


## SENIOR MANAGER LICENSING & ENFORCEMENT

 <p>Insurance Regulatory Authority <i>Bima Bora kwa Taifa</i> IRA</p>	<b>JOB TITLE</b>	Senior Manager, Licensing & Enforcement
	<b>DIRECTORATE</b>	Directorate of Supervision
	<b>GRADE/LEVEL</b>	IRA 3
	<b>IMMEDIATE SUPERVISOR</b>	Director Supervision
	<b>TERMS OF SERVICE</b>	Five (5) years Contract renewable subject to performance

### a) Job Purpose

The position is responsible for ensuring efficient registration and exit from the market of insurers and ensure that the provisions of the Insurance Act, rules, regulations, guidelines, circulars and other directives from the Authority are enforced to ensure that the interests of policyholders and insurance beneficiaries are sufficiently safeguarded.

### b) Job Specifications / Key responsibilities

The duties and responsibilities will entail:

#### I. Managerial / Supervisory Responsibilities

- i) Oversee registration of insurers as provided for in the Insurance Act to ensure protection of policyholders and insurance beneficiaries.
- ii) Co-ordinate the various regulatory approvals as required under the Insurance Act to ensure proper operations of the insurers.
- iii) Oversee enforcement of penalties, restrictions, directives, inspection/investigation recommendations, offsite surveillance and market conduct recommendations and any other requirement of the Insurance Act on insurers;
- iv) Maintain awareness of new trends and developments in the field of enforcement and incorporate new developments as appropriate into department's programs;
- v) Oversee development and implementation of strategies for effective supervision of insurers under statutory management to ensure recovery or smooth exit from the market.
- vi) Oversee the identification, development and implementation of regulatory reforms in areas of amendments or changes in the Insurance Act, regulations and guidelines with regards to licensing and enforcement;
- vii) Coordinate and supervise the implementation of the supervisory policies and procedures to achieve the Authority's goals and objectives;
- viii) Provide leadership and strategic direction to staff in the department in achieving the goals of the Department;

- ix) Ensure compliance with the department's standard operating procedures by staff.

## **II. Operational Responsibilities / Tasks**

- i) Oversee development of recovery and resolution plans for insurers;
- ii) Monitor and report on the performance of statutory managers;
- iii) Review reports on performance of approved insurance products and intervene as provided for in the Insurance Act.
- iv) Coordinate and oversee development of legislative and regulatory proposals;
- v) Develop capacity building initiatives for insurers on emerging issues;
- vi) Ensure maintenance of a register and database of registered Insurers as required under the Insurance Act;
- vii) Prepare Board and management reports in matters relating to Licensing of insurers and Enforcement of the requirements of the Act;
- viii) Oversee development, execution and control of the department's work plan, budget and procurement plan;
- ix) Oversee development, implementation, monitoring and evaluation of the risk assessment framework for the department; and
- x) Undertake performance management, training and development, coaching and mentoring and welfare for staff of the Department;

### **c) Persons Specifications**

- i) Master's degree in Statistics, Insurance, Commerce, ICT, Finance, Risk Management, Economics, Law, Business Administration or its equivalent.
- ii) Bachelor's degree in Statistics, Insurance, Commerce, ICT, Finance, Risk Management, Economics, Law, Business Administration or its equivalent.
- iii) Twelve (12) years relevant experience, eight (8) of which served at a management level.
- iv) Leadership course lasting not less than four (4) weeks  
OR  
Management Course lasting not less four (4) weeks
- v) Supervisory Course for not less than two (2) weeks;
- vi) Professional qualifications in Insurance or Accounting (ACII/AIIK/FMLI/CPA)
- vii) Certificate in Computer Proficiency;
- viii) Meets provision of chapter six of the Constitution.

### **d) Competency and Skills**

- i) Strong communication and reporting skills;
- ii) Strong analytical and numerical skills;
- iii) Strong organization and interpersonal skill;
- iv) Mentoring, coaching and leadership skills;
- v) Conflict management; and
- vi) Ability to work under pressure, prioritize and multi-task.