



INSURANCE REGULATORY AUTHORITY

VACANT POSITIONS

The Insurance Regulatory Authority (IRA) is a State Corporation set up under the Insurance Act Cap 487 to regulate, supervise and develop the insurance sector in Kenya.

The Authority is seeking applications for the following **temporary positions** on a **6 months** contract:

- 1. PROCUREMENT OFFICER:** REF PO/01
- 2. CONSUMER PROTECTION OFFICER:** REF CPO/02

The details of the jobs are as described in the job descriptions provided below.


Terms of Offer

If you believe you are the right candidate for the above position and can clearly demonstrate your ability to meet the job requirements given, please submit your application with a detailed CV, stating your position, current remuneration, qualifications, experience, names and addresses of three referees, email and telephone contacts together with copies of your certificates and testimonials **by 4th October, 2018** to:

**The Ag. Chief Executive Officer
Insurance Regulatory Authority
Zep-Re Place
P.O Box 43505-00100
Nairobi
OR
Email: commins@ira.go.ke**

IRA is an Equal Opportunity Employer.

Note: only shortlisted candidates will be contacted and canvassing will result in automatic disqualification.

JOB DESCRIPTION		
 <p>Insurance Regulatory Authority <i>Bima Bora kwa Taifa</i> IRA</p>	JOB TITLE	Procurement Officer
	SECTION:	Procurement
	IMMEDIATE SUPERVISOR	Head, Procurement

1.0 PURPOSE OF THE JOB (JOB SUMMARY)


To carry out the procurement and supplies processes effectively and efficiently to achieve the Authority's objectives.

2.0 DUTIES & RESPONSIBILITIES

- Assist in preparing the Annual procurement plans for the Authority in liaison with divisional/sectional heads.
- Assist in management of procurement records in accordance with the provisions of Public Procurement and Asset disposal Act 2015.
- Assist in preparation of periodic reports for review and submission to the Public Procurement Oversight Authority (PPOA).
- Maintain an up-to date database records of suppliers and the various lead times.
- Assist in preparation of LPO's, LSO's, Notification of awards and contract agreements for all tender awards of goods, works and service as well as regret letters to unsuccessful bidders.
- Participate in the evaluation of tenders, proposals, quotations.
- Any other duties as assigned by your supervisor

3.0 REQUIRED

- Bachelors' degree in commerce/procurement or related field
- CIPS or Equivalent
- Proficiency in ICT
- At least One (1) year experience in a similar position;
- Knowledge of Public Procurement regulations

JOB DESCRIPTION		
 <p>Insurance Regulatory Authority <i>Bima Bora Iwa Taifa</i> IRA</p>	JOB TITLE	Consumer Protection Officer
	DIVISION	Legal Affairs
	IMMEDIATE SUPERVISOR	Head, Consumer Protection

1.0 PURPOSE OF THE JOB (JOB SUMMARY)

To implement effective complaint handling policies and procedures in the Department.

2.0 DUTIES & RESPONSIBILITIES

Main tasks
<ul style="list-style-type: none"> • Assist in the registration of complaints, acknowledging receipt and initiating the process of dispute resolution. • Assist in the Classification and categorisation of registered complaints • Assist in maintaining 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 • Resolve complaints from the public • Assist in review of outstanding complaints and initiate follow up to ensure resolution

3.0 REQUIRED

- Bachelors' degree in a business, insurance or related field;
- ACII/AIHK Insurance qualifications; and
- Proficiency in ICT
- At least One (1) year relevant experience
- Knowledge and experience in consumer protection, and in Insurance