

KlaptionRe



WE'RE HIRING!



Competitive pay, great benefits,
vibrant workplace.



POSITION

Junior Risk & Compliance Analyst

Location: Lusaka, Zambia

Reporting To: Head of Risk, Compliance
and Governance

COMPANY OVERVIEW

Klaption Reinsurance Limited is a leading reinsurance company committed to delivering innovative risk solutions and exceptional service to our clients. As part of our strategic growth into non-traditional reinsurance facilities, including collateralized reinsurance portfolios and MGAs, we are seeking a diligent Junior Risk & Compliance Analyst to join our team.

POSITION OVERVIEW

The Junior Risk & Compliance Analyst at Klaption Re plays a vital role in supporting the company's risk management and compliance functions. Reporting to the Head of Risk, Compliance and Governance, this position assists in identifying, assessing, and monitoring operational, regulatory, and strategic risks across the organization. The analyst contributes to maintaining a robust compliance environment and ensuring that internal controls are effectively implemented and adhered to.



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KEY RESPONSIBILITIES

- Collect and process KYC documentation from new and existing business partners.
- Request and review KYC information from external parties to ensure completeness and accuracy.
- Maintain and update internal KYC records and systems in line with company policies and regulatory standards.
- Reconcile business partner data across internal systems against submitted KYC information.
- Conduct basic AML/CFT risk assessments on business partners.
- Perform sanctions screening on KYC data
- Complete and submit regulatory forms, such as tax documentation (e.g., W-8BEN, W-9, Form 10F) and other compliance-related forms requested by clients.
- Support regular reviews and refresh cycles of KYC documentation.
- Assist in identifying and reporting potential compliance risks.
- Help maintain accurate records and logs for audits and reporting purposes.
- Collaborate closely with internal teams, including, Underwriting , Claims , Finance and Credit Control.

KEY SKILLS & REQUIREMENTS

- A bachelor's degree in business, Finance, Mathematics & Science, Risk Management or a related field (or equivalent experience).
- Strong attention to detail and organizational skills.
- Ability to manage multiple requests and prioritize effectively.
- Good written and verbal communication skills.
- Knowledge in compliance, regulatory affairs and risk management.
- Proficiency with Microsoft Excel and Word
- prior experience in a compliance, legal, or operations team, with a minimum of 2 years' experience. Prior experience in a compliance related role within the insurance industry is an added advantage
- Familiarity with KYC/AML regulations, sanctions and screening tools.
- Understanding of regulatory documentation.

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- **Human Relations Skills:** Considerable degree of diplomacy and tact required in dealing with high-ranking members of staff, customers and key stakeholders.
- **Physical Skills:** Ability to use a computer, general office machines and drive a motor vehicle is vital.
- **Environment:** Office conditions with good lighting, comfortable furniture and air conditioning.

WHY JOIN US?

- Play a key role in shaping the actuarial function within a pan-African reinsurer.
- Gain exposure to diverse markets and non-traditional reinsurance structures.
- Work in a fast-paced, collaborative environment with regional and international stakeholders.
- Competitive salary and benefits