



Job Ref. No. **HRJIC592**

Position: **Assistant Reinsurance Manager, General Business**

Jubilee Insurance was established in August 1937, as the first locally incorporated Insurance Company based in Mombasa. Jubilee Insurance has spread its sphere of influence throughout the region to become the largest Composite insurer in East Africa, handling Life, Pensions, General and Medical Insurance. Today, Jubilee is the number one insurer in East Africa with over 450,000 clients. Jubilee Insurance has a network of offices in Kenya, Uganda, Tanzania, Burundi and Mauritius. It is the only ISO certified insurance group listed on the three East Africa stock exchanges – The Nairobi Securities Exchange (NSE), Dar es Salaam Stock Exchange and Uganda Securities Exchange. Its regional offices are highly rated on leadership, quality and risk management and have been awarded an AA- in Kenya and Uganda, and an A+ in Tanzania. For more information, visit www.JubileeInsurance.com.

We currently have an exciting career opportunity for **Assistant Reinsurance Manager, Jubilee General Insurance Limited (JGIL)**. The position holder will report to the **Head of Reinsurance, JGIL** and will be based at Head Office in Nairobi.

Role Purpose

The job holder will assist in the implementation of the company's reinsurance programme, based on overall company's objectives, underwriting and reinsurance philosophy. He/she will also manage the expectations of all reinsurance stakeholders

Main Responsibilities

1. Assist in delivering effective reinsurance services to the business in line with the company reinsurance philosophy
2. Ensure that all risks accepted are properly reinsured in line with the reinsurance contracts in place and the company reinsurance strategy document.
3. Assist in the design, negotiation and renewal of reinsurance treaties in line with the business needs and regulatory guidelines
4. Regular review of the reinsurance premium register to ensure risks are ceded optimally and in line with the reinsurance arrangements in place.
5. Ensure timely facultative placement of any risks beyond company's capacity with approved securities
6. Ensure timely issuance of reinsurance documentation such as facultative credit notes and any other closings, immediately after risk renewal/inception
7. Ensure treaty parameters are correctly set up and are properly functioning
8. Seek for competitive terms and special acceptance for treaty excluded risks from the reinsurers, either directly or through reinsurance brokers
9. Support the servicing and growth of international and facultative inwards business.
10. Ensure compliance with statutory requirements governing risks placements and timely reinsurance data submission to the IRA.
11. Establish and maintain relationships with reinsurers and reinsurance brokers to cultivate goodwill for business
12. Prepare reinsurance underwriting and claims statistics on a regular basis.
13. Ensure timely preparation and submission of reinsurance periodical returns in line with treaty terms and conditions
14. Ensure timely settlement of reinsurance premiums, both treaty and facultative
15. Maintain a good record of treaty contracts and facultative placement slips

Key Competencies

1. Entrepreneurial Spirit
2. Market Awareness
3. Customer Focus
4. Continuous Innovation
5. Ownership & Commitment
6. Team Spirit

Functional Skills

1. Good analytical skills
2. Computer knowledge
3. Ability to communicate effectively
4. Good understanding of General Insurance products
5. Knowledge of Reinsurance Treaty, Facultative wording and Reinsurance Slips preparation
6. Accounting background will be an added advantage

Qualifications

1. Bachelor of Commerce (Insurance Option) or Business degree
2. ACII or AIIK insurance qualification

Relevant Experience

Minimum of 5 years' experience in the Reinsurance field

If you are qualified and seeking an exciting new challenge, please apply via Recruitment@jubileekenya.com quoting the Job Reference Number and Position by 21st September 2020.

Only shortlisted candidates will be contacted.