




JOB DESCRIPTIONS FOR THE VACANT POSITIONS

JOB DESCRIPTION		
	JOB TITLE	Systems Auditor
	DIVISION/SECTION	Internal Audit
	GRADE/LEVEL	IRA 6
	IMMEDIATE SUPERVISOR	Manager, Internal Audit & Risk Management

1.0 PURPOSE OF THE JOB (JOB SUMMARY)

Responsible for undertaking independent, value-adding and objective systems audit aimed at improving operational efficiency and internal controls system.

2.0 PRINCIPAL RESPONSIBILITIES

Key Responsibilities	Main task
Implementation of Internal Controls	<ul style="list-style-type: none"> • Plan Information Systems audits; • Perform routine information systems audits; • Prepare reports expressing opinions on the accuracy of financial records, compliance with board policies, administrative regulations, appropriate procedures and laws, and effectiveness of the control systems reviewed during an audit; • Participate in information system projects for the Authority and ensuring adequate controls are incorporated;

Key Responsibilities	Main task
	<ul style="list-style-type: none"> • Prepare clear and concise documentation and system audit reports including recommendations for improvements for submission to auditees, senior management and the board audit committee; • Follow up to ensure recommendations have been implemented by management. • Appraise the adequacy of corrective actions taken to improve deficient conditions; • Manage and maintain the company's risk assessment processes to support the identification of risks and internal system audit projects and activities; • Document the audit work papers, the procedures performed to substantiate audit conclusions and recommendations; • Prepare quarterly board papers for the board audit committee; and • Conduct internal investigations of alleged or suspected violations of criminal law and corporate policies.

Any other tasks:

- Participate in various committees in the Authority

3.0 REQUIRED QUALIFICATIONS

3.1 Education and knowledge

- Bachelor’s degree in Information Technology/Computer Science;
- Certified Information Systems Auditor (CISA) qualification
- Membership in a relevant professional body

- Proficiency in ICT

3.2 Experience


- Five (5) years' experience in systems audit experience gained from reputable organizations; and
- Diverse experience in managing internal and systems controls

3.3 Skills

- Strong analytical and numerical skills;
- Good communication and reporting skills; and
- Strong organization and inter personal skill

3.4 Competences

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

JOB DESCRIPTION		
 <p>Insurance Regulatory Authority Bima Bora Iwa Taifa IRA</p>	JOB TITLE	Corporate Communication Officer
	DIVISION/SECTION	Corporate Communication
	GRADE/LEVEL	IRA 6
	IMMEDIATE SUPERVISOR	Head, Corporate Communication

1.0 PURPOSE OF THE JOB (JOB SUMMARY)

Responsible for implementation of communication strategies aimed at meeting the Authority’s goals and objectives.

2.0 PRINCIPAL RESPONSIBILITIES

Key Responsibilities	Main task
Planning and Implementation	<ul style="list-style-type: none"> • Assist in the planning and implementation of the IRA communications policies and strategies • Assist in the Planning and implementation all of the organization’s internal and external communications and promotional programmes • Identify events that can enhance IRA’s image or can be used to reach many publics and coordinate IRA’s participation in the same
Corporate Communication	<ul style="list-style-type: none"> • Provide content for the IRA website and ensure that it is updated and remains relevant for purposes of information dissemination • Assist in organizing and managing press conferences, media coverage and respond to incoming media calls • Provide input for speeches, news releases and any other presentations as required

Key Responsibilities	Main task
	<ul style="list-style-type: none"> • Develop and maintain a list for distribution of IRA’s Information, Education and Communication (IEC) materials • Assist in gathering information, write articles and edit newsletters, reports, journals and other publicity materials • Monitor all public comments about the organization • Oversee photography and videography at IRA corporate events

3.0 REQUIRED QUALIFICATIONS

3.1 Education and knowledge

- Bachelor’s degree in Mass Communication, Communication Studies, Journalism, Public Relations or equivalent from a recognized University;
- Post Graduate Diploma in Public Relations or related field
- Be a member of a relevant professional body
- Minimum KSCE Grade B+
- Proficiency in ICT

3.2 Experience


- Five (5) years’ experience in a similar position in a reputable organization;
- Diverse experience in public relations, communication and events planning;
- Knowledge of content development; and
- Experience in managing and leading diverse teams of professionals.

3.3 Skills

- Strong communication and presentation skills;
- Good organization and inter personal skills; and
- Public relations skills.

3.4 Competences

- Professionalism;
- Ethical and integrity;
- Team Player; and
- Ability to work under pressure, prioritize and multi task

JOB DESCRIPTION		
 Insurance Regulatory Authority Bima Bora Iwa Taifa IRA	JOB TITLE	Customer Relations Officer
	DIVISION/SECTION	Consumer Protection
	GRADE/LEVEL	IRA 6
	IMMEDIATE SUPERVISOR	Manager, Consumer Protection

1.0 PURPOSE OF THE JOB (JOB SUMMARY)

Responsible for coordinating customer service activities and ensuring provision of quality customer service so as to attain high levels of customer satisfaction through enhanced service delivery

2.0 PRINCIPAL RESPONSIBILITIES

Key Responsibilities	Main task
Customer Relations	<ul style="list-style-type: none"> • Initiate desired changes to improve customer service • Monitor social media for complaints and issues raised against the Authority • Receive and register complaints received against the Authority • Initiate and follow up on the timely resolution of public complaints made against the Authority • Coordinate and facilitate settlement of customer/stakeholders queries and inquiries and facilitating the flow of information between the Authority and its customers/stakeholders • Assist in developing positive partnerships and relationships with customers and stakeholders

Key Responsibilities	Main task
	<ul style="list-style-type: none"> • Administer regular questionnaires to customers and analysing responses • Prepare regular and timely reports on customer service issues and developments

3.0 REQUIRED QUALIFICATIONS

3.1 Education and knowledge

- Bachelor’s degree in a business, social sciences or related field;
- Certificate in customer relations/public relations or related field;
- KCSE minimum grade C+
- Proficiency in ICT

3.2 Experience


- Five (5) years’ experience in a similar position;
- Specialist knowledge and experience in consumer relations management; and
- Knowledge of insurance

3.3 Skills

- Negotiation and analytical skills;
- Communication and reporting skills; and
- Organization and inter personal skills

3.4 Competences

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

JOB DESCRIPTION		
 <p>Insurance Regulatory Authority Bima Bora kwa Taifa IRA</p>	JOB TITLE	Supervision Officer III
	DIVISION	Technical
	GRADE/LEVEL	IRA 8
	IMMEDIATE SUPERVISOR	Head, Supervision

1.0 PURPOSE OF THE JOB (JOB SUMMARY)

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

2.0 PRINCIPAL RESPONSIBILITIES

Key Responsibilities	Main task
Industry Supervision	<ul style="list-style-type: none"> • Carry out risk profiling of insurance companies • Continuously monitor, evaluate and report on the risk status of each of the assigned companies • Carry out offsite and on site surveillance of the assigned companies • Analyze any requests for approval under the Insurance Act. • Analyze and recommend for approval reinsurance programme
Industry Analysis	<ul style="list-style-type: none"> • Analyze applications and recommend for registration and licensing of insurance companies in accordance with the requirements of the Insurance Act.

Key Responsibilities	Main task
	<ul style="list-style-type: none"> • Analyse applications for registration and renewals for intermediaries and other service providers in line with prescribed requirements. • Recommend requests for approval of the appointment of principal officer for brokers and MIP's. • Analysis of annual accounts for brokers and MIP's. • Process lien applications as provided under the Insurance Act.
Policy development and Implementation	<ul style="list-style-type: none"> • Participate in the formulation and development of policies and procedures • Participate in the coordination of training for members of the industry. • Coordinate development and growth of insurance agency force at the counties • Assist in the preparation of policy papers, briefs and board papers. • Monitor the implementation of performance contract issues and the strategic plan in the Technical Department.

3.0 REQUIRED QUALIFICATIONS

3.1 Education and knowledge

- Bachelor's degree in Business Administration, Insurance, Finance, Economics, or equivalent.
- Proficiency in ICT

3.2 Experience


- This is an entry level job with no experience required

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

JOB DESCRIPTION		
 <p>Insurance Regulatory Authority <i>Bima Bora Awa Taifa</i> IRA</p>	JOB TITLE	Actuarial Officer III
	DIVISION/SECTION	Technical
	GRADE/LEVEL	IRA 8
	IMMEDIATE SUPERVISOR	Manager, Actuarial Services

1.0 PURPOSE OF THE JOB (JOB SUMMARY)

Responsible for the implementation of actuarial policies and procedures as well as monitoring and evaluating their effectiveness in achieving the Authority’s goals and objectives

2.0 PRINCIPAL RESPONSIBILITIES

Key Responsibilities	Main task
Actuarial Analysis	<ul style="list-style-type: none"> • Analyse applications for new products • Analyse actuarial valuation and financial condition reports for life and general business insurance • Identify actuarial parameters suitable for the insurance industry • Analyse premium rates for general insurance companies • Analyse technical reserves for insurers • Develop and update IRA Electronic Regulatory System (ERS) new releases and templates
Policy development and Compliance	<ul style="list-style-type: none"> • Participate in the formulation and development of actuarial policies and procedures • Participate in on-site inspections of insurance companies

Key Responsibilities	Main task
	<ul style="list-style-type: none"> • Carry out actuarial investigation and analysis of the insurers and advice the management and the Board • Develop and update Risk Based Supervision (RBS) Models, Capital models and other Actuarial Models

3.0 REQUIRED QUALIFICATIONS

3.1 Education and knowledge

- Bachelor’s degree in Actuarial Science, Mathematics, Statistics, or its equivalent.
- Minimum KCSE Grade B+
- Proficiency in ICT

3.2 Experience

- This is an entry level job with no experience required

3.3 Skills

- Strong communication and reporting 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
- Ability to work under pressure, prioritize and multi task