remittance of amounts due to them; and provide market information, statistics and reports as and when required;
- Follow up on closings, premium collection and supervision of their allocation in liaison with the accountant;
- Any other duties that may arise from time to time relating to the Corporation's activities.

PERSON SPECIFICATIONS:

- Applicants should be holders of a Bachelor's degree in Business, Insurance, Marketing, or related fields, and be holders of a diploma in CII or ACII or AIK or their equivalent.
- Applicants should be fluent in both spoken and written French and English languages.
- They should have 5 years of relevant experience in reinsurance / insurance in a reputable organization.

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. and 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: 24th March 2023

Kenya Re is an equal opportunity employer and does not discriminate on the grounds of gender, colour, race, religion, natural origin, age or physical disability. An appropriate remuneration package will be offered to successful candidates.



Kenya Re is ISO 9001:2015 and ISO 27001:2013 Certified. Rated B (Fair) by AM Best International Rating Agency and AA+ by Global Credit Rating (GCR).