



# WE'RE HIRING!



Competitive pay, great benefits,  
vibrant workplace.

## POSITION

Head of Investor Relations

**Location:** Lusaka, Zambia

**Reporting To:** Chief Financial Officer (CFO)

**Direct Reports:** None initially

**Future Team Provision:**

- Investor Relations Manager
- Investor Relations Associate

## COMPANY OVERVIEW

KKlapton Re Plc is seeking a capable and highly disciplined Head of Investor Relations to establish and lead its investor relations function in a listed environment. The role is responsible for managing the Company's engagement with shareholders, prospective investors, analysts, regulators, rating agencies, and capital markets stakeholders, ensuring clarity, consistency, and credibility across all external financial communications.



## POSITION OVERVIEW

The position is embedded within the finance function and operates with close proximity to executive leadership. It requires strong financial understanding, sound judgement, and the ability to engage confidently on matters of strategy, performance, risk, capital, and governance. The role plays a central part in ensuring that Klapton Re Plc is accurately understood by the market and represented with authority in investor and credit-facing settings.

This role demands independence, discretion, and breadth of perspective, while remaining firmly grounded in the Company's financial discipline and long-term objectives.



## KEY RESPONSIBILITIES

### 1. Investor Relations Framework & Execution

- Develop and implement Klaption Re Plc's investor relations framework, aligned with financial objectives, governance standards, listing requirements, and credit profile considerations.
- Establish structured, repeatable processes for investor engagement, disclosure, and communication.
- Support the CFO in coordinating investor- and credit-related priorities across reporting cycles, corporate actions, and strategic initiatives.

### 2. Investor, Shareholder & Rating Agency Engagement

- Act as the primary point of contact for shareholders, institutional investors, analysts, rating agencies, and capital markets stakeholders.
- Lead investor and rating agency meetings, briefings, and engagements, representing the Company with clarity, confidence, and professionalism.
- Coordinate results presentations, roadshows, and credit review meetings.
- Ensure all external communication is accurate, consistent, and aligned with approved disclosures, strategic positioning, and risk appetite.

### 3. Equity Story, Credit Narrative & Strategic Communication

- Maintain a clear and coherent articulation of Klaption Re Plc's investment proposition, reflecting underwriting discipline, portfolio construction, capital stewardship, liquidity management, and growth trajectory.
- Support the development and communication of the Company's credit narrative, including capital adequacy, leverage, risk management, and earnings stability.
- Translate financial performance, operational developments, and risk considerations into clear, well-structured messaging for both equity and credit stakeholders.
- Ensure consistency between internal strategy discussions, financial outcomes, and external communication.



## KEY RESPONSIBILITIES

### 4. Reporting, Disclosure & Governance

- Coordinate preparation of investor- and credit-facing disclosures including annual reports, interim results, trading updates, rating agency information packs, and market announcements.
- Work closely with Finance, Risk, Legal, and Compliance teams to ensure accuracy, completeness, and regulatory compliance.
- Support engagement with the Securities and Exchange Commission, the Lusaka Securities Exchange, and other relevant authorities.

### 5. Results Communication, Rating Reviews & Executive Preparation

- Support preparation of results packs, briefing materials, investor presentations, and rating agency submissions.
- Coordinate annual and ad hoc rating review processes, including data requests, management presentations, and follow-up queries.
- Anticipate investor, analyst, and rating agency questions, preparing clear, well-reasoned responses in collaboration with management.
- Ensure consistent explanation of financial movements, performance drivers, capital position, and risk dynamics.

### 6. Market & Credit Insight / Internal Advisory

- Monitor investor sentiment, analyst commentary, rating agency feedback, peer developments, and capital markets trends.
- Provide structured feedback to the CFO and executive team on market and credit perception, emerging issues, and areas requiring clarification.
- Contribute an external capital markets and credit perspective to internal discussions on financial performance, capital planning, and strategic direction.





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## 7. Coordination, Discipline & Confidentiality

- Ensure all investor and rating agency communications remain aligned with internal decision-making and governance processes.
- Maintain a high standard of discretion, judgement, and professionalism in all external engagements.
- Act as a trusted point of coordination across finance, risk, actuarial, and executive leadership on investor- and credit-related matters.

## Future Team Structure (Provisioned Roles)

As the investor relations function matures, the Head of Investor Relations will build a small, focused team:

### Investor Relations Manager

- Supports execution of investor and rating agency engagements, meetings, and follow-ups.
- Assists with preparation of investor materials, financial summaries, and credit information packs.
- Tracks investor and rating agency queries and maintains engagement records.

### Investor Relations Associate

- Provides analytical and administrative support for disclosures, presentations, reporting calendars, and rating submissions.
- Assists with data verification, document control, and coordination with Finance, Risk, and Actuarial teams.
- Supports day-to-day investor and credit stakeholder information requests.

The unit is designed to operate with cohesion, discipline, and a single, consistent external voice across equity and credit stakeholders.



## QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Finance, Accounting, Economics, Business Administration, or a related field.
- A professional qualification or postgraduate degree (ACCA, CIMA, CA, CFA, or MBA) is an advantage.
- Approximately 6–10 years' experience in finance, corporate reporting, investor relations, corporate finance, investment banking, or a related role.
- Exposure to listed companies, regulated environments, financial services institutions, or credit-related processes is desirable.
- Demonstrated experience working with financial statements, performance analysis, capital metrics, and stakeholder communication.

## SKILLS

- Strong financial acumen with the ability to engage across performance, capital, liquidity, and risk topics.
- Clear, structured communication skills with confidence in investor, analyst, and credit committee settings.
- High attention to detail, organisational discipline, and sound professional judgement.
- Ability to operate independently while remaining closely aligned with executive priorities.
- Integrity, discretion, and resilience in a high-visibility, externally scrutinised environment.





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## OPPORTUNITY HIGHLIGHTS

- Establish and lead the investor relations and rating agency engagement function for Klaption Re Plc as a listed company.
- Work closely with the CFO and executive leadership at the centre of financial, capital, and credit-related activity.
- Gain broad exposure across finance, risk, governance, and capital markets engagement.