

VACANCY ADVERTISEMENT

About the Company:

Directline Assurance Company Ltd, which is regulated by the Insurance Regulatory Authority, marks its 20th Anniversary this year, having been licensed in October 2005. The Company offers the full spectrum of motor insurance solutions with a focus on Motor Private, Motor Commercial, Motor PSV and Motorcycle classes in both Comprehensive and Third Party Only Cover.

As we mark this significant milestone, we are excited to invite applications from motivated and qualified Professionals to join our team in the role of Risk Analyst.

Job Purpose:

The role holder is responsible for identification, assessment, monitoring and reporting on risks affecting the company, including insurance underwriting, operational, financial and regulatory risks. The Risk Analyst supports the enterprise risk management (ERM) framework to ensure risk-informed decision-making and compliance with Insurance Regulatory Authority (IRA) guidelines.

Key Responsibilities:

1. Risk Identification & Assessment

- Conduct risk assessments across departments
- Monitor and analyze internal and external risk factors affecting the company's operations.
- Maintain and update the corporate risk register.

2. Risk Analysis & Reporting

- Quantify risks using statistical, financial, or actuarial methods
- Prepare risk dashboards, heat maps and risk reports for senior management and Board
- Track and report on key risk indicators (KRIs) and emerging risks.

3. Compliance & Regulatory Alignment

- Ensure alignment with Insurance Regulatory Authority (IRA) risk management guidelines and filings.
- Assist in preparing documentation for audits and compliance reviews.
- Support risk-related disclosures in regulatory submissions and financial statements.

4. Risk Mitigation & Controls

- Collaborate with departments to design and monitor risk mitigation plans and controls.
- Evaluate the effectiveness of internal controls and recommend improvements.
- Follow up on risk events and incident reports; track resolution of action items.

5. Stakeholder Engagement

- Support training and awareness programs on risk management for staff.
- Liaise with auditors, reinsurers, underwriters, actuaries, and other risk partners.
- Participate in the development of business continuity and disaster recovery plans.

Key Competencies:

- Strong analytical and numerical skills.
- Knowledge of risk management tools and methodologies
- High integrity and attention to detail.
- Effective report writing and presentation skills.
- Proficiency in MS Excel, Power BI and risk modelling tools

PERSON SPECIFICATIONS

Academic Qualifications

- Bachelor's degree in Actuarial Science, Finance, Statistics, Risk Management or related field from a recognized institution

Professional Qualifications

- Professional certification in Risk management or progress toward actuarial credentials is an advantage.

Experience

- 4+ years' experience in risk management or analysis, preferably in an insurance or financial services setting.
- Knowledge of IRA regulations, ERM frameworks, and Solvency

Application Instructions

If you qualify for the above advertised role, kindly send us a detailed CV and Application Letter clearly demonstrating your fit as per the roles & responsibilities and the person specifications (academic/professional qualifications, experience, skills & attributes) listed above.

Applications that do not conform to the Application Instructions will not be considered.

Kindly send your application documents to human.resource@directline.co.ke to reach us on or before 5.00pm Monday 23rd June 2025.