

## **MANAGER RETAKAFUL JOB GRADE 4C**

### **Reports to: General Manager Reinsurance**

#### **Job Purpose**

The Manager, Retakaful, is responsible for providing strategic leadership and operational oversight of the Corporation's Retakaful business. The role ensures the development, growth, and profitability of the Retakaful Window while maintaining strict adherence to Sharia principles across all operations, including underwriting, claims, investments, product development, and governance. The position also serves as Secretariat to the Sharia Supervisory Board.

#### **Key Responsibilities**

##### **Strategic Leadership & Business Growth**

1. Develop and implement the Retakaful business strategy in alignment with Kenya Re's overall corporate objectives and growth targets.
2. Manage, monitor, and grow the Retakaful portfolio to achieve profitability, portfolio diversification, and sustainable business expansion.
3. Promote and market Retakaful products to existing and prospective clients locally, regionally, and internationally.
4. Build and maintain strong strategic relationships with regional and international Takaful and Retakaful operators.

##### **Underwriting & Risk Management**

5. Oversee underwriting of Retakaful treaties and facultative business.
6. Evaluate and approve risks in line with Sharia principles, underwriting guidelines, and the Corporation's risk appetite.
7. Manage Retakaful claims processing, ensuring fairness, efficiency, timeliness, and full Sharia compliance.

##### **Sharia Compliance & Governance**

8. Ensure full adherence to Sharia Law and principles in all Retakaful operations, investments, product offerings, documentation, and internal processes.
9. Serve as Secretary to the Sharia Supervisory Board, including preparation of agendas, reports, minutes, and follow-up on resolutions.
10. Coordinate Sharia audits, implement audit recommendations, and ensure timely corrective actions.
11. Review, validate, and continuously update Retakaful operational processes, manuals, and guidelines.

## **Reporting & Stakeholder Management**

12. Prepare and present timely Retakaful performance reports, financial updates, and annual Sharia compliance reports to Management and the Board.
13. Provide strategic advice and technical guidance to Senior Management and the Sharia Supervisory Board on all Retakaful matters.
14. Perform any other duties as may be assigned from time to time.

## **Requirement/Person Specifications**

### **Academic Qualifications**

- I. **Master's Degree** in any of the following disciplines: Actuarial Science, Mathematics, Statistics, Commerce, Business Administration (MBA), Finance, Strategic Management, Insurance, or an equivalent qualification from a recognized and accredited institution.
- II. **Bachelor's Degree** in any of the following disciplines: Actuarial Science, Mathematics, Statistics, Bachelor of Science (General), Commerce (Insurance Option), Business Administration (Finance, Accounting, Marketing or Insurance Option), Business Management (Finance or Accounting Option), Strategic Management, or an equivalent qualification from a recognized and accredited institution.

### **Professional Qualifications**

- I. Associate in insurance (ACII – London), Diploma in Insurance – Kenya, or an AIK or equivalent qualification from a recognized institution.
- II. Membership in the Insurance Institute of Kenya (IIK) or an equivalent professional body, in good standing.
- III. A management course lasting not less than four (4) weeks from a recognized institution, or its equivalent.
- IV. Proficiency in computer applications.
- V. Fulfilment of the requirements of Chapter Six of the Constitution.

### **Experience**

- I. At least ten (10) years of relevant work experience of which three (3) years must have been in an Assistant Manager position.
- II. Demonstratable team management experience and interaction with Board of Directors.

## **Other Requirements**

- I. Excellent interpersonal and communication skills (both written and oral).
- II. Strong planning, organizing, problem-solving, and decision-making abilities with the capacity to work effectively under pressure and consistently meet tight deadlines.
- III. Excellent analytical and presentation skills.
- IV. A strong team player with the ability to collaborate effectively and build productive working relationships. Knowledge of auditing concepts and 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](mailto:recruitmentkrc@kenyare.co.ke).**

**Closing Date: 10th June 2026**