



## DETAILED JOB DESCRIPTION

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### 1. MANAGER INSURANCE SERVICES - KRBR154

<b>Reporting to:</b>	General Manager - Corporate Services
<b>Employment Type:</b>	Five (5) Year renewable Contract Subject to retirement age and performance
<b>Work Station:</b>	Nairobi

#### **Duties and responsibilities**

- i) Provide technical leadership and strategic direction in the development, implementation and evaluation of commercial and insurance services.
- ii) Formulate, monitor and evaluate strategies related to Commercial and Insurance services.
- iii) Spearhead the formulation of sound contract management for commercial and insurance services including negotiation and execution.
- iv) Oversee performance management in the Division.
- v) Preparation of management reports capturing risks associated with Insurance Services.
- vi) Review the performance of contracted service providers in line with the set Service Level Agreements.
- vii) Provide leadership in dispute resolution associated with Commercial and Insurance Services.

#### **Requirements of the Job**

- i) Master's Degree in Business Administration or any of the Social Sciences field from a recognized institution
- ii) Bachelor of Commerce (Insurance option), Actuarial Science or any other Business related degree from a recognized institution.
- iii) Post Graduate Qualification if the first degree is not in Business related degree
- iv) A Minimum of ten (10) year's relevant work experience, at least five (5) Years' experience in Senior Management position.

- v) Fully qualified member of a relevant professional body such as ACII, AIIK, KIM, ICS or any other comparable and equivalent membership.
- vi) Undertaken a management course lasting not less than four (4) weeks from a recognized institution.
- vii) Proficiency in computer applications.
- viii) Meets the requirements of Chapter Six of the Constitution of Kenya 2010.

### **Skills and Competencies**

- i) Leadership skills.
- ii) Change Management skills.
- iii) Strategic Management skills.
- iv) Excellent analytical and problem-solving skills.
- v) ICT proficiency.
- vi) Thorough knowledge of Port operations, shipping, and logistics.
- vii) Sound financial Management skills.
- viii) Excellent Communication skills.
- ix) Negotiation and dispute resolution.
- x) Emotional intelligence.