



# KENINDIA

ASSURANCE COMPANY LIMITED  
General Business | Life & Pensions | Health



## Job Vacancy

The business seeks to fill the following vacancy:

### Underwriter

Reporting to Branch Manager

#### JOB PURPOSE

The job holder will focus on assessing risks and making informed underwriting decisions as guided by the underwriting manual including assisting the assistant underwriting manager in daily running of the underwriting function.

#### PRINCIPAL ACCOUNTABILITIES

##### A: Administrative Support:

- Provide general administrative support to the underwriting department, including managing the department's inbox, mail register and dispatch of files, policy documents and endorsements.
- Preparation of underwriting monthly, quarterly reports and returns.

##### B: Input of Data and Approvals in the Underwriting Systems:

- Input, update and review customers data, ensuring accuracy.
- Input risk details and approving new policies, renewals and endorsements ensuring accuracy of both the data and premiums charged.
- Reviewing and approving new policies, renewals and endorsements within set limits

##### C: Customer Service:

- Assist in responding to client inquiries and providing exceptional customer service.
- Managing relationship and instruct service providers where necessary
- Develop and maintain strong relationships with clients and intermediaries

##### D: Underwriting and Risk Management:

- Make informed decisions on coverage limits, premiums and terms based on comprehensive risk assessment.
- Review and analyze insurance applications to assess risk and determine coverage eligibility
- Preparing, Reviewing and Approval of quotations inline with underwriting guidelines and within set limits
- Collaborate with the assistant underwriting manager to analyze complex cases
- Reviewing policy performance and recommending and approval of renewal terms within set limits

##### E: Compliance & Policies:

- Support the implementation and adherence to underwriting policies, guidelines and procedures.

- Ensure policies and quotations are compliance Reinsurance guidelines and Treaties
- Ensure compliance Insurance laws and regulations
- Compliance and Risk Management

##### F. Training and Mentorship

- Mentor and provide guidance to junior underwriters, fostering a culture of continuous improvement within the team

#### MINIMUM QUALIFICATIONS - KNOWLEDGE AND EXPERIENCE

- Bachelor's Degree level in Business related field or equivalent
- Proficiency in software office suite particularly Excel for data analysis.
- Strong analytical and administrative skills and attention to detail.
- Good communication and interpersonal skills to interact with clients and other employees.
- Knowledge of insurance laws and regulations.
- Ability to maintain strict confidentiality of sensitive employee information.
- Diploma in Insurance or in progress
- Member of Insurance Institute of Kenya
- 2 years experience in underwriting.

#### SKILLS AND COMPETENCIES

##### Personal attributes

- Excellent Communication Skills both written and verbal
- Excellent Customer Service Skills
- Ethical
- Confidentiality
- Competent in creating, analyzing, and utilizing metrics to monitor underwriting effectiveness and support business decisions
- Excellent interpersonal skills
- Ability to solve problems and make decisions effectively
- Ability to work under pressure and manage time efficiently

Submit your application by logging in to <https://kenindiahr.peopleshr.com/jobportal> no later than **29<sup>th</sup> June 2026** at **5:00 p.m.**



We are now ISO 9001 Certified

## Your Stability, Our Priority