

ESG Lead at CIC Insurance

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

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CIC Insurance Group Limited, commonly referred to as CIC Group, is an insurance and investment group that operates mainly in Kenya, Uganda, South Sudan and Malawi

PURPOSE:

The Environmental, Social and Governance (ESG) Lead will be responsible for driving the Group ESG Implementation Strategy and framework centered around setting up of ESG governance, strategy development, timely and accurate data definition and reporting; and communication on ESG impacts to various stakeholders.

Recruit ESG champions from across the Group representative of all businesses and functions that materially support the ESG focus in terms of Governance, Strategy and Reporting/Data

Operationalize the management committee on ESG. The ESG Lead is responsible for the operations of the management committee on ESG. Ideally, this committee should sit quarterly to discuss ESG related objectives, milestones and the ESG reporting process. The roles of the management committee on ESG should include:

- Setting the organisational ESG strategy in liaison with the Board and the Group CEO.

- Ensuring the development of enabling policies and guidelines across the organisation to facilitate implementation of the ESG strategy.

- Assessing how current ESG issues are likely to impact organisational performance, including

monitoring ESG metrics and taking appropriate decisions.

Monitoring and reviewing the impact to the organisation of current trends, regulations, and international standards on ESG.

Engagement with other management committees to discuss cross cutting themes such as human rights and identification of ESG risks and opportunities.

Making recommendations to the Board on ESG matters, including resourcing, ESG investments, and performance management.

Acting as a gate point in the ESG reporting process. The ESG Lead will be responsible for coordinating the activities of the management committee on ESG.

Develop a project management plan that culminates in a published ESG report. The project management plan should contain:

The business and societal case for ESG integration and reporting.

The ESG reporting process.

The ESG reporting team (internal and external)

The reporting boundary and scope of material issues for reporting.

The standard and framework identified for reporting – in this case, the standard should be the GRI Standards.

Project timelines – should be same as financial reporting timelines for reporting companies.

Internal and external stakeholders that will be engaged in the reporting process.

Communication plan.

Budget allocation

Key measures of success.

Project review – an analysis of outcomes, lessons learnt and planning for the next reporting cycle.

Conduct kick-off meetings- The ESG Lead should facilitate kick-off meetings with internal and

external stakeholders. The objective of the kick-off meeting is to familiarize stakeholders with the project management plan, important milestones in the ESG reporting process and to assign roles and responsibilities. Also use this opportunity to clarify any issues and set out expectations of all stakeholders involved in the reporting process

Behavioral Competencies

Proficiency Level Proficiency Definitions

Level 3 Intermediate

- Applies the competency in difficult situations.
- Requires occasional guidance.
- Frequently questions the status quo and looks for new ways of doing things.
- Proactively confronts challenges in job role.
- Regularly applies coaching and mentoring skills to team.

Level 2 Basic (B)

Applies the competency in somewhat difficult situations.

Requires frequent guidance.

Knows when and where to refer.

Requires regular coaching and mentoring to attain required standards in job role

Level 1 Aware (A)

Applies the competency in the simplest situations.

Requires close and extensive guidance.

Core Competencies Proficiency Required

Customer Focus I

Business Acumen I

Driving Innovation I

Driving Business Performance I

Negotiation and Influence I

Effective Communication I

Leadership Competency Proficiency Required

Planning and organizing I

Accountability I

Quality Decision Making I

Building Partnerships I

Continuous Learning I

Emotional Intelligence I

Conflict Management

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