



Secure Tomorrow

Minet

AON | Global Network Correspondent

# Excellent Career Opportunity



## Job Title: Risk Consultant

**Division:** Minet Risk Solutions – Risk Consulting Services

**Position Reports to:** General Manager, Risk Consulting Services

**Position Supervises:** Assistant Risk Consultant

### PURPOSE FOR THE JOB

The job holder role will manage the operations of the Risk Consulting Division in order to ensure superior client satisfaction and raise revenue as set out in the annual divisional budget statement.

### DUTIES AND RESPONSIBILITIES

- Assist the Division Head in coordinating Risk Management activities by regularly drawing the risk assessment schedules.
- Offer Risk Management services which involve identification, analysis, evaluation, and treatment control of risks to clients:
  - ❖ Business Intelligence Gathering
  - ❖ Accounts Maintenance & Retention.
  - ❖ Minet’s Professional Indemnity (PI) Protection – gaps and overlaps analysis.
  - ❖ Loss Prevention
  - ❖ Insurance Profiling & Restructuring – when a client’s risk profile has changed due to environmental changes.
  - ❖ Discussing with Brokers on best servicing programs.
  - ❖ Accounts Acquisition & Organic Growth.
- Provide insuring Clients Risk Management services including but not limited to risk profiling, loss prevention programs, insurance risk surveys, business continuity programs and other risk advisory services.
- Write risk management reports relating to the sites visited within the set timelines.
- Carry out legal, compliance audits for

Divisional Revenue targets and/or broking client value-add including but not limited to:

- ❖ OSHA
- ❖ Fire Safety
- ❖ Risk Assessments
- ❖ NEMA (EIA, EA)
- ❖ Write relevant reports as required by each type of work within the set timelines
- Carry out various client training including Health & Safety Committees, Fire Safety, Risk Management, and other OSH related trainings as may be guided from time to time.
- Be a core participant in raising revenue for the Division to meet quarterly and annual budgets.
- Participate in risk consultation with Minet’s BCP with the BCP committee.
- Prepare tenders for: Risk Management, Workplace Compliance Audits, Assisting on Technical Issues on Broking Tenders.
- Support the Minet regional offices in risk management programs.
- Coach and supervise Junior RCS Team to deliver on their objectives.
- Support the Divisional Head in all relevant

### OUR VALUES

- 01 | | Honesty    02 | | Expertise    03 | | Agility    04 | | Respect    05 | | Teamwork

divisional administrative requirements. In the absence of Divisional Head, take the role of principle assistant to ensure compliance with all Minet Management Reporting obligations.

Carry out product research and development for the division.

Be the Secretary to the Health & Safety Committee.

### KEY RESULT AREAS:

#### The accountability areas are as follows:

- Quality service
- Client satisfaction
- Revenue and budget targets
- Development of other staff within the team

### QUALIFICATIONS, KNOWLEDGE AND SKILLS REQUIRED:

#### The job holder must possess:

- A degree in mechanical/electrical engineering, chemistry, physics or environmental science.
- Professional Risk Management Certification or Diploma in Insurance.
- Be an approved person in at least one category under DOSHS.
- 6 years of relevant experience.
- Organizational and analytical skills.
- Interpersonal and communication skills.
- Analytical skills.
- Flexibility and adaptability.
- Proficiency with relevant office computer applications to maintain databases and record data.
- Good writing skills.
- Service orientation skills.
- Team player.

Interested candidates who meet the above qualifications are to submit their application to the link <https://hr.minet.co.ke/jobs> by the **24th of February 2023**.

Please indicate the job title as the subject.

Only shortlisted candidates will be contacted.

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