

INSURANCE OFFICER – KET 6 REF: KETRACO/5/1C/40/125 - B /VOL I (1 POSTION ON ON PERMANENT AND PENSIONABLE)

Reporting to the Manager Administration, the successful candidate will be responsible for ensuring optimum and cost-effective risk and insurance coverage for Company's physical and human assets and legal liabilities arising from its operations to ensure business continuity.

Key Responsibilities;

- i). Implementing insurance strategies, policies and standards pertaining insurance services in the Company;
- ii). Coordinating insurance functional activities such as underwriting, medical administration, claims administration, advisory, insurance trainings and sensitization for all staff in the organization;
- iii). Overseeing administration of all Insurance policies as performed by various insurance providers such as Insurance Brokers, Underwriters, Risk Surveyors, and Motor Valuers etc;
- iv). Supervising and appraising staff in the Insurance Section and identify/propose their training needs to Management;
- v). Advising Management on relevant Insurance statutory requirements and Insurance Trends as stipulated in the Insurance Act of Kenya and Insurance Regulatory Authority;
- vi). Developing annual Insurance work plans, procurement plans and budgets for Management Approval;
- vii). Reviewing and updating the company's Insurance Portfolio and advise Management on relevant Insurance covers;
- viii). Participating in the Insurance Tender Process and preparation of Insurance contracts in conjunction with the Procurement and Legal Departments respectively to get the best providers/services within stipulated budgets;
- ix). Reviewing policy documents from the insurers, to ensure compliance with KETRACO Insurance needs;
- x). Undertaking quarterly insurance premiums reconciliations with Insurance providers and advice Management on payable Insurance premiums or refunds;
- xi). Liaising with Insurance stakeholders such as Insurance Brokers, Insurance Underwriters, and Risk Surveyors etc;
- xii). Facilitating annual Risk Surveys on substation insurance, safety at the workplace and motor evaluation exercise to ensure appropriate and optimal covers;
- xiii). Sensitizing staff on relevant Insurance matters;
- xiv). Liaising with internal Departmental Managers regarding Insurance needs in their departments;
- xv). Facilitating quarterly performance review meetings with contracted Insurance providers to evaluate performance with a view to ensuring continuous improvement and advise Management accordingly;

- xvi). Reviewing and advising management on Insurance Contracts for KETRACO projects with external Contractors to ensure adequacy of cover and compliance with Insurance Statutory requirements as stipulated in the Insurance Act of Kenya;
- xvii). Proposing to Management new and innovative Insurance products and trends in the market that meet personalised staff insurance needs and facilitate implementation once approved;
- xviii). Participating in dispute resolution and arbitration of insurance matters with dissatisfied Insurance providers or clients;
- xix). Preparing and regularly update company's corporate Insurance Manual; and
- xx). Reviewing Insurance reports and submit to management.

Qualifications & Skills required

- i). Must have a minimum of five (5) years relevant work experience.;
- ii). A Bachelor's degree in Commerce/Actuarial Science/Business or related field from a recognized institution;
- iii). Must have full Certification in Insurance such as Associate Chartered Institute of Insurance (ACII) or Associate of Insurance Institute of Kenya (AIK);
- iv). Must have a valid Membership to Insurance Institute of Kenya and in good standing; and
- v). Supervisory course lasting not less than two (2) weeks.

Working conditions - Office setting and field setting

MANDATORY REQUIREMENTS FOR ALL POSITIONS.

Applicants MUST provide the following documents on application:-

- i). A Signed application letter;
- ii). A detailed Curriculum Vitae indicating current and previous employers, positions held, level of education, current and expected salary, notice period required to take up appointment and names of at least three professional referees;
- iii). Copies of academic and professional certificates; and
- iv). Copy of National Identification Card or Passport.

***Successful candidates will be expected to present the following clearance certificates : -**

- a) Valid Certificate of Good Conduct from the Directorate of Criminal Investigations;
- b) Valid Clearance Certificate from Higher Education Loans Board (HELB);
- c) Valid Tax Compliance Certificate from Kenya Revenue Authority (KRA);
- d) Current Clearance from the Ethics and Anti-Corruption Commission (EACC); and
- e) Current Report from an approved Credit Reference Bureau (CRB).

In addition to the above:

- i). Candidates should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application;
- ii). Only shortlisted and successful candidates will be contacted;
- iii). Canvassing in any form will lead to automatic disqualification;
- iv). Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates during interviews; and

v). It is a criminal offence to present fake certificates/documents.

Interested candidates fulfilling the required qualifications should submit their application clearly indicating the position applied for and vacancy Reference No. via the **job link** posted on KETRACO website and attach copies of certificates and transcripts, current curriculum vitae and any other relevant testimonials, telephone contacts, e-mail address and three (3) referees with their contacts so as to reach **the below address by Tuesday, 28th February 2023 at 4:30PM EAT.**

**The Managing Director,
Kenya Electricity Transmission Company Limited,
KAWI COMPLEX, 4th Floor,
Popo Road, South C, along Red Cross Road,
P.O. Box 34942 – 00100,
NAIROBI.**

KETRACO is an Equal Opportunity Employer committed to implementing the provisions of the Constitution – Chapter 232 (1) on fair competition and merit, representation of Kenya’s diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED, THE MINORITIES AND FEMALE CANDIDATES ARE ESPECIALLY ENCOURAGED TO APPLY.** Applications without the relevant qualifications, copies of documents/details as sought for will not be considered. Any form of canvassing and giving false information shall lead to automatic disqualification. ***Only shortlisted candidates shall be contacted.***

Please note that applications will ONLY be via email, hard copies shall not be considered. Indicate the position reference number as the subject heading.