

MANAGER – INVESTMENTS (KRC GRADE 4C)

Reports to: General Manager, Property & Investments

Job Purpose

The Manager, Investments is responsible for leading the formulation, implementation, and continuous review of the Corporation's investment strategy and portfolio management. The role ensures prudent deployment of financial resources across asset classes, optimal risk-return outcomes, liquidity management, and sustainable value creation while maintaining full compliance with regulatory requirements, corporate governance standards, and the Corporation's Investment Policy.

Primary Responsibilities

Duties and responsibilities at this level will entail:

Investment Strategy & Policy

1. Formulate, implement, and continuously review investment policies, procedures, and frameworks to support the Corporation's strategic objectives and long-term financial sustainability.
2. Advise Senior Management and the Investment Committee on strategic investment opportunities, portfolio restructuring, and market positioning.
3. Ensure alignment of all investment activities with approved risk appetite, regulatory guidelines, and best market practices.

Portfolio Management & Optimization

4. Manage the Corporation's investment portfolio, including acquisition, disposal, restructuring, and rebalancing of assets to maximize returns while maintaining appropriate liquidity and diversification.
5. Coordinate short-term and long-term investments across domestic and international markets, including equities, fixed income, property, and alternative investments.
6. Oversee due diligence, selection, and management of investment opportunities, fund managers, custodians, and counterparties.

Research, Analysis & Market Intelligence

7. Conduct continuous research and analysis of local, regional, and global economic trends, financial markets, and investment opportunities.
8. Perform scenario analysis, stress testing, and performance forecasting to support data-driven investment decisions.
9. Maintain an up-to-date investment database and portfolio records for effective monitoring and decision-making.

Performance Reporting & Governance

10. Oversee preparation of timely and accurate investment performance reports, schedules, and dashboards for Management, the Investment Committee, and the Board.
11. Prepare departmental budgets, investment forecasts, procurement plans, work plans, and performance contracts.
12. Ensure strong corporate governance, internal controls, and compliance with all regulatory and statutory requirements.

Risk Management & Compliance

13. Identify, monitor, and mitigate investment risks through robust controls, diversification strategies, and regular stress testing.
14. Monitor the performance of investment counterparties and service providers to ensure compliance and optimal results.
15. Implement audit recommendations and continuously strengthen risk management frameworks within the Investments function.

Leadership & Team Development

16. Provide strategic leadership, supervision, mentorship, performance appraisal, and professional development to staff in the Investments department.
17. Promote a culture of professionalism, innovation, accountability, and service excellence.
18. 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: Finance, Investment Management, Economics, Accounting, Commerce, Business Administration (Finance Option), Strategic Management, or an equivalent qualification from a recognized and accredited institution.
- ii. **Bachelor's Degree** in any of the following disciplines: Finance, Investment Management, Economics, Accounting, Commerce, Business Administration (Finance or Accounting Option), Business Management (Finance Option), or an equivalent qualification from a recognized and accredited institution.

Professional Qualifications

The officer must have:

- i. Certified Public Accountant of Kenya (CPA-K) qualification from KASNEB, or Certified Investment & Financial analyst (CIFA) from KASNEB or an equivalent qualification from a recognized and accredited institution;
- ii. Membership to the Institute of Certified Public Accountants of Kenya (ICPAK) or an equivalent professional body and in good standing;
- iii. A Management Course lasting not less than four (4) weeks from a recognized and accredited institution;
- iv. Proficiency in computer applications; and
- v. Fulfilled the requirements of Chapter Six of the Constitution of Kenya.

Experience

The officer must have:

- i. At least fifteen (15) years of relevant work experience, three (3) of which must have been in a Assistant Manager position;
- ii. Demonstrable experience in teamleadership, investment portfolio management, and engagement with the Board of Directors.

Other Requirements

The officer must possess:

- i. Excellent interpersonal and communication skills;
- ii. Strong planning, organizing, problem-solving, and decision-making skills with the ability to work under pressure and meet deadlines;
- iii. Strong analytical, financial modelling, report writing, and presentation skills;
- iv. Team leadership and stakeholder management skills; and
- v. Knowledge of auditing concepts, governance principles, internal controls, and enterprise risk management frameworks.

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