



**Job Descriptions for Commissioner of Insurance & Chief Executive
Officer of the Insurance Regulatory Authority**

Job Title:	Commissioner of Insurance & Chief Executive Officer
Current Grade:	IRA 1
Ministry /Corporation:	Insurance Regulatory Authority
Directorate:	N/A
Division:	CEO's office
Department:	N/A
Section / Unit:	N/A
Location / Work station:	IRA Head Office

Reporting Relationships

Reports to:	Board of Directors
Direct reports:	(9) Chief Manager Technical Chief Manager Human Capital Development & Admin Chief Manager Finance Chief Manager Policy Research & Development Corporation Secretary & Chief Manager Legal Affairs Manager Procurement Manager ICT Head, Consumer Education Head, Corporate Communications
Indirect reports:	(1) Manager Internal Audit and Risk Management

Job Purpose

Responsible to the Board of Directors for overseeing all the strategic, operational and financial performance of the Authority through visionary leadership and effective management of the executive team.

Key Responsibilities / Duties / Tasks

I. Strategic Responsibilities

- a) Providing strategic leadership to the Authority to deliver on its mandate as stipulated in the Insurance Act;
- b) Advising the Government on the national policy to ensure accessible and adequate insurance protection, and a stable insurance industry;
- c) Developing and strengthening networks and partnership with other government agencies, the private sector and development partners while spearheading donor collaboration and fund raising for project implementation;
- d) Promoting the Authority's image and developing a good working relationship with all stakeholders and partners;
- e) Representing the Authority and the country in regional and international associations of insurance;
- f) Leading and overseeing formulation, implementation and review of the Strategic Plan, business plan, procurement plan and annual work plan of the Authority and reporting to the Board;
- g) Guides the Board to articulate its own role and accountabilities and that of its committees and individual members, and to evaluate its performance regularly;
- h) Liaises with the Chair of the Board to enable the Board fulfil its governance functions and facilitates the optimum performance by the Board, its committees and individual Board members; and
- i) In liaison with the Chair of the Board, focuses Board attention on strategic issues.

II. Managerial / Supervisory Responsibilities

- a) Provides general oversight of all activities of the Authority and manages the day-to-day operations for a smoothly functioning and efficient organization;
- b) Assures program quality and organizational stability through development and implementation of standards and controls, systems and procedures, and regular evaluation;
- c) Assures a work environment that recruits, retains and supports quality staff and ensures an effective process for selecting, developing, motivating, and evaluating staff;
- d) Recommends staffing to the Board of Directors and other relevant Government agencies and ensures appropriate salary structures are developed and maintained in accordance with applicable guidelines;
- e) Specifies accountabilities for management and evaluates its performance regularly;
- f) Attends to personnel matters including organisation structures, appointments, welfare, training, industrial relations, separation and effective management succession plans;
- g) Cascades performance contract deliverables.

III. Operational Responsibilities / Tasks

- a) Ensuring continuous achievement of the Authority's financial and operating goals and objectives while ensuring continuous improvement in the quality and value of services provided by the Authority;
 - b) Ensuring the Authority is appropriately organized and staffed and taking disciplinary measures as necessary to enable it to achieve the approved strategy;
 - c) Ensuring that expenditures of the Authority are within the authorized annual budget;
 - d) Assessing the principal risks of the Authority and ensuring that these risks are monitored and managed;
 - e) Ensuring effective internal controls and management information
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systems are in place for effective, lawful and ethical performance;

- f) Supervising and regulating the insurance industry in a risk based manner in accordance with the Insurance Act;
- g) Ensuring that the Authority maintains high standards of corporate citizenship and social responsibility;
- h) Acting as the principal spokesperson of the Authority;
- i) Communicating effectively with the Government and other Government agencies, regulated entities, employees, other stakeholders, and members of the public;
- j) Ensuring that the Directors are properly informed to enable the Directors make appropriate decisions;
- k) Ensuring the integrity of all public disclosure by the Authority;
- l) Providing advice as required on all matters within the Authority's responsibility;
- m) Abiding by specific internally established control systems and authorities, leading by example and encouraging all employees to conduct their activities in accordance with all applicable laws and the Authority's standards and policies;
- n) Ensuring the filing of all legal and regulatory documents and monitoring compliance with relevant laws and regulations; and
- o) Performing such other duties as may be assigned by the Board.

Job Dimensions:

I. Financial Responsibility:

- a) Oversee the development of Authority's budgets.
- b) Overall responsibility for approval of expenditure.
- c) Overall responsibility for all procurement activities.

II. Responsibility for Physical Assets

- a) Responsible for physical assets assigned by the Authority.
 - b) Provide oversight for all the unit/sectional/departmental/divisional /institutional physical assets.
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III. Decision Making / Job Influence

- a) Make strategic, operational and financial decisions.
- b) Provide leadership to employees of the Authority.
- c) Plan the work of the staff in the Authority.
- d) Monitor subordinates work performance.
- e) Appraise/evaluate subordinates performance.
- f) Assign work to subordinates.

IV. Working Conditions:

- a) Fosters a corporate culture that promotes ethical practices and good corporate citizenship.
- b) Effectively implements environmental, safety and health policies.

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Post graduate degree in insurance, audit, accounting, finance, actuarial science, business studies or banking.

Professional Qualifications / Membership to professional bodies

A member of a professional body recognized in Kenya.

Previous relevant work experience required

Considerable knowledge, competence and at least ten (10) years' experience in a managerial capacity in insurance, accounting, finance, actuarial science or banking.

Other Requirements

1. Satisfies the requirements of Chapter Six of the Constitution.
 2. Is not engaged in the insurance business as a director, employee, officer or shareholder of any insurer, broker, insurance agent, or in any other sector of the insurance industry, and if appointed shall be disqualified if he, his spouse or dependent child becomes such director, employee, officer or shareholder.
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Functional Skills:	Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> a) Specialist knowledge in insurance b) Strong negotiation and reporting skills c) Strong presentation skills d) Good mentorship and coaching skills e) Report and speech writing skills f) Good analytical, investigative and inspection skills g) Knowledge of Strategic management, project planning and budgeting resource management, implementation as well as monitoring and evaluation h) Proficiency in computer applications 	<ul style="list-style-type: none"> a) Effective communication skills b) Leadership and supervision skills c) Strong organization and interpersonal skills d) Professionalism e) Ethical and integrity f) Team player g) Ability to work under pressure, prioritize and multi task