



KENYA REINSURANCE
CORPORATION LIMITED

CAREER OPPORTUNITIES

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 ISO 27001:2013 Certified. It is also 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 position for its Head Office in Nairobi, Kenya: -

**5.0 PROJECTS OFFICER - GRADE (KRC 3B)
REF NO: KRC/HR/2025/005**

Reports to: Manager Property

Job Purpose.

This job role is responsible for ensuring the successful execution of all the Corporation's projects and maintaining the highest standards of governance throughout the project lifecycle.

Primary Responsibilities

Duties and responsibilities at this level will entail: -

- (i) Establishing policies and guidelines for effective and efficient projects governance and management.
- (ii) Critique annual budget proposals and business case for any project before they undergo approval process.

- (iii) During procurement process, critique the adequacy of user requirements and evaluation criteria before floating of tender documents.
- (iv) Provide oversight over any ad hoc project management against projects policies and guidelines to ensure delivery of projects with full benefits realization.
- (v) During project implementation, perform continuous monitoring of the projects phases to verify that each milestone is delivered satisfactory to the required quality, in time and within budget.
- (vi) During post project-implementation, to ensure:
 - Project deliverables have been fully handed over to the Corporation,
 - Projects knowledge database is updated,
 - Project files are kept in order for future reference,
 - Evaluation of projects benefits, among others.
- (vii) Oversee the management of all capital projects, ensuring compliance with approved budgets, timelines and quality standards.
- (viii) Supervise property department service contracts, ensuring effective execution and alignment with corporate standards.
- (ix) Prepare and review project specifications, tender documents, and procurement contracts for capital projects and service agreements.
- (x) Manage and supervise building maintenance technicians, contractors, and construction teams across Kenya Re sites in Kenya, Zambia, Uganda, and West Africa.
- (xi) Conduct regular site visits to monitor project progress, document findings, and ensure adherence to contractual obligations.
- (xii) Process project-related documents, including minutes, reports, feasibility studies, appraisals, audits, and payment certificates.
- (xiii) Act as the central liaison between technical teams and Kenya Re management by preparing progress reports, financial appraisals, and board papers.
- (xiv) Oversee repairs, refurbishments, renovations, and maintenance of Kenya Re commercial properties across multiple regions.
- (xv) Track and manage contract costs for maintenance and capital projects, ensuring accurate budgeting and cost control.

- (xvi) Provide professional advice and progress updates to departmental and divisional management, as well as the Board, on all ongoing projects and contracts.

Academic Qualifications

- (i) Bachelor's degree in any of the following disciplines: Bachelor of Science in Project Management or its equivalent from a recognized institution.
- (ii) Master's degree in any field or equivalent from a recognized institution will be an added advantage.

Professional Qualifications

- i. Possession of certification in Project Management such as Project Management Professional (PMP) or Prince2 Practitioner.
- ii. Certification in change management is an added advantage.
- iii. Fulfilled the requirements of Chapter six of the constitution.

Experience

- iv. At least three (3) years relevant work experience
- v. Proficiency in project management tools.
- vi. Experience in projects quality assurance is added advantage.

Other Requirements

- i. Possess excellent interpersonal and communication skills.
- ii. Excellent planning organizing, problem solving and ability to work under pressure to meet deadlines.

- iii. Strong analytical and critical thinking skills.
- iv. Team player with excellent analytical and presentation skills.
- v. Knowledge of auditing concepts and principles.

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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: 17th February 2025**



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



