

CHIEF EXECUTIVE OFFICER & PRINCIPAL OFFICER

DEPARTMENT: CEO's OFFICE

REPORTS TO: BOARD OF DIRECTORS

SUPERVISION:

DIRECT	INDIRECT	EXTERNAL
• Heads of Department	• Head of Internal Audit	<ul style="list-style-type: none"> • Regulator(s) • Media • Partners

EDUCATION AND PROFESSIONAL QUALIFICATIONS

Education	<ul style="list-style-type: none"> • Bachelor's degree in Finance, Insurance, Banking or its equivalent from a recognized institution • Master's degree in Business-related field or its equivalent from a recognized institution is an added advantage
Professional	<ul style="list-style-type: none"> • Professional Qualifications in Actuarial Science, ACII, AIIK, CFA, CPA, ACCA or ACA • Must be a current Member of the Insurance Institute of Kenya (AIIK) or any other recognized insurance professional body
Years of Experience	<ul style="list-style-type: none"> • At Least ten (10) years' Experience in Senior Managerial capacity in Insurance or Banking

Job purpose

This position is responsible for establishing and achieving short and long-term strategic goals for the Organization through developing and implementing strategic objectives. The role will also provide overall management, operational leadership and in liaison with the Board ensure the success of Directline Assurance Company Limited.

The Board delegates responsibility for management and day-to-day operations to the CEO&PO, and s/he has the authority to carry out these responsibilities, in accordance with the direction and policies established by the Board. The CEO & PO provides direction and enabling to the Board as it carries out its governance functions.

Job Summary

- ✓ Leading the implementation of the Organization's vision, mission and strategic direction in consultation with the Board of Directors where necessary;

- ✓ Leading in the development, implementation and evaluation of the Organization's strategic plans in line with shareholder expectations;
- ✓ Building relevant organizational capacity to deliver on strategy by leading, guiding, directing and evaluating the work of other executive leaders;
- ✓ Overseeing the preparation of company budgets for presentation to the Board;
- ✓ Building internal and external strategic partnerships while liaising with relevant stakeholders to ensure that Directline Assurance Company Limited operates in a conducive environment;
- ✓ Serve as the primary spokesperson and representative for Directline Assurance Company Limited and ensure that the organization and its mission, programs, and services are consistently presented in a strong, positive image to relevant stakeholders;
- ✓ Ensure that Directline Assurance Company Limited maintains high standards of corporate citizenship and social responsibility in all environments in which it operates;
- ✓ Undertaking regular and appropriate Financial/Investment management and reporting to the Board of Directors on the performance of Directline Assurance Company Limited;
- ✓ Optimizing returns to shareholders through operational growth and effective capital management.
- ✓ Ensuring compliance to corporate governance and Board matters;
- ✓ Driving implementation of policies and recommendations made by the board;
- ✓ Leading in the preparation of Board documents and ensuring effectiveness of the Board;
- ✓ Supporting the Board articulate its own role and accountabilities and assist in evaluating performance regularly;
- ✓ Managing the Board's due diligence process to assure timely attention to core issues;
- ✓ Updating the Board regularly on performance of Directline Assurance Company Limited and highlighting key issues;
- ✓ Ensuring operating procedures and controls are established and communicated to solidify management control and direction of the organization;
- ✓ Ensuring adequate processes to identify, mitigate/manage and escalate current and emerging risks;
- ✓ Building leadership team and ensuring adequate succession planning throughout the organization; and
- ✓ Overseeing management of all departments while monitoring business performance.

Skills and Attributes

- ✓ Strong strategic and analytical thinking skills;
- ✓ Good communication and interpersonal skills;
- ✓ Excellent leadership and people management skills;
- ✓ Good decision making and problem solving skills; and
- ✓ Abreast with existing and emerging information.

Key behaviours/competencies:

The job holder is typically expected to demonstrate all of the required competencies at a proficiency level of basic, advanced or expert.



Competency Definitions and Required Proficiency Levels — Expert Level

Competency	Definition	Basic	Advanced	Expert
Strategic Thinking	<ul style="list-style-type: none"> Formulates objectives and priorities, and implements plans consistent with the long-term interests of the organization in a global environment. Capitalizes on opportunities and manages risks 	<ul style="list-style-type: none"> Applies the competency in somewhat difficult situations Requires frequent guidance 	<ul style="list-style-type: none"> Applies the competency in considerably difficult situations. Generally, requires little or no guidance 	<ul style="list-style-type: none"> Applies the competency in exceptionally difficult situations Serves as a key resource and advises others
Vision:	<ul style="list-style-type: none"> Takes a long-term view and builds a shared vision with others; acts as a catalyst for organizational change. Influences others to translate vision into action. 	<ul style="list-style-type: none"> Applies the competency in somewhat difficult situations Requires frequent guidance 	<ul style="list-style-type: none"> Applies the competency in considerably difficult situations Generally, requires little or no guidance 	<ul style="list-style-type: none"> Applies the competency in exceptionally difficult situations Serves as a key resource and advises others
Partnering:	<ul style="list-style-type: none"> Partnering: Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals. 	<ul style="list-style-type: none"> Applies the competency in somewhat difficult situations Requires frequent guidance 	<ul style="list-style-type: none"> Applies the competency in considerably difficult situations Generally, requires little or no guidance 	<ul style="list-style-type: none"> Applies the competency in exceptionally difficult situations Serves as a key resource and advises others
Influencing / Negotiating:	<ul style="list-style-type: none"> Persuades others, build consensus through give and take; gains cooperation from others to gather information and accomplish goals. 	<ul style="list-style-type: none"> Applies the competency in somewhat difficult situations Requires frequent guidance 	<ul style="list-style-type: none"> Applies the competency in considerably difficult situations Generally, requires little or no guidance 	<ul style="list-style-type: none"> Applies the competency in exceptionally difficult situations Serves as a key resource and advises others