

MANAGER, HUMAN RESOURCE – KRC GRADE 4C

Reports to: General Manager Corporate services

Job Purpose

The Manager, Human Resource is responsible for providing strategic leadership in the development and implementation of group-wide human resource strategies across the Kenya Re Group. The role drives talent attraction, development, retention, and optimal utilization of human capital while ensuring full compliance with the GOE Act, Public Service Commission (PSC) policies, Insurance Regulatory Authority (IRA) requirements, labour laws, and tax regulations.

This position leads strategic workforce planning, performance management, employee relations, learning & development, payroll management, ESG/sustainability integration, and organizational culture initiatives to support the Group's business strategy and foster a high performing, engaged, and compliant workforce.

Key Responsibilities

Strategic HR Leadership & Group Workforce Planning

1. Provide strategic HR leadership and coordinate human resource services across the Kenya Re Group, including recruitment, promotion, discipline, placement, succession planning, and staff welfare.
2. Develop and implement group-wide HR strategies aligned with the Corporation's overall strategic plan and group structure.

Talent Acquisition, Succession & Performance Management

3. Oversee group-wide recruitment, selection, appointments, confirmations, and promotions, ensuring all managerial positions are approved by the Insurance Regulatory Authority (IRA).
4. Lead succession management and talent development programmes across the Group.
5. Drive the full implementation, monitoring, and follow-up of the Performance Management System across the Group, including setting targets, appraisals, feedback, and performance improvement plans.

Learning & Development

6. Lead the identification and carrying out of Training Needs Assessments (TNA) across the Group to determine training requirements at individual, departmental, and organizational levels.
7. Coordinate the development and execution of annual training plans, capacity building programmes, and leadership development initiatives.

8. Evaluate the effectiveness of training programmes and recommend appropriate interventions.

ESG and Sustainability Integration

9. Integrate ESG (Environmental, Social and Governance) and sustainability principles into human resource policies, practices, and culture
10. Promote sustainability awareness and embed ESG considerations in talent management, training, employee engagement, and organizational development programmes.

HR Policies & Governance

11. Initiate, review, update, and formulate all Human Resource Management policies, procedures, and guidelines to ensure they remain relevant, effective, and compliant with current laws and best practices.
12. Ensure consistent interpretation and implementation of HR policies, labour laws, GOE Act, PSC policies, and IRA regulatory requirements across the Group.

Payroll Management & Tax Compliance

13. Oversee accurate and timely payroll processing for the entire Group.
14. Ensure full tax compliance in relation to employee taxes, including PAYE, statutory deductions, and timely submission of returns.

Employee Relations, Wellness & Culture

15. Manage industrial and employee relations, grievance handling, disciplinary matters, and union engagements.
16. Oversee employee wellness, diversity & inclusion, and staff engagement initiatives across the Group.

HR Systems, Reporting & Administration

17. Oversee the development, maintenance, and integrity of the Group Human Resource Information System (HRIS) and payroll systems.
18. Prepare group HR budgets, annual work plans, performance contracts, and management reports.
19. Perform 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:

- I. **Master's Degree** in any of the following disciplines: Human Resource Management, Human Resource Development, Human Resource Planning, Strategic Management, Governance and Leadership, Business Administration (HR Option), or an equivalent qualification from a recognized and accredited institution.
- II. **Bachelor's Degree** in any of the following disciplines: Human Resource Management, Social Sciences, Education, Public Administration, Business Administration (HR Option), Commerce, or an equivalent qualification from a recognized and accredited institution.

Professional Qualifications

For appointment to this grade, an officer must have:

- I. Certified Human Resource Professional (CHRP-K) qualification or its equivalent from a recognized and accredited institution.
- II. Membership to the Institute of Human Resource Management (IHRM) or any other relevant professional body and be in good standing.
- III. A valid practicing certificate from IHRM or the relevant professional body (where applicable).
- IV. A Management Course lasting not less than four (4) weeks from a recognized and accredited institution.
- V. Proficiency in computer applications.
- VI. Fulfilled the requirements of Chapter Six of the Constitution of Kenya

Experience

For appointment to this grade, an officer must have:

- I. A minimum of fifteen (15) years of relevant work experience in Human Resource Management, three (3) of which must have been at the level of Assistant Manager, Human Resource Management or in a comparable senior management position.
- II. Demonstrated experience in team leadership, staff supervision, and engagement with the Board of Directors or equivalent governance structures.

The successful candidate must demonstrate:

- I. Excellent interpersonal, negotiation, and communication skills (both written and oral) with the ability to engage effectively at all levels.
- II. Strong planning, organizing, problem-solving, and decision-making abilities, including the capacity to thrive under pressure and consistently meet deadlines.
- III. Superior analytical, report writing, and presentation skills.
- IV. Proven team leadership and collaboration skills with the ability to build, motivate, and maintain high-performing teams and strong stakeholder relationships.
- V. Sound understanding of auditing concepts, governance frameworks, internal controls, and risk management principles.

Applicants should indicate their current or most recent salary in their CV, as well as whether they are persons living with a disability. They should submit, either by post or email, their CV, credentials, and cover letter (as attachments), quoting the position applied for and outlining how they meet the requirements for the position, addressed

to:

**The Human Resource Manager
Kenya Reinsurance Corporation Limited
P. O Box 30271, 00100 GPO
NAIROBI
E-mail: recruitmentkrc@kenyare.co.ke.
Closing Date: 10th June 2026**