


<b>JOB DESCRIPTION</b>		
 <b>Insurance Regulatory Authority</b> <small>Bima Bora Asa Taifa</small> <b>IRA</b>	<b>JOB TITLE</b>	<b>Head, Supervision</b>
	<b>DIVISION</b>	<b>Technical</b>
	<b>GRADE</b>	<b>IRA 4</b>
	<b>IMMEDIATE SUPERVISOR</b>	<b>Manager, Supervision</b>

## **1.0 PURPOSE OF THE JOB (JOB SUMMARY)**

Coordinate the supervision of regulated entities to ensure prudent regulation/supervision of all registered General insurance companies.

## **2.0 PRINCIPAL RESPONSIBILITIES**

<b>Key Responsibilities</b>	<b>Main task</b>
<b>Policy development and implementation</b>	<ul style="list-style-type: none"> <li>• Ensure the risk profiling of all general insurance companies.</li> <li>• Ensure that the risk profile for the general insurance companies is updated periodically.</li> <li>• Ensure that the returns from the general insurance companies are received, analyzed and periodic reports made to the Manager Supervision</li> <li>• Ensure that the risk status for all general insurance companies is updated quarterly and reported to the head of market supervision</li> <li>• Coordinate and ensure that all approvals are granted in accordance with the insurance Act.</li> <li>• Ensure that unaudited and audited accounts and actuarial reports of all general insurance companies are received, analyzed deviations noted information used for decision making.</li> <li>• Review applications for registration and licensing of all general insurance companies in accordance with the requirements of the Act.</li> <li>• Supervise the on-site and off-site inspection of all general insurance companies.</li> <li>• Ensure compliance of all general insurance companies with the</li> </ul>

Key Responsibilities	Main task
	provisions of the Insurance Act and other supervisory guidelines. <ul style="list-style-type: none"> <li>• Ensure the divisional SOPs and service charters are adhered to and implemented.</li> </ul>

### 3.0 REQUIRED QUALIFICATIONS

#### 3.1 Education and knowledge

- Bachelors' degree in insurance / finance / accounting / actuarial:
- Professional insurance qualification e.g. ACII / AIIK/CPA(K)/ ACCA/ CFA/ CSIA
- Member of the ACII/ AIIK or similar bodies; and
- Proficiency in ICT
- A Masters' degree in a relevant field will be an added advantage

#### 3.2 Experience


- Eight (8) years' experience gained in the insurance industry, two (2) of which should have been at a supervisory level;
- Experience in preparation of analytical and numerical reports;
- Experience analysing financial and insurance reports; and

#### 3.3 Skills

- Strong communication, reporting and speech writing skills;
- Good mentorship and coaching skills;
- Strong organization and inter personal skills; and
- Good analytical, investigative, auditing and inspection skills
- Good team management and leadership skills

#### 3.4 Competences

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

<b>JOB DESCRIPTION</b>		
 <p>Insurance Regulatory Authority Bima Bora Jawa Timur IRA</p>	<b>JOB TITLE</b>	<b>Senior Supervision Officer</b>
	<b>DIVISION</b>	<b>Technical</b>
	<b>GRADE</b>	<b>IRA 5</b>
	<b>IMMEDIATE SUPERVISOR</b>	<b>Head of Section</b>

### 1.0 PURPOSE OF THE JOB (JOB SUMMARY)

Carrying out on site and off site supervision of regulated entities.

### 2.0 PRINCIPAL RESPONSIBILITIES

<b>Key Responsibilities</b>	<b>Main task</b>
<b>Policy development</b>	<ul style="list-style-type: none"> <li>• Carry out risk profiling of regulated entities.</li> <li>• Continuously monitor, evaluate and report on the risk status of each of the regulated entities</li> <li>• Carry out offsite and on site surveillance of the regulated entities</li> <li>• Analyse any requests for approval under the Insurance Act</li> <li>• Analyse and recommend approval of reinsurance programme</li> </ul>
<b>Industry Analysis</b>	<ul style="list-style-type: none"> <li>• Analyse applications and recommend for registration and licensing of regulated entities in accordance with the requirements of the Insurance Act</li> <li>• Analysis of annual accounts for regulated entities</li> <li>• Process lien applications as provided under the Insurance Act</li> </ul>
<b>Policy development and Implementation</b>	<ul style="list-style-type: none"> <li>• Participate in the formulation and development of policies and procedures</li> <li>• Participate in the coordination of training for members of the industry.</li> </ul>

Key Responsibilities	Main task
	<ul style="list-style-type: none"> <li>• Coordinate development and growth of insurance agency force at the counties</li> <li>• Assist in the preparation of policy papers, briefs and board papers.</li> <li>• Monitor the implementation of performance contract issues and the strategic plan in the Technical division.</li> </ul>

### 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
- A Masters' degree in a relevant field will be an added advantage

#### 3.2 Experience

- Seven (7) years' experience in the insurance industry, 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

<b>JOB DESCRIPTION</b>		
 <p>Insurance Regulatory Authority <i>Bima Bora kwa Taifa</i> IRA</p>	<b>JOB TITLE</b>	<b>Senior Legal Officer</b>
	<b>DIVISION</b>	<b>Legal Affairs</b>
	<b>GRADE</b>	<b>IRA 5</b>
	<b>IMMEDIATE SUPERVISOR</b>	<b>Corporation Secretary/Chief Manager, Legal Affairs</b>

## **1.0 PURPOSE OF THE JOB (JOB SUMMARY)**

Responsible to the Corporation Secretary/Chief Manager, Legal Affairs for effective review and interpretation of the Insurance Act and other Statutes. Drafting of leases, contracts, agreements and other legal documents. Ensuring effective litigation management and alternative dispute resolution. Giving necessary support to the insurance appeals tribunal. Monitoring implementation of the compliance strategy. Providing administrative services for board secretarial duties.

## **2.0 PRINCIPAL RESPONSIBILITIES**

<b>Key Responsibilities</b>	<b>Main task</b>
<b>Legal Affairs</b>	<ul style="list-style-type: none"> <li>• To assist the Corporation Secretary with the formulation, development and implementation of corporate legal policies and procedures.</li> <li>• To assist the Corporation Secretary in providing administrative services to the Board.</li> <li>• To assist the Corporation Secretary with the provision of legal advice and interpretation to the Authority on matters that relate to the Insurance Act and other related laws.</li> <li>• To attend to litigation matters and brief the Corporation Secretary as appropriate on court case proceedings and possible courses of action to take.</li> <li>• To liaise with the Attorney General's Chambers and as appropriate on representation of court cases.</li> <li>• To draft proposed amendments to the Insurance Act, presentation of any document or instrument that requires approval by the Attorney</li> </ul>

<b>Key Responsibilities</b>	<b>Main task</b>
	<p>General or any Government Office/Department.</p> <ul style="list-style-type: none"> <li>• To provide legal advice to other Sections/Divisions on various matters of law.</li> <li>• To liaise with the Consumer Protection Section in complaint resolution activities as may be necessary.</li> <li>• To assist the Corporation Secretary with the formulation, implementation and monitoring of the divisional budget, work plans and procurement plans.</li> <li>• To offer legal support to the supervision team in the course of inspections, approvals and enforcement pursuant to the Insurance Act, Regulations and Guidelines.</li> <li>• To prepare in consultation with Corporation Secretary, legal drafts and negotiate contracts, leases, formal agreements and other legal instruments between the Authority and other parties and participate in settlement and arbitration of disputes.</li> <li>• To ensure compliance by the Authority with the Insurance Act and other relevant laws.</li> <li>• To carry out any other duties that may be assigned from time to time.</li> </ul>

### **3.0 REQUIRED QUALIFICATIONS**

#### **3.1 Education and knowledge**

- Bachelor's degree in Law from a recognized university
- Certified Public Secretary and a Member of the ICPSK in good standing.
- Post graduate Diploma in Legal Education from Kenya School of Law.
- Must be an Advocate of the High Court of Kenya and a Member of the Law Society of Kenya in good standing.
- A Masters' degree in a relevant field will be an added advantage

### **3.2 Experience**

- Minimum Seven (7) years' experience in providing legal services as well as demonstrated experience in drafting, litigation management and law enforcement.

### **3.2 PERSONAL ATTRIBUTES**

- Excellent communication, listening, negotiation, analytical, influencing, proposal and report writing skills.
- Excellent computer skills specifically on MS Office applications.
- Excellent investigative, research and drafting skills.
- Excellent interpersonal skills and team player.
- Maturity, confidentiality, impartiality and trustworthiness.
- High level of integrity.
- Ability to work under pressure, prioritize and multi task.