



EMPLOYMENT OPPORTUNITY

Position: Underwriting and Reinsurance Manager (x1)

Expected appointment date: Immediately
Division: Non Medical Insurance
Department: Business Development
Location: Dar es Salaam

Job Purpose:

To oversee and coordinate the underwriting department by setting and enforcing the underwriting guidelines, policies, and procedures, as well as monitoring and managing the performance, quality, and compliance of all staff in the department.

To ensure that the Company business is professionally written to an acceptable standard within the underwriting guidelines and authority levels and to administer the company's reinsurance program as per treaties entered, fronting agreements and facultative placements and ensure proper filling of returns and remittances of premiums with the related claims recoveries.

Principal Accountability:

UNDERWRITING

1. Quotations and Risk Acceptances:

- Review all new proposals which meets acceptable underwriting standards.

- Develop market intelligence and feedback on the quoted targeted accounts and coordinate reviews.
- Growing the company's portfolio through mining of new and existing clients.
- Maintaining effective communication by establishing healthy PR with customers, brokers, internal departments in accordance with corporate strategy.

2. Underwriting Process and Procedures:

- Ensure adherence to the processes, procedures and controls within the department.
- Establishing innovative processes to manage customer expectations and turnaround time.
- Ensure risks are written within Reinsurance programme both treaty and facultative.

3. Risk Management:

- Analyze and assess proposals and recommend to carry out risk surveys for small to medium size non standard risks.
- Communicate to the clients progress on the implementation of surveyors recommendations in improving the status of risks underwritten.
- Resolve internal control audit recommendations.
- Monitor the quantity and quality of work with ZERO error which may result in disputes at a time of claim.

4. Management of Renewals:

- Create robust renewal retention mechanism within department to ensure renewal retention ratio is not less than 90%.
- Develop business relationship through frequent broker/Agents visits to ensure generation of new business.

5. Training:

- Conduct internal training programme to Agents and Brokers on insurance products and acquires basic insurance handling skills for good service delivery to customers.

REINSURANCE

- Collating treaty reinsurance statistics and participating in the treaty renewal negotiation.
- Recovering excess of loss claims from reinsurance on timely basis as the loss are admitted.
- Monthly review of the premium and claims registers for accuracy and completeness of the premiums ceded and claims recoveries.
- Highlighting cases of wrong RI cessions, retention exceeding capacity, and any other trend that is useful to management in decision making.
- Preparing proportional treaty statements for reinsurance on quarterly basis.
- Reviewing risks on facultative reinsurance placements and acceptances.
- Liaising with the claims department in the settlement of facultative claims.
- Preparing special notifications to reinsurers for special risk acceptances.
- Documenting cash calls for settlement by reinsurers.
- Preparing profit commission and excess of loss adjustment statements.
- Complying with statutory, regulatory and internal control processes at the business units including internal and external audit recommendations.
- Participating in management meetings, projects and committees as assigned.

KNOWLEDGE AND EXPERIENCE:

- Bachelor's degree in Insurance & Risk Management or Bachelor of Science in Actuarial.
- Professional qualification in Insurance is an added advantage.
- Minimum 6 years' experience in Insurance/Reinsurance.

SKILLS AND COMPETENCIES:

This role requires an execution-oriented individual with

- Assertiveness and self-drive
- Proven experience in a managerial or leadership role and excellent leadership skills.
- Honesty, reliability and dependability.
- Sound analytical skills.
- Ability to work under pressure and manage time efficiently.
- Excellent presentation skills.
- Excellent verbal and written communication skills.
- Strong interpersonal skills and team player with a customer oriented approach.
- Good numerical skills and ability to absorb and understand detailed statistical data.
- Creativity and commercial awareness.
- The ability to resolve problems and find creative solutions.
- Accuracy and attention to details.
- Good negotiation skills.
- Excellent team player.

Mode of Application:

All applications should have names of three official referees with their contact details. Applications accompanied by professionally prepared CVs, copies of all supporting documents along with a recent passport size photograph should be submitted not later than 28 October 2024 to the following address.

Head of Human Resource and Administration
Strategis Insurance Tanzania Limited
P. O. Box 7893 Dar es Salaam, Tanzania
E-mail: hr@strategis.co.tz

Or delivered to:

Strategis Insurance Tanzania Limited
1st Floor, Masaki Ikon Building Plot no. 1520, Bains Avenue Masaki, Msasani
Peninsular

Note: Only shortlisted candidates will be contacted.