


JOB DESCRIPTION		
	JOB TITLE	Corporation Secretary/Legal Affairs Manager
	DIVISION:	Legal Affairs
	SECTION:	Legal
	IMMEDIATE SUPERVISOR	Commissioner of Insurance
	GRADE	
	DIRECT REPORTS	Senior Legal Officers Head of Consumer Protection

1.0 PURPOSE OF THE JOB (JOB SUMMARY)

Responsible for providing company secretarial services, advising the Board on legal matters, oversee the operations and activities of the legal affairs and consumer protection services of the Authority as well as implementing good corporate governance practices.

2.0 PRINCIPAL RESPONSIBILITIES

Key Responsibilities	Main task
Legal Affairs	<ul style="list-style-type: none"> • Ensure efficient provision of legal services to the Authority including response to and defense of the Authority against any tribunal or court matter arising thereof. • Ensure compliance with the law in the operations of all divisions and sections within the Authority • Perform legal and regulatory risk analysis as required for decision making, enforcement actions and statutory intervention into industry players • Ensure legal and regulatory policy reform • Oversee consumer protection initiatives • Enhance local, regional and international alliances for collaboration in supervision and standard setting • Offer legal opinions to internal stakeholders
Strategic Planning and Implementation	<ul style="list-style-type: none"> • Participate in formulation, development and implementation of the Authority's strategy and work plans in particular related to formulating an enabling legal and regulatory framework aimed at ensuring

Key Responsibilities	Main task
	<p>that the Authority performs its mandate as required by law.</p> <ul style="list-style-type: none"> • Provide technical and strategic leadership in the development and enforcement of a robust and facilitative legal and regulatory framework that protects the rights of policyholders and their beneficiaries. • Ensure risk exposure is prudently managed
Company Secretarial	<ul style="list-style-type: none"> • Provide company secretarial services to the Board of Directors and advice on good corporate governance practices • Enhance day to day communication with the Board of Directors for the purpose of executing the work plan of the Board • Prepare corporate briefs, presentations, cabinet memoranda, gazette notices and responses to parliamentary questions from time to time as required
Divisional Management	<ul style="list-style-type: none"> • Ensure that the divisional work plans are set and implemented in line with the strategic plan and the board may direct as from time to time. • Periodically report to the Chief Executive Officer and the board on performance • Ensure that the performance contract targets that are under the division are achieved • Oversee day to day correspondence to internal and external stakeholders for achievement of divisional objectives • Prepare, implement and control the divisional budget and costs. • Approve expenditure to delegated amounts in accordance with approved budget • Supervise and develop staff in the division.

3.0 REQUIRED QUALIFICATIONS

3.1 Education and knowledge


- Masters degree from a recognised university in law or business.
- LLB degree;
- Post graduate diploma in law (KSL)
- Certified Public Secretary (CPS) qualifications; and
- Proficiency in ICT

3.2 Experience

- At least 10 years law practice experience, with relevant experience in company secretarial services.;
- Diverse leadership experience;
- Specialist knowledge and diverse experience in legal affairs; and
- Practicing advocate of the High Court of Kenya

3.3 Skills

- Negotiation and analytical skills;
- Strong communication and reporting skills;
- Strong organization and interpersonal skills; and
- Good leadership, mentorship and coaching skills

JOB DESCRIPTION		
	JOB TITLE	Consumer Protection Officer
	DIVISION:	Legal
	SECTION:	Consumer Protection
	IMMEDIATE SUPERVISOR	Head, Consumer Protection
	GRADE	
	DIRECT REPORTS	None

1.0 PURPOSE OF THE JOB (JOB SUMMARY)

Responsible for receiving complaints from the insuring public, policyholders and beneficiaries of insurance policies and resolution of complaints reported to the Authority.

2.0 PRINCIPAL RESPONSIBILITIES

Key Responsibilities	Main task
Consumer Protection	<ul style="list-style-type: none"> • Register complaints, acknowledge receipt and initiate the process of dispute resolution • Classify and categorise registered complaints • Maintain a data-base and continuously track and monitor the status of all complaints against documented performance standards • Prepare periodic reports showing detailed statistics and trends on complaints received • Review outstanding complaints and initiating follow up to ensure resolution • Advice the Authority on remedial actions to ensure that complaints are reduced.

3.0 REQUIRED QUALIFICATIONS

3.1 Education and knowledge

- Bachelors degree in a business or insurance related field;
- ACII/AIK Insurance qualifications; and or
- LLB degree and have experience in the insurance industry.
- Proficiency in ICT

3.2 Experience


- 5 years' relevant experience;
- Specialist knowledge and experience in consumer protection; and
- Knowledge of insurance law and practice.

3.3 Skills

- Analytical skills;
- Communication and reporting skills; and
- Organization and inter personal skills

3.4 Competences

- Professionalism;
- Ethical and integrity;
- Team player; and
- Ability to work under pressure, prioritize and multi task

JOB DESCRIPTION		
	JOB TITLE	Human Capital Development Officer
	DIVISION:	Human Capital Development & Administration
	SECTION:	Human Capital Development
	IMMEDIATE SUPERVISOR	Human Capital Development Manager
	GRADE	
	DIRECT REPORTS	None

1.0 PURPOSE OF THE JOB (JOB SUMMARY)

The Human Capital Development Officer is responsible for planning, developing and implementing the human resource policies and procedures.

2.0 PRINCIPAL RESPONSIBILITIES

Key Responsibilities	Main task
Human Resource Management	<ul style="list-style-type: none"> • Support in recruitment and selection activities and new employee orientation; • Support in training activities including identifying training needs, developing training plans, identifying trainers and coordinating actual training; • Support in the implementation of the performance management processes; • Ensuring proper maintenance and updating of staff records; • Custodian of the IRA payroll information and related matters; • Oversee maintenance of the HR filing system and ensuring safe custody of staff records; and • Assist in periodic review of the human resources policies and procedures.

3.0 REQUIRED QUALIFICATIONS

3.1 Education and knowledge

- Bachelors degree in human resources management or business related field/social sciences
- Higher Diploma in Human Resource Management;
- Master degree in Social sciences or business would be an added advantage; and,
- Proficiency in ICT

3.2 Experience


- Must have 7 years experience gained in a busy and reputable organizations; and
- Knowledge of labour laws and HR practices

3.3 Skills

- Good communication and reporting skills;
- Conflict resolution and counselling skills;
- Good organization and inter personal skills; and
- Good mentorship and coaching skills

3.4 Competences

- Professionalism;
- Ethical and integrity;
- Strategic thinking; and
- Ability to work under pressure, prioritize and multi task

JOB DESCRIPTION		
	JOB TITLE	Procurement Officer
	DIVISION:	Procurement
	SECTION:	
	IMMEDIATE SUPERVISOR	Head Of Procurement
	DIRECT REPORTS	Procurement Assistant

1.0 PURPOSE OF THE JOB (JOB SUMMARY)

Reporting to the Head of Procurement, the Procurement Officer will be responsible for implementing procurement strategies, policies and procedures in line with the Public Procurement and Disposal Act, 2005 and the related Regulations.

2.0 PRINCIPAL RESPONSIBILITIES

Key Responsibilities	Main tasks
	<ul style="list-style-type: none"> • Assist the Head of procurement in developing and implementing procurement strategies, policies and procedures in line with the Public Procurement and Disposal Act, 2005 and the related Regulations. • Assist in preparing the annual procurement plans for the Authority in liaison with divisional heads. • Ensuring that the register of suppliers is updated annually. • Coordinating the internal monitoring and evaluation of the supply chain function. • Performing the duties of Secretary to Tender and Disposal Committee or as may be directed by the Head of Procurement. • Management of procurement records in accordance with the provisions of Public Procurement and Disposal Act, 2005.

3.0 REQUIRED QUALIFICATIONS

3.1 Education and knowledge

- An undergraduate degree in business, commerce, economics or related field.
- Graduate Diploma from the Chartered Institute of Purchasing and Supplies (CIPS) or its equivalent.
- Membership to the Kenya Institute of Supplies Management (KISM) or any other relevant professional body.
- At least (7) years relevant working experience.

3.2 Experience


- Must have 7 years experience gained in a reputable organizations; and
- Thorough knowledge of Public Procurement Regulations.

3.3 Skills

- Good communication and reporting skills;
- Good Analytical and interpersonal skills.

3.4 Competences

- Professionalism;
- Ethical and integrity
- Ability to work under pressure, prioritize and multi task

JOB DESCRIPTION		
	JOB TITLE	Consumer Education Officer
	DIVISION	
	SECTION:	Consumer Education
	IMMEDIATE SUPERVISOR	Head, Consumer Education
	GRADE	
	DIRECT REPORTS	None

1.0 PURPOSE OF THE JOB (JOB SUMMARY)

Responsible for the implementation of consumer education strategies, sensitizing and creating awareness on Insurance

2.0 PRINCIPAL RESPONSIBILITIES

Key Responsibilities	Main task
Consumer Education	<ul style="list-style-type: none"> • Assist in developing strategies, through research on various sites to facilitate the development of a suitable consumer education framework. • Develop Information, Education & Communication (IEC) material • Assist Head of Consumer Education in planning, designing, coordinating and implementing consumer education programs. • Prepare and make presentations on various issues for public education in insurance • Participate in conducting needs assessment and baseline surveys. • Develop, review and reprint information, education and communication materials • Conduct consumer education outreach programs • Develop media infomercials on insurance for use in creating awareness about insurance

Any other tasks:

- Participate in various committees in the authority

3.0 REQUIRED QUALIFICATIONS

3.1 Education and knowledge

- Bachelors degree in insurance, or education with a bias on business education or business related field
- Teaching experience and Insurance qualifications would be an added advantage; and
- Proficiency in ICT

3.2 Experience


- 8 years' relevant experience;
- Experience in consumer education/public relations/conducting outreach programs; and
- Knowledge of Insurance

3.3 Skills

- Strong communication and presentation skills;
- Excellent organization and inter personal skills;
- Good command of speaking English and Swahili; and
- Good reporting skills

3.4 Competences

- Professionalism;
- Ethical and integrity;
- Team player; and
- Ability to work under pressure, prioritize and multi task

JOB DESCRIPTION		
	JOB TITLE	Senior Supervision Officer 2 Positions.
	DIVISION:	Technical
	SECTION:	Supervision
	IMMEDIATE SUPERVISOR	Assistant Manager Supervision
	GRADE	
	DIRECT REPORTS	Supervision Officer

1.0 PURPOSE OF THE JOB (JOB SUMMARY)

Carrying out on site and off site supervision of regulated entities

2.0 PRINCIPAL RESPONSIBILITIES

Key Responsibilities	Main task
Industry Supervision	<ul style="list-style-type: none"> • Carry out risk profiling of regulated entities. • Continuously monitor, evaluate and report on the risk status of each of the regulated entities. • Carry out offsite and on site surveillance of the regulated entities. • Analyse any requests for approval under the Insurance Act. • Analyse and recommend approval of reinsurance programme

Key Responsibilities	Main task
Industry Analysis	<ul style="list-style-type: none"> • Analyse applications and recommend for registration and licensing of regulated entities in accordance with the requirements of the Insurance Act. • Analysis of annual accounts for regulated entities. • Process lien applications as provided under the Insurance Act.
Policy development and Implementation	<ul style="list-style-type: none"> • Participate in the formulation and development of policies and procedures • Participate in the coordination of training for members of the industry. • Coordinate development and growth of insurance agency force at the counties • Assist in the preparation of policy papers, briefs and board papers. • Monitor the implementation of performance contract issues and the strategic plan in the Technical division.

Any other tasks:

- Supervise less experienced supervision team members

3.0 REQUIRED QUALIFICATIONS

3.1 Education and knowledge

- Bachelors degree in economics, insurance, accounting, actuarial or equivalent;
- Professional qualification i.e. AIIK, ACII, CPA, ACCA, or equivalent qualification;
- Member of a professional body

- Proficiency in ICT

3.2 Experience

- 7 years' post qualification experience in insurance practice, audit or accounting;
- Experience in analysis of financial and statistical reports; and
- Experience in analysis of financial and statistical reports.

3.3 Skills

- Good communication and reporting skills;
- Good supervision skills;
- Strong organization and inter personal skills; and
- Good analytical, investigative, auditing and inspection skills

3.4 Competences

- Professionalism;
- Ethical and integrity;
- Strategic thinking and team player; and
- Ability to work under pressure, prioritize and multi task