



KENYA REINSURANCE CORPORATION LTD

VACANCIES

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 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 following positions for its head office in Nairobi, Kenya:-

1. SENIOR UNDERWRITER LIFE - REF NO: KRC/HR/2021/01

The selected candidate will report to the Manager – Life Business located at the head office in Nairobi, Kenya.

The main duties will include but will not be limited to:

Carry out prudent underwriting in life reinsurance and insurance operations to have the premium growth and profits to the company and satisfied customers.

PRIMARY RESPONSIBILITIES

- Carry out life medical underwriting and manage communication with life companies and reinsurance brokers,
- Carry out administration of claims resulting from such transactions,
- Prepare retrocession accounts,
- Prepare quarterly statement of accounts,
- Draft treaties in line with the Corporation's policy and call for returns from ceding companies,
- Ensure accurate input of data and records for allocated markets in respect of premiums, claims, etc
- Ensure appropriate maintenance of all relevant documentation,
- Provide market information, statistics and reports as and when required,
- Any other duties and responsibilities that will be assigned by management,

PERSON SPECIFICATIONS:

- Applicants should be holders of a bachelor's degree in Insurance or a business-related field from a recognized university. They should be holders of a Diploma in Insurance from Chartered Insurance Institute (London) or hold its equivalent. In addition, the person should have a minimum of 5 years' experience having already worked as an underwriter in a Life department.
- They should have good organizational and analytical skills, good interpersonal and communication skills and proficiency in office and productivity tools.

2. ASSISTANT ACTUARY - KRC/HR/2021/02

The Actuary will ensure that the Reinsurer has an effective actuarial function capable of evaluating and providing advice to the Reinsurer regarding capital adequacy, technical provisions, premiums levels, pricing activities as well as compliance with related statutory and regulatory requirements.

The actuarial function shall be required to evaluate and provide advice on the Reinsurer's actuarial and financial risks, the Reinsurer's investment portfolios and the valuation of assets, the insurer's solvency position, including adequacy of capital for business and regulatory purposes as well as liability and loss provisions.

PRIMARY RESPONSIBILITIES

- Responsible for providing ongoing technical and analytical support to Reinsurance business
- Responsible for actuarial and risk analysis used to develop pricing for new and existing products in line with management's and company's objectives.
- Initiate, organize and manage Actuarial/ underwriting projects.
- Gather and prepare analysis based on information from internal and external sources.
- Utilize knowledge of mathematics, probability, statistics, principles of finance and business to problems in insurance.
- Research on functional issues using a variety of resources. Develop/ prepare reports and assist in the development of new/revised policies/ guidelines.
- Interpret Government regulations and internal policies, participate in preparation of documentation related to government filings/licensing.
- Prepare recommendations based on data summaries, trend analysis, financial analysis and business analysis.
- Analyze data, construct probability tables to forecast risk and liability to assist in decision making.
- Ascertain premium rates and accurate cash revenues to assist in accurate decision making.
- Participate in cross- functional teams to develop ne/enhanced systems/processes/programs/policies to support business needs.
- End to end reserving of several risk classes, Political, Property, Life, WIBA etc.
- Support quarterly reserve reviews.
- Perform quarterly reserve reviews.
- External stakeholder management (Regulators, Rating agencies, Auditors)
- Internal stakeholder management (claims, finance, underwriting etc.)
- Transfer of reserving models to IFRS 17.
- Preparation of Board papers and follow up of Board directives.
- Other roles in pricing, capital calculation and special projects

THE PERSON

- Applicants should possess a Bachelor's degree in Actuarial Science, Statistics, Mathematics or its equivalent. They should be holders of a minimum of 7 actuarial professional papers of IFoA.
- Applicants should have six (6) years' experience,. In addition, they should have excellent interpersonal and communication skills, good organization and management skills, advanced skills in mathematics and statistics. They should be team players and have strong leadership skill.
- Experience in busy actuarial office for at least 2 years
- Membership of recognized professional actuarial body
- Passed non-life actuarial reserving specialist paper.
- Experience in reinsurance, international reserving and in Prophet
- A post graduate diploma in actuarial science will be an added advantage.

3. COMMUNICATIONS ASSISTANT KRC/HR/2021/03

The Position

The selected candidate will report to the Manager Corporate Affairs. The holder of this position will assist in the implementation of the Corporation's communication projects and strategies and provide administrative support to the Corporate Affairs Department. The main duties will include but will not be limited to: -

Key Responsibilities

- Working closely with all service providers to ensure success of all Corporation events through monitoring the set ups and set downs and ensuring they comply with the Corporation's standards.
- Assist in the implementation of the communications strategies
- Writing and overseeing the content gathering process for the Corporation's quarterly magazine – 'Re News' through writing of stories; CSR and industry related stories.
- Writing of press releases and statements, public notices and preparing information kits for media interviews.
- Execution of photography opportunities; pre- and post-Kenya Re events.
- Assisting in maintaining web content and executing social media strategies
- Assisting in the preparation of quarterly board committee papers.
- Speech writing for the Corporation's leadership for use during events.
- Planning, Co-ordination, monitoring and execution of Kenya Re events through proper events management techniques.
- Developing, designing and distributing the internal staff e-newsletter- "Uhondo" informing staff on important events & industry news.
- Providing support and co-ordination of all the Corporation's Corporate Social Responsibility programs as well as those of the Corporation's flagship CSR project - Niko Fiti Ability beyond disability.
- Monitoring, tracking, and reporting on media coverage on Kenya Re and insurance related issues and discuss course of action.
- Handling travel protocol requests to the division and ensure they are ready before departure or guest arrival.

The Person

Applicants should possess:

- A degree in Communications or a Public Relations from a recognized University
- Professional Qualification is an added advantage
- 1-2 years progressive experience in supporting external communications and internal communications plans and activities
- Understanding of media relations
- Strong attention to detail
- Proficient in IT, Microsoft Office skills;

Essential Skills

- Excellent in written and verbal communication
- Must be proactive and innovative keeping abreast with communications advancements.
- Must have ability to work independently with minimum supervision.
- Must be a team player with good interpersonal skills.
- Undertake any other duties as may reasonably be required of you in the post

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.

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: 1st February 2021



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

