


1. JOB DESCRIPTIONS FOR SUPERVISION OFFICER POSITION

 <p>Insurance Regulatory Authority Bima Bora Iwaa Taifa IRA</p>	JOB TITLE	Supervision Officer
	DIRECTORATE/ DEPARTMENT	Directorate of Supervision
	GRADE/LEVEL	IRA 7
	IMMEDIATE SUPERVISOR	Senior Supervision Officer

a) Job purpose

The position is responsible for carrying out prudential supervision, licensing and enforcement to ensure financial soundness and proper governance of regulated entities.

b) Job Specifications

The duties and responsibilities will entail:

- (i) Carry out risk profiling of regulated entities in line with the risk-based supervision framework for proper assignment of risks and management of resources.
- (ii) Continuously monitor, evaluate and report on the risk status of each of the assigned entities to allow for early intervention in the case of high-risk companies.
- (iii) Carry out offsite and on-site surveillance of regulated entities to ensure an up-to-date risk profile.
- (iv) Enforce penalties, restrictions, directives, inspection/investigation recommendations, offsite surveillance and market conduct recommendations and any other requirement of the Insurance Act, regulations, guidelines and rules.
- (v) Prepare reports on compliance with set minimum requirements in relation to capital, governance and risk management to ensure safety and stability in the insurance industry.
- (vi) Prepare reports on compliance with set out practices and steps to be followed to ensure fair market practices in the industry.
- (vii) Analyse any requests for approval under the Insurance Act.
- (viii) Analyse and recommend for approval of reinsurance programmes as provided under the Insurance Act.
- (ix) Process lien applications as provided under the Insurance Act.
- (x) Conduct preliminary analysis of applications for licensing for regulated entities to ensure completeness and accuracy of information.
- (xi) Assess non-compliance with laws and regulations by regulated entities and submit reports for necessary actions.
- (xii) Prepare a variety of reports, memos and correspondences related to licensing and enforcement activities.

- (xiii) Participate in the formulation and development of policies and procedures for the development of the insurance industry.
- (xiv) Participate in training of members of the industry.
- (xv) Participate in supervisory colleges.
- (xvi) Participate in the development of departmental work plan, budget and procurement plan


c) Persons Specifications

- (i) Bachelor's degree in Business Administration, Statistics, Insurance, Finance, Economics, Law, or its approved equivalent.
- (ii) Certificate in Computer Proficiency.
- (iii) Meets provision of chapter six of the Constitution Meets the provision of chapter six of the Constitution

d) Competency and Skills

- (i) Strong communication and presentation skills
- (ii) Good analytical skills
- (iii) Problem solving
- (iv) Professionalism

2. JOB DESCRIPTIONS FOR SUPERVISION ASSISTANT POSITION

 <p>Insurance Regulatory Authority Bima Bora Ikuu Taifa IRA</p>	JOB TITLE	Supervision Assistant
	DIRECTORATE/ DEPARTMENT	Directorate of Supervision
	GRADE/LEVEL	IRA 8
	IMMEDIATE SUPERVISOR	Supervision Officer

a) Job purpose

The position is responsible for preliminary analysis; collecting, cleaning and checking completeness of data for use in various analysis.

b) Job Specifications

The duties and responsibilities entail:

- (i) Collect, clean and check for completeness of data for use in various analysis;
- (ii) Conduct preliminary assessment on non-compliance with laws and regulations by regulated entities;
- (iii) Conduct preliminary analysis of requests for corporate changes; approval of directors, principal officers, senior manager, control functions key officers and any other approval requests;
- (iv) Update database of registered insurers on a continuous basis; and
- (v) Facilitate logistics and administrative issues in the department such as organization for meetings, workshops and smooth flow of information

c) Persons Specifications

- (i) Relevant Higher Diploma or its equivalent with three (3) years relevant experience

OR


Diploma with four (4) years relevant experience.

- (ii) Certificate in Computer Proficiency.
- (iii) Meets provision of chapter six of the Constitution.

d) Competencies and skills

- (i) Strong communication and presentation skills
- (ii) Good analytical skills
- (iii) Problem solving
- (iv) Professionalism

3. JOB DESCRIPTIONS FOR ACTUARIAL ASSISTANT POSITION

 <p>Insurance Regulatory Authority Bima Bora Ikuu Taifa IRA</p>	JOB TITLE	Actuarial Assistant
	DIRECTORATE/ DEPARTMENT	Directorate of Supervision
	GRADE/LEVEL	IRA 8
	IMMEDIATE SUPERVISOR	Actuarial Officer

a) Job purpose

The position is responsible for collection of data to be used for analysis and preparation of actuarial reports.

b) Job Specifications

Duties and responsibilities will entail:

- (i) Compile data for analysis of products, premium rates, financial condition reports and technical reserves for insurers.
- (ii) Compile data for preparation of capital adequacy ratios in accordance with the provisions of the insurance act.
- (iii) Compile data for data analysis and preparation of reports on insurance industry performance as required by the Insurance Act;
- (iv) Compile data for analysis of financial stability of insurers and implementation of macro prudential policy including carrying out regular macro stress tests and preparing documents for public communication on the tests
- (v) Assist in logistics in the department such as organization for meetings, workshops and smooth flow of information.

c) Persons Specifications

- (i) Higher Diploma in Actuarial Science, Statistics, Insurance, Finance, Economics, Law, or its equivalent with three (3) years relevant experience

OR


Diploma with four (4) years relevant experience.

- (ii) Certificate in Computer Proficiency.
- (iii) Meets provision of chapter six of the Constitution.

d) Competencies and skills

- (i) Strong communication and presentation skills
- (ii) Good analytical skills
- (iii) Problem solving
- (iv) Professionalism

4. JOB DESCRIPTIONS FOR ASSISTANT FINANCIAL ANALYST POSITION

 <p>Insurance Regulatory Authority Bima Bora Kwa Taifa IRA</p>	JOB TITLE	Assistant Financial Analyst
	DIRECTORATE/ DEPARTMENT	Directorate of Supervision
	GRADE/LEVEL	IRA 8
	IMMEDIATE SUPERVISOR	Senior Financial Analyst

a) Job purpose

The position is responsible for assessing and monitoring the financial soundness of the industry, conducting macro-prudential surveillance, data analytics, reporting, and publication with the aim of protecting policyholders and insurance beneficiaries.

b) Job Specifications

Duties and responsibilities will entail:

- (i) Compile statistics of insurers and check for completeness including: annual insurance statistics, quarterly insurance statistics, quarterly insurance industry claims statistics, Monetary Financial Statistics (MFS), Kenya National Bureau of Statistics’;
- (ii) Prepare periodic reports on performance, trends analysis and projections for the insurance industry including: monthly gross direct premium report, monthly summary of claims report, quarterly insurance industry report and annual insurance industry report;
- (iii) Conduct data validation of quarterly and annual insurance statistics to check on completeness and consistency of insurance data;
- (iv) Update various performance indicators, ratios and industry benchmarks and averages;
- (v) Analyse, evaluate and interpret insurers’ financial statements and returns to ensure disclosures regarding various insurance parameters such insurance premiums, income, expenditure, assets and liabilities;
- (vi) Create monthly, quarterly and annual returns and recommend continuous updates to ensure the returns meet acceptable standards and that all the necessary disclosures are made;
- (vii) Conduct analyses on financial stability and macro prudential policy;
- (viii) Carry out regular macro stress tests and prepare documents for public communication of those tests;
- (ix) Participate in preparations for conducting research work in the field of financial stability, including collaboration with other institutions and professionals such as participating in FinAccess survey; and

- (x) Continuously evaluate financial returns to ensure they meet acceptable standards and that all the necessary disclosures are made


c) Persons Specifications

- (i) Diploma in Statistics, Insurance, Finance, Economics, Law, or its equivalent from a recognized institution;
- (ii) Certificate in Computer Proficiency.
- (iii) Meets provision of chapter six of the Constitution.

d) Competencies and skills

- (i) Strong communication and presentation skills
- (ii) Good analytical skills
- (iii) Problem solving
- (iv) Professionalism

5. JOB DESCRIPTIONS FOR CONSUMER PROTECTION OFFICER

 <p>Insurance Regulatory Authority Bima Bora Jasa Taifa IRA</p>	JOB TITLE	Consumer Protection Officer
	DIRECTORATE / DEPARTMENT	Directorate of Market Conduct, Consumer Protection Department
	GRADE/LEVEL	IRA 7
	IMMEDIATE SUPERVISOR	Senior Consumer Protection Officer

a) Job purpose

The position is responsible for safeguarding the interest of policy holders and beneficiaries, strengthening public trust and consumer confidence in the insurance sector. The position ensures that market conduct of regulated entities is in compliance with insurance legislations.

b) Job Specifications

Duties and responsibilities will entail:

- (i) Collect and collate information on insurance companies' operations, marketing, underwriting, rating, policyholder service, producer licensing, complaint handling and claims handling processes to ensure that regulated entities maintain high standards of integrity and fair dealing in conduct of their business;
- (ii) Collect data on the TCF tool and report to CPO to determine compliance with TCF outcomes.
- (iii) Participate in logistics in the department such as organization for meetings, workshops and smooth flow of information.
- (iv) Handle the communication logistics for decisions made on complaints and disputes to insurance policyholders and beneficiaries.
- (v) Register complaints reported by policyholders and beneficiaries
- (vi) Attend to walk in customer enquiries and writing reports on the same
- (vii) Attend to telephone enquiries and writing reports on the same.
- (viii) Attend to email enquiries and writing reports on the same.
- (ix) Handle complaints from policyholders and beneficiaries, communicate decisions and regularly review companies' complaints and generate reports on the trends for review by management.
- (x) Generate reports on capacity building undertaken on regulated entities for review by management.
- (xi) Identify and recommend legislative changes aimed at protecting the consumers.


c) Persons Specifications

- (i) Bachelor's degree in Commerce, Statistics, Insurance, Actuarial, Education, Communication, Finance, Risk Management, Economics, Laws, ICT, Business Administration or its equivalent.
- (ii) Certificate in Computer Application
- (iii) Meets the provisions of chapter six of the constitution

d) Competencies and skills

- (i) Strong communication and presentation skills
- (ii) Good analytical skills
- (iii) Problem solving
- (iv) Professionalism

6. JOB DESCRIPTIONS FOR CONSUMER PROTECTION ASSISTANT POSITION

 <p>Insurance Regulatory Authority Bima Regulatori Indonesia</p>	JOB TITLE	Consumer Protection Assistant
	DIRECTORATE/ DEPARTMENT	Consumer Protection Department
	GRADE/LEVEL	IRA 8
	IMMEDIATE SUPERVISOR	Consumer Protection Officer

a) Job Purpose

The position is responsible for safeguarding the interest of policy holders and beneficiaries, strengthening public trust and consumer confidence in the insurance sector. The position ensures that market conduct of regulated entities is in compliance with insurance legislations.

b) Job Specifications

The duties and responsibilities entail:

- (i) Register complaints reported by policyholders and beneficiaries
- (ii) Attend to walk in customer enquiries and writing reports on the same
- (iii) Attend to telephone enquiries and writing reports on the same.
- (iv) Attend to email enquiries and writing reports on the same.
- (v) Handle complaints from policyholders and beneficiaries, communicate decisions and regularly review companies' complaints and generate reports on the trends for review by management.
- (vi) Generate reports on capacity building undertaken on regulated entities for review by management.
- (vii) Participate in logistics in the department such as organization for meetings, workshops and smooth flow of information.
- (viii) Handle the communication logistics for decisions made on complaints and disputes to insurance policyholders and beneficiaries.

c) Persons Specifications

- (i) Higher Diploma in Insurance, Public Relations, Laws, Education, Information Technology, Customer Care, Business Administration or its equivalent with three (3) years working experience

OR


A Diploma in Insurance, Public Relations, Laws, Education, Information Technology, Customer Care, Business Administration or

- its equivalent with four (4) years relevant experience
- (ii) Certificate in Computer Application
 - (iii) Meets the provisions of chapter six of the constitution.

d) Competencies and skills

- (i) Strong communication and presentation skills
- (ii) Good analytical skills
- (iii) Problem solving
- (iv) Professionalism

7. JOB DESCRIPTIONS FOR RESEARCH & INNOVATION OFFICER POSITION

 <p>Insurance Regulatory Authority Bima Regulatori Indonesia</p>	JOB TITLE	Research & Innovation Officer
	DIRECTORATE/ DEPARTMENT	Directorate of Research Innovation Policy & Strategy
	GRADE/LEVEL	IRA 7
	IMMEDIATE SUPERVISOR	Assistant Manager, Research & Innovation

a) Job purpose

The job holder will support the research and innovation Department in implementation of programs and projects as well as to collect, analyse data and writing of reports.

b) Job Specifications

Duties and responsibilities will entail:

- (i) Support in Identifying project objectives, research methods, collect data monitor the activities of research teams.
- (ii) Support in carrying out research and reviews to anticipate market developments and innovations.
- (iii) Support in carrying out quantitative data analysis of existing secondary data sets and primary quantitative data, using Excel and/or SPSS or any other appropriate software.
- (iv) Support in organising, designing and carrying out qualitative fieldwork in different locations and contexts across the insurance industry.
- (v) Support in conducting qualitative analysis of data through interviews, focus groups, workshops or other methods.
- (vi) Carrying out desktop research, using a range of methods and sources of data.
- (vii) Write research reports and carry out analytical work and offer support services to other Directorates on research and innovation related issues.
- (viii) Handle logistics in the department such as organization for meetings, workshops and smooth flow of information and programs

c) Persons Specifications


- (i) Bachelors' degree in Economics, Insurance, Risk Management, Statistics, Business Management or related Social Sciences from a recognized institution
- (ii) Certificate in Computer Proficiency

- (iii) Proficiency in relevant data analysis software (SPSS, STATA, R)
- (iv) Meets the provisions of chapter six of the constitution

d) Competencies and Skills

- (i) Strong communication and presentation skills
- (ii) Good analytical skills
- (iii) Problem solving
- (iv) Professionalism

8. JOB DESCRIPTIONS FOR RESEARCH & INNOVATION ASSISTANT POSITION

 <p>Insurance Regulatory Authority Bima Regulatori Taufiq</p>	JOB TITLE	Research & Innovation Assistant
	DIRECTORATE/ DEPARTMENT	Directorate of Research Innovation Policy & Strategy
	GRADE/LEVEL	IRA 8
	IMMEDIATE SUPERVISOR	Research & Innovation Officer

a) Job purpose

The job holder will support the research and innovation Department in implementation of programs and projects as well as to collect, analyse data and writing of reports.

b) Specifications

The duties and responsibilities will entail:

- (i) Participate in the formulation and synthesis of proposals, ideas and issues on research and innovation in the insurance industry.
- (ii) Assist in the implementation of research and innovation activities.
- (iii) Assist in the co-ordination of research and innovation activities for promotion of insurance market development Assist synthesis of ideas and issues on research and innovation in the insurance industry.
- (iv) Assist in the implementation of research and innovation activities that supports and promotes market development market.
- (v) Assist in the co-ordination of research and innovation activities for promotion of insurance market development.
- (vi) Assist in undertaking surveys and analysing of data and information on insurance market developments and initiatives.
- (vii) Assist in preparing reports on various research and innovation activities.
- (viii) Assist in carrying out analytical work and offer advisory services to other Directorates on research, innovations and related issues.
- (ix) Carrying out desktop research, using a range of methods and sources of data.
- (x) Data entry and analysis
- (xi) Assist in writing research reports and carry.
- (xii) Support in the logistics for the department

c) Persons Specifications

- (i) Higher Diploma in Economics, Insurance, Risk Management, Statistics, Business Management or related Social Sciences from a recognized institution with three (3) years relevant experience;

OR


Diploma in Economics, Insurance, Risk Management, Statistics, Business Management or related Social Sciences from a recognized institution with four (4) years relevant experience;

- (ii) Certificate in Computer Proficiency
- (iii) Proficiency in relevant data analysis software (SPSS, STATA, R)
- (iv) Meets the provisions of chapter six of the constitution.

d) Competencies and Skills

- (i) Strong communication and presentation skills
- (ii) Good analytical skills
- (iii) Problem solving
- (iv) Professionalism

9. JOB DESCRIPTIONS FOR CUSTOMER RELATIONS OFFICER POSITION

 <p>Insurance Regulatory Authority Bima Bora Iwaa Taifa IRA</p>	JOB TITLE	Customer Relations Officer
	DIRECTORATE/ DEPARTMENT	Directorate of Corporate Services, Corporate Communication Department
	GRADE/LEVEL	IRA 7
	IMMEDIATE SUPERVISOR	Assistant Manager, Customer Relations

a) Job Purpose

The job holder is responsible for implementing strategies aimed at enhancing and maintaining service delivery and customer experience for increased customer satisfaction and establishment of a positive reputation and corporate image.

b) Job Specifications

The duties and responsibilities entail:

- (i) Implement activities articulated in the customer relations strategies for enhanced customer experience, value addition, customer satisfaction and support the realization of strategic objectives.
- (ii) Receive, register and maintain a database of all complaints lodged at the Authority.
- (iii) Investigate, resolve or escalate (where necessary) and provide feedback to customers as appropriate.
- (iv) Prepare monthly customer relations report.
- (v) Maintain customer relationships to build a reputation for excellent service
- (vi) Monitor social media for complaints and issues raised against the Authority and provide/coordinate the provision of responses
- (vii) Initiate and follow up on the timely resolution of public complaints made against the Authority.
- (viii) Implement the customer satisfaction survey recommendations to address service gaps identified during annual surveys
- (ix) Prepare quarterly implementation reports
- (x) Implement innovative customer service initiatives to keep abreast with emerging customer needs and expectations.

- (xi) Implement the customer relations management systems using CRM programs to enhance customer service and experience across all departments


c) Persons Specifications

- (i) Bachelors degree in Mass Communication, Communication Studies, Journalism, Public Relations or any other approved equivalent qualifications from a recognized University/Institution;
- (ii) Be a member of a relevant professional body
- (iii) Certificate in Computer proficiency
- (iv) Meet the provision of Chapter Six of the Constitution of Kenya

d) Competencies and skills

- (i) Excellent oral and written communication skills
- (ii) Strong communication and presentation skills
- (iii) Good analytical skills
- (iv) Problem solving
- (v) Professionalism

10. JOB DESCRIPTIONS FOR CUSTOMER CARE OFFICER POSITION

 <p>Insurance Regulatory Authority Bima Bora Asya Taifa IRA</p>	JOB TITLE	Customer Care Officer
	DIRECTORATE/ DEPARTMENT	Directorate of Corporate Services, Corporate Communication Department
	GRADE/LEVEL	IRA 7
	IMMEDIATE SUPERVISOR	Assistant Manager, Customer Relations

a) Job purpose

The position is responsible for providing professional and efficient front office services to uphold corporate image and facilitate seamless operations of the Authority

b) Job specifications

Duties and responsibilities will entail:

- i) Managing incoming and outgoing calls and route to appropriate persons;
- ii) Directing enquiries from external stakeholders to relevant employees;
- iii) Managing guests in a professional manner;
- iv) Managing internal stakeholders;
- i) Monitoring flow of visitors for security controls;
- ii) Maintaining the appointment diary either manually or electronically;
- iii) Maintaining the facilities booking system i.e. booking of boardrooms and meeting rooms;
- iv) Scheduling appointments for internal and external stakeholders;
- v) Maintaining call records and expenditure for monitoring purposes;
- vi) Implementing Quality Management System standards and continuously identifying and managing risks; and


c) Person specification

- i) Bachelor's degree in relevant field from a recognized institution
- ii) Certificate in Computer Proficiency
- iii) Meets the requirements of chapter six of the Constitution.

d) Competencies and skills

- (i) Good communication skills
- (ii) Good organization and inter personal skills
- (iii) Ethical and integrity
- (iv) Team player

11. JOB DESCRIPTIONS FOR LEGAL OFFICER POSITION

 <p>Insurance Regulatory Authority Bima Bora Ikuu Taifa IRA</p>	JOB TITLE	Legal Officer
	DIRECTORATE/ DEPARTMENT	Directorate of Corporation Secretary and Legal Affairs
	GRADE/LEVEL	IRA 7
	IMMEDIATE SUPERVISOR	Senior Legal Officer

a) Job purpose

Provides legal, regulatory and compliance support to the divisions, departments and business teams, represents the Authority in legal proceedings, and effectively executes legal and operational risk management actions in accordance with the Directorate's policies and procedures.

b) Job Specifications

Duties and responsibilities will entail:

- (i) Supervising and guiding legal assistants in the execution of their duties as instructed by the Senior Legal Officer
- (ii) Identifies and recommends actions on legal and compliance risks
- (iii) Provision of legal advice and opinions on all aspects of law
- (iv) Undertaking research on assigned legal issues
- (v) Participate in legal representation and monitoring of legal matters in Court
- (vi) Participate in any alternative dispute resolution (ADR) mechanisms
- (vii) Receives and acts upon all court summons, pleadings and demand letters served upon the Authority
- (viii) Participates in the instruction, appraisal and supervision of external legal counsel representing the Authority in court, tribunal and other legal proceedings
- (ix) Updating the litigation register, court diary and bring-up diary
- (x) Drafting pleadings, legal instruments, contracts, leases and any other legal documents
- (xi) Advising on legal issues arising in applications for registration and licensing of insurers and intermediaries
- (xii) Providing day to day advise the Consumer Protection Section in complaint resolution activities
- (xiii) Participates in collection, collation, analysis and reporting of information on the management of legal and compliance risks
- (xiv) Drafts articles for publication in the Authority's legal and policy publications and write-ups

- (xv) Conducting legal awareness training for staff in accordance with the annual legal awareness training plan
- (xvi) Participates in performance management, mentoring and coaching of legal assistants
- (xvii) Undertaking any other assignment as may be required


c) Persons Specifications

- (i) Bachelors' degree in laws from a recognized institution
- (ii) Certificate in Computer Proficiency
- (iii) Licensed Court Process Server
- (iv) Meets the provision of Chapter Six of the Constitution

d) Competencies and skills

- (i) Strong communication and presentation skills
- (ii) Good analytical skills
- (iii) Problem solving
- (iv) Professionalism

12. JOB DESCRIPTIONS FOR LEGAL ASSISTANT POSITION

 <p>Insurance Regulatory Authority Bima Bora Iwaa Taifa IRA</p>	JOB TITLE	Legal Assistant (Paralegal)
	DIRECTORATE/ DEPARTMENT	Directorate of Corporation Secretary and Legal Affairs
	GRADE/LEVEL	IRA 8
	IMMEDIATE SUPERVISOR	Legal Officer

a) Job purpose

The holder of this position is responsible for execution of tasks relating to the filing and registration of documents at registries, management of the Directorate's diaries, and effective records management.

b) Job Specifications:

Duties and responsibilities will entail:

- (i) Assisting in undertaking research on assigned legal issues;
- (ii) Drafting correspondence
- (iii) Maintaining and updating the court register
- (iv) Bringing up files for appropriate timely action
- (v) Attending to the relevant government registries on a need basis
- (vi) Compilation and completion of papers, reports and reference materials

c) Persons Specifications

- (i) A Higher National Diploma in Laws or equivalent qualification from a recognized institution with three (3) years relevant experience


OR

- A Diploma in Laws or its equivalent qualification from a recognized institution with four (4) years' experience
- (ii) Proficiency in computer application;
 - (iii) Meets the provisions of chapter six of the constitution.

d) Competency and Skills

- (i) Strong communication and presentation skills
- (ii) Good analytical skills
- (iii) Problem solving
- (v) Professionalism

13. JOB DESCRIPTIONS FOR INTERNAL AUDITOR POSITION

 <p>Insurance Regulatory Authority Bima Regulatori Taufiq</p>	JOB TITLE	Internal Auditor
	DIRECTORATE/ DEPARTMENT	Directorate of Internal Audit
	GRADE/LEVEL	IRA 7
	IMMEDIATE SUPERVISOR	Assistant Manager, Internal Audit

a) Job purpose

The position is responsible for executing audit plans for individual internal audit assignments to provide independent and objective assurance on the effectiveness of the Authority's risk management, control, and governance processes; as well as audit consultancy services designed to add value and improve the Authority's operations.

b) Job Specifications

Duties and Responsibilities will entail: -

- (i) Execute individual audit assignments based on tests and programs designed by the Senior Internal Auditor;
- (ii) Collect audit evidence, document working papers and draft audit reports for review by Senior Internal Auditor;
- (iii) Ascertain that transactions have been made in accordance with set regulations and vouch their accuracy and propriety;
- (iv) Verify existence of assets administered by the Authority and recommend safeguards for their protection;
- (v) Review the accuracy, timeliness and relevance of financial information and other disclosures provided to management;
- (vi) Carry out independent assessment of the application and compliance with established policies, procedures and other applicable laws and guidance in the Authority; and
- (vii) Monitor implementation of audit recommendations raised from internal and external audits


c) Persons Specification

- (i) Bachelor's Degree Accounting, Finance, Business Administration or Computer Science or any other relevant qualification from a recognized University or Institution.
- (ii) Certificate in Computer Proficiency
- (iii) Meets the provisions of chapter six of the Constitution

d) Competency and Skills

- (i) Strong communication and presentation skills
- (ii) Good analytical skills
- (iii) Problem solving
- (iv) Professionalism

14. JOB DESCRIPTIONS FOR SUPPLY CHAIN MANAGEMENT ASSISTANT POSITION

 <p>Insurance Regulatory Authority Bima Bora Iwa Taifa IRA</p>	JOB TITLE	Supply Chain Management Assistant
	DIRECTORATE/ DEPARTMENT	Directorate of Supply Chain Management
	GRADE/LEVEL	IRA 8
	IMMEDIATE SUPERVISOR	Senior Supply Chain Management Officer

a) Job Specifications:

The position is responsible for stores management.

b) Job Specifications:

Duties and responsibilities will entail:

- (i) Receiving and issuing stores;
- (ii) Generating Goods Received Notes (GRN);
- (iii) Sorting, dispatching and filing invoices and other documents;
- (iv) Capturing and processing stores data in the inventory module and;
- (v) Complying with Public Procurement & Asset Disposal Act and Regulations;
- (vi) Preparing requisitions for stocks replenishment; and
- (vii) Monitoring the usage and movement of stores.
- (viii) Prepare procurement registers and ensure ensuring that they are update;
- (ix) Custodian of the department's registers and rubber stamps;
- (x) To ensure that all files are indexed with the required reference and code number;
- (xi) To ensure that tender evaluation reports/papers, procurement requests and all relevant documents are filed with the orders and GRNs;
- (xii) The accurate recording and tracking of file movements within the organization;
- (xiii) Maintain an inventory of closed files and obsolete files;
- (xiv) Ensuring that all official files are registered and existence must be documented in a file register;
- (xv) Regular identification removal of closed procurement files and documents from the current system to facilitate and ease of access to active files;
- (xvi) The accurate recording and tracking of file movements within the Department;
- (xvii) Making files available on demand;
- (xviii) Circulating files to officers in accordance with established procedures.

c) Persons Specifications

- (i) Higher Diploma in Procurement and Supply Management or its equivalent qualification from a recognized Institution with three (3) years' experience


OR

- (ii) Diploma with four (4) years' experience
- (iii) Proficiency in computer application programme
- (iv) Meets the provisions of chapter six of the constitution.

d) Competency and Skills

- (i) Strong communication and presentation skills
- (ii) Good analytical skills
- (iii) Problem solving
- (iv) Professionalism

15. JOB DESCRIPTIONS FOR HUMAN RESOURCE MANAGEMENT ASSISTANT POSITION

 <p>Insurance Regulatory Authority Bima Bora Iwa Taifa IRA</p>	JOB TITLE	Human Resource Management Assistant
	DIRECTORATE/ DEPARTMENT	Directorate of Corporate Services, Human Resource Management Department
	GRADE/LEVEL	IRA 8
	IMMEDIATE SUPERVISOR	Senior Human Resource Management Officer

a) Job purpose

The job holder will handle the daily administrative and Human Resource duties such as, training and development, selection and recruitment, record maintenance and payroll processing, and provide clerical support to the Department and all employees.

b) Job Specifications:

Duties and responsibilities will entail:

- (i) Update the Authority's Human Resource, policies, guidelines, procedures and processes;
- (ii) Participate in recruitment process by receiving the applications and listing them;
- (iii) Collect and Collate training needs assessment;
- (iv) Collate and file staff quarterly performance appraisal
- (v) Keep evidence for various performance contracting activities
- (vi) Updating the HR System regularly;
- (vii) Input the payroll changes
- (viii) File and maintain service contracts.
- (ix) Participate in the preparation of human resources management budget.
- (x) Collect and collate information for the preparation of payroll, administrative and staff related expenditure.
- (xi) Collect and collate information for the preparation of payroll, administrative and staff related expenditures

c) Persons Specifications

- (i) Higher Diploma in Human Resource Management or related field with 3 years' relevant experience

OR


Diploma in Human Resource Management or related field with 4 years' relevant experience;

- (ii) Certificate in computer applications.
- (iii) Meet the provisions of Chapter Six of the Constitution

d) Competencies and skills

- (i) Strong communication and presentation skills
- (ii) Good analytical skills
- (iii) Problem solving
- (iv) Professionalism

16. JOB DESCRIPTIONS FOR OFFICE ASSISTANT POSITION

 <p>Insurance Regulatory Authority Bima Bora kwa Taifa IRA</p>	JOB TITLE	Office Assistant
	DIRECTORATE/ DEPARTMENT	Directorate of Corporate Services, Administration Department
	GRADE/LEVEL	IRA 10
	IMMEDIATE SUPERVISOR	Administration Officer

a) Job purpose

Responsible for ensuring all the support services in the Authority are fully operational and both external and internal customers are attended to including delivery of internal and external mail and correspondences.

b) Job Specifications

Duties and responsibilities will entail:

- (i) Delivering mail and other correspondences as required;
- (ii) Serving refreshments to staff and external visitors;
- (iii) Performing caretaker's duties;
- (iv) Ensuring hygiene in the Kitchenette and accessories;
- (v) Checking and reporting on the cleanliness of offices and washrooms;
- (vi) Performing reception duties when called upon to do so;
- (vii) Implementing Quality Management System standards and continuously identifying and managing risks; and
- (viii) Undertaking any other duties as assigned from time to time.

c) Person specifications


For appointment to this position, a candidate must have:

- (i) KCSE/KCE certificate with minimum D+ grade or its equivalent;
- (ii) Meets the requirements of Chapter Six of the Constitution.

d) Competencies and skills

- (i) Good communication skills
- (ii) Good organization and inter personal skills
- (iii) Ethical and integrity
- (iv) Team player

17. JOB DESCRIPTIONS FOR DRIVER POSITION

 <p>Insurance Regulatory Authority Bima Bora Iwa Taifa IRA</p>	JOB TITLE	Driver
	DIRECTORATE/ DEPARTMENT	Directorate of Corporate Services, Administration Department
	GRADE/LEVEL	IRA 10
	IMMEDIATE SUPERVISOR	Administration Officer

a) Job purpose

The position is responsible for driving staff and authorised persons to assigned duty stations, and ensuring routine checks and maintenance of vehicles is performed.

b) Job Specifications

Duties and responsibilities will entail:

- (i) Driving the vehicle as authorized;
- (ii) Carrying out routine checks on the vehicle's cooling and oil systems, electrical system, tyre pressure and brakes;
- (iii) Implement preventive maintenance of the vehicle by carrying out minor mechanical adjustments;
- (iv) Detecting and reporting malfunctioning of vehicle systems;
- (v) Security and safety of the vehicle on and off the road;
- (vi) Observe traffic and safety precautions in order to prevent accidents and avoid traffic violations;
- (vii) Guard against potential loss/damage to Authorities assets and personal liabilities allocated for delivery;
- (viii) Safety of passengers and/or goods therein;
- (ix) Maintaining cleanliness of the vehicle;
- (x) Maintenance of work tickets for vehicles assigned to the driver;
- (xi) Request for petrol and ensure that the vehicle is serviced in accordance with planned schedule

c) Persons Specifications

- (i) Have a valid driving license free from any current endorsements(s) for classes of the vehicles the driver is required to drive;
- (ii) Have the Occupational Trade Test II Certificate for Drivers;

- (iii) Kenya Certificate of Secondary Education mean grade D+(plus) or its equivalent qualification
- (iv) Have at least three (3) years previous satisfactory driving experience after obtaining the driving license; and
- (v) Have a Defensive Driving Certificate from the Automobile Association of Kenya (AA) or its equivalent qualification from any other recognized institution;
- (vi) Have a Certificate of Good Conduct (renewable after two (2) years);
- (vii) Have a First Aid Certificate course lasting not less than one (1) week from St. Johns Ambulance or any other recognized institution;
- (viii) Meets the provision of Chapter Six of the Constitution.

d) Competencies and skills

- (i) Good communication skills
- (ii) Good organization and inter personal skills
- (iii) Ethical and integrity
- (iv) Team player