



**Insurance
Regulatory
Authority
of Uganda**
Driving insurance growth

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EXTERNAL JOB ADVERTISEMENT

The Insurance Regulatory Authority of Uganda is mandated to regulate, supervise, monitor, and control the insurance business in Uganda. To strengthen its regulatory mandate, the Authority wishes to recruit suitable qualified Ugandans to fill the following vacancies:

MANAGER RISK

Position:	Manager Risk
Number of Positions:	One (1)
Directorate/Dept./Office:	CEO's Office
Level:	IRA 3
Duty Station:	Head Office
Responsible to:	Chief Executive Officer
Responsible for:	N/A
Working Relationships:	Internal: TMC, All Staff External: N/A

PURPOSE

Develop, implement and monitor the Authority's risk framework by ensuring that all Authority operating procedures meet the compliance requirements defined by the Authority policies.

DUTIES AND RESPONSIBILITIES

1. Review systems of risk management, monitoring, evaluation and assessing the adequacy of these systems.
2. Develop, monitor, evaluate, and review the Authority policies and procedures, ensuring that all staff and management within the Authority consistently interpret the guidelines and apply the policies.
3. Conduct scenario analysis and review in a drive to assess potential risk to the Authority and identify possible solutions to avoid business interruptions and ensure business continuity at all times.
4. Conduct test programs, stress tests, benchmarking, and research to appreciate and determine situations' impact on the Authority's operations.
5. Develop risk reports for management and the board, highlighting aspects of the business that may cause significant risk. This will enable the development of suitable and practical solutions to mitigate risk to the Authority.
6. Develop and review the annual risk work plans in line with the projected Authority activities.

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PERSON SPECIFICATIONS

Qualifications

1. Bachelor's (Honours) Degree in Commerce, Business Administration or related field
2. Master qualification in a management-related field.
3. Professional qualifications (CPA & ACCA, or other professional qualification)

Experience

At least 5 years of Risk Management experience in a reputable organisation

Business Behavior

1. Building an effective control environment
2. Communicating with Impact
3. Formulating concepts
4. Driving continuous improvement and innovation
5. Leading and Supervising

SENIOR PLANNING OFFICER

Position: **Senior Planning Officer**
Number of Positions: One (1)
Directorate/Dept./Office: Strategy & Market Development
Level: IRA 3
Duty Station: Head Office
Responsible to: Manager Planning & Projects
Responsible for: Planning Officer
Working Relationships: Internal: TMC, Line Managers, All Staff
External: Insurance Companies

PURPOSE

To support the implementation of the Authority's strategic plan and provide technical backstopping.

DUTIES AND RESPONSIBILITIES


1. Participate in the preparation of planning documents.
2. Monitor the implementation of the annual plans and overall strategic plan.
3. Provide quarterly status reports on the implementation of planned activities.
4. Participate in resource mobilisation drives of the Authority
5. Assist with the day-to-day operations of the Market Research & Development Office.
6. Liaise with the statistician to put in place an up-to-date database to guide planning.
7. Conduct a periodical review of planning documents

PERSON SPECIFICATIONS

Qualifications

Bachelor's (Honours) degree in Business Administration, Statistics, Economics, and any other related field.

Skills & Experience


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At least 5 years of working experience in a planning role in a reputable organisation

Business Behavior

1. Business acumen skills
2. Decision-making skills
3. Problem-solving skills
4. Creativity

SENIOR RISK & ACTUARIAL OFFICER

Position: **Senior Risk & Actuarial Officer**
Number of Positions: One (1)
Directorate/Dept./Office: Supervision
Level: IRA 4
Duty Station: Head Office
Responsible to: Manager Risk and Actuarial
Responsible for: Risk and Actuarial Officer
Working Relationships: Internal: Directors, managers and staff in the supervision
External: Insurance Players, Government Agencies, Non-Government Organisations, Other stakeholders, Public

PURPOSE

Provide guidance to the Authority on key risk and actuarial aspects and monitor industry players' compliance with the provisions of the Insurance Act 2017 (as amended).

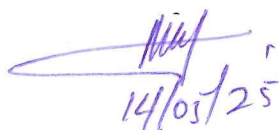
DUTIES AND RESPONSIBILITIES

1. Participate in developing and eventually updating tools to aid the adoption and implementation of Risk-Based Supervision.
2. Participate in the development, validation and update of actuarial models.
3. Participate in monitoring insurance companies' compliance with the provisions of the Act in aspects such as capital adequacy/solvency, investment, etc.
4. Review Actuarial valuation reports, risk management reports and company models.
5. Reviewing of products, premium and commission rates and adequacy of technical provisions.
6. Participate in the development and review of technical guidance for the industry on risk management and actuarial aspects and monitor industry compliance with actuarial standards of practice.
7. Participate in scenario and stress testing.
8. Participate in actuarial research/surveys and analysis of industry data.
9. Update the risk dashboard.

PERSON SPECIFICATIONS

Qualifications

1. A Bachelor's (Honours) Degree in Actuarial Science or related field or its equivalent.
2. Professional qualification in actuarial is an added advantage.
3. Knowledge of the insurance business is a must.



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Experience

1. At least 5 years of working experience in insurance
2. 3 years' experience in an actuarial role is an added advantage

Business Behavior

1. Analytical skills
2. Risk Management
3. Communication skills
4. Interpersonal skills
5. Reinsurance audit skills
6. Practical actuarial valuation and pricing skills.

MARKET DEVELOPMENT OFFICER

Position	:	Market Development Officer
Number of Positions	:	One (1)
Directorate/Dept./Office	:	Strategy & Market Development
Level	:	IRA 5
Duty Station	:	Head Office
Responsible to	:	Senior Market Development Officer
Responsible for	:	None
Working Relationships	:	Internal: Line Managers
	:	External: Customers/Insurance stakeholders/ Government Officials/ Public/ Contractors

PURPOSE

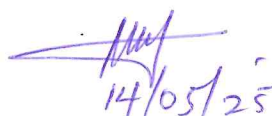
Provide support for the market development function of the Authority, design and develop market development proposals, preparation of reports, and support the Monitoring and evaluation of market development activities in accordance with approved Programs.

DUTIES AND RESPONSIBILITIES

1. Design market development proposals/initiatives, and programs.
2. Provide support to the Public Education activities including presentations, workshops and displays in accordance with IRA standards and procedures.
3. Initiate the development of public education materials and update existing ones.
4. Liaise the research team to benchmark with other Insurance regulators in other market jurisdictions,
5. Periodically Report on the progress of all Authority Project activities

KEY PERFORMANCE INDICATORS

1. Market Development proposals.
2. Market Development activity plan and implementation schedule.
3. Timely market development activity implementation reports.



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4. Activity Evaluation reports

PERSON SPECIFICATIONS

Qualifications

1. Bachelor's (Honours) Degree in Project Planning, and Management, Business Administration, Social Sciences, Development Studies, Economics, or any equivalent qualification.

Business Behavior

1. Business acumen skills
2. Decision-making skills
3. Problem-solving skills
4. Creativity

INTERNAL AUDITOR

Position:	Internal Audit Officer
Number of Positions:	One (1)
Directorate/Dept./Office:	Internal Audit
Level:	IRA 5
Duty Station:	Head Office
Responsible to:	Senior Internal Audit Officer
Responsible for:	None
Working Relationships	Internal: Internal Audit/All staff External: External Auditors

PURPOSE

Responsible for planning, implementing and reporting on assigned audit engagements in accordance with the annual audit plan and manual.

DUTIES AND RESPONSIBILITIES

1. Identify business objectives, understand risks inherent in activities to be audited and develop audit plans in assigned audit engagements
2. Perform Audit work and prepare quality working papers in compliance with audit standards and policy in assigned areas.
3. Prepare quality drafts of audit reports for review by the Senior Internal Auditor
4. Timely completion of assignments and preparing appraisals at the end of each audit engagement.
5. Carry out Audit follow ups to ensure Audit recommendations have been implemented.

KEY PERFORMANCE INDICATORS

1. Timely submission of reports and other legal documents
2. Timely attendance to complaints.
3. Timely attendance to internal and external customers



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PERSON SPECIFICATIONS

Qualifications

1. Bachelors (Honors) Degree in Finance and Accounting or any other relevant bachelor's degree majoring in Finance or accounting.

Skills & Experience

1. Good communication skills
2. Team Player
3. Ability to work under pressure and in position to exercise excellent judgment

OFFICE ASSISTANT - WELFARE

Position:	Office Assistant - Welfare
Number of positions:	Two (2)
Directorate/Office:	Human Capital & Administration
Level:	IRA 7
Duty Station:	Head Office
Responsible To:	Human Capital Officer
Responsible For:	None
Working Relationships:	All Staff and external clients

PURPOSE

Responsible for day to day management of the kitchen facilities; ensure that staff and visitors access quality and affordable refreshments and meals within designated timeframe for smooth operations.

DUTIES AND RESPONSIBILITIES

1. Coordinate and attend to the kitchen and dining areas, ensuring the space is tidy and the utensils are neatly stored.
2. Prepare and serve refreshments to all IRA staff and visitors within the designated time frames.
3. Prepare and serve refreshments to meetings and workshops.
4. Source and stock food/eats, drinks and other items.
5. Propose innovative actions for improving the quality of kitchen services.
6. Maintain a high degree of cleanliness and orderliness in the kitchen.
7. Carry out any other duty as may be assigned from time to time.

KEY PERFORMANCE INDICATORS

1. Timely provision of cafeteria services to staff, visitors and Board members.
2. Clean working environment.
3. Zero staff complaints in relation to catering services.

PERSON SPECIFICATIONS

Qualifications

At least a Certificate in Hotel Management, Catering, Home Economics or its equivalent.



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Competencies

1. Personal presentation
2. Excellent hygiene standards
3. Time management skills
4. Dependable/Honest/Integrity
5. Customer care skills
6. Communication skills

DRIVER

Position: **Driver**
Number of Positions: One (1)
Directorate/Dept./Office: Human Capital & Administration
Level: IRA 7
Duty Station: Head Office
Responsible to: Administration Officer
Responsible for: None
Working Relationships: Internal: All Staff
External: Fueling stations/Mechanics

PURPOSE


Provide safe transport for IRA's management, staff and equipment to and from designated places.

DUTIES AND RESPONSIBILITIES

1. Transport staff/visitors, collect and deliver documents and parcels to various destinations.
2. Carry out pre-driving checks.
3. Maintain a clean vehicle and ensure the vehicle is not tampered with while being washed.
4. Maintain proper records of fuel consumption and service of vehicles from approved garages.
5. Verify the working condition of seat belts, door locks and windows.
6. Maintain a zero case of accidents; if an accident occurs, it should be reported to the police and followed up.
7. Check that vehicles have valid road licenses, motor third parties, comprehensive insurance and car-tracking devices.
8. Carry out any other duty as may be assigned from time to time.

KEY PERFORMANCE INDICATORS

1. Clean vehicle
2. Compliance with road traffic laws and internal policies
3. Zero accidents
4. Timely execution of errands
5. Zero complaints of misuse of vehicles


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PERSON SPECIFICATIONS

Qualifications

1. At least A' Level certificate or its equivalent
2. Valid driving license/permit
3. A certificate in mechanics & defensive driving is an added advantage.

Competencies

1. Personal presentation
2. Knowledge of troubleshooting the vehicle faults
3. Knowledge of traffic laws

HOW TO APPLY


Interested candidates with the above requirements should submit their applications with copies of detailed up-to-date CVs and at least three referees, not later than **5:00 pm** on **6th June 2025** to:

**The Chief Executive Officer
Insurance Regulatory Authority of Uganda
Plot 6 Lumumba Avenue, Insurance Tower
P.O. Box 22855, Kampala**

Or through email to:

vacancies@ira.go.ug

NB: ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED


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