



## **STRATEGIS INSURANCE TANZANIA LIMITED EMPLOYMENT OPPORTUNITY**

Position: **ASSISTANT UNDERWRITING MANAGER (x1)**

Division: Non Medical Insurance

Expected appointment date: Immediately

Type of Contract- Fixed Term Contract

Location: Dar-es-Salaam

### **1. JOB PURPOSE**

To Ensure that the Company business is professionally written to an acceptable standard within the underwriting guidelines and arranged reinsurance program while attaining underwriting profit.

### **2. PRINCIPAL ACCOUNTABILITIES**

- Quotations and Risk Acceptances:
  - Ensure quotations are done and dispatched within the agreed turnaround time.
  - Accept all new agreed proposals which meets acceptable underwriting standards within the delegated authority.
  - Ensure at least 30% of the potential quotations are converted.
  - Ensure compliance to all regulations including MRO guidelines while attaining underwriting profit month wise.
- Underwriting Process and Procedures
  - Analyze and assess proposal forms and risk notes and confirm correctness within the acceptable underwriting standards.
  - Ensure all incoming business are captured in the system accurately and monitor backlog status and observe timely month end closing.
  - Ensure all the reinsurance treaties of the entire company (both medical and non-medical) are proper and optimally utilized and adhered to.
  - Prepare /Issue policies and endorsements for all classes of insurance within the agreed turnaround time.
  - Ensure all reinsurance and facultative placements are done timely and the company is not exposed at any moment.
  - Respond to all correspondence within the agreed turnaround time.
  - Ensure adherence to all the process, procedures and controls within the department.
  - Ensure Reinsurance allocations are done properly as per treaty on every business before capturing into the system.
  - Preparing weekly and monthly reports including management reports (RI reports, renewal/underwriting reports) any and other analytical reports required
  - Manage and coordinate distribution of tasks among the underwriters across the company.

- Manage all the bookings and ensure the company overall budgets are met monthly wise at HQ and branches.
- Assist in Conducting of internal trainings on various covers to staffs, agents etc.
- Risk Management
  - Analyze and assess proposals and risk notes and recommend on the need to carry out surveys for small to medium size non-standard risks.
  - Communicate to the client's progress on the implementation of surveyor's recommendations in improving the status of risks written.
  - Resolve internal control audit recommendations.
  - Monitor the quantity and quality of work done with ZERO error which may result in disputes in other departments.
  - Ensure all the referral risks are referred to the reinsurers timely and discuss with the underwriting and reinsurance manager risk improvement and survey recommendations at all times.
- Policy Renewals
  - Work on the allocated renewal scrutiny listing 3 months prior to expiry of policy and dispatch renewal notices to clients.
  - Follow up allocated policies falling due for renewal and provide weekly report to
    - to Underwriting manager to ensure achievement of monthly retention ratio of at least 80%.
  - Establish unrenewed list by 1<sup>st</sup> Week on the following month and make counter follow ups.
- Filing–Comply with the agreed filing and record keeping system.
- Training–Conduct in-house training of product knowledge and engage training of recruited tied agents.
- Any other duty/task assigned to by the management.

### **3. KNOWLEDGE AND EXPERIENCE**

#### **Qualifications:**

- University degree in Insurance & Risks Management.
- Computer Application Knowledge.
- Minimum DIP CII certificate.

#### **Work Experience:**

- Minimum of 3 years' experience in Insurance industry

### **4. SKILLS AND COMPETENCIES**

This role requires an execution oriented individual with

- Excellent interpersonal skills.
- Outstanding organizational and leadership abilities.
- A keen eye for detail.
- Assertiveness and self-drive.
- Honesty, reliability and dependability.
- Sound analytical skills.
- Speed and Accuracy.
- Ability to work under pressure and manage time efficiently.
- Ability to solve problems and make decisions effectively.
- Ability to perform under minimum supervision.
- Positive attitude.

- Team player.
- Good communication and negotiating skills.
- Thorough understanding of policy covers/wordings, reinsurance and their interpretation as pertaining to claims.

**Mode of Application:**

All applications should have names of three official referees with their contact detail. Applications accompanied by professionally prepared CVs, copies of all supporting documents along with a recent passport size photograph should be submitted not later than 15 June 2023 to the following address.

**Head of Human Resources and Administration**  
**Strategis Insurance Tanzania Limited**  
**P. O. Box 7893**  
**Dar es Salaam**  
**Tanzania**

E-mail: [hr@strategis.co.tz](mailto: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.