



# Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

<b>Job Title</b> Head of Claims and Risk Survey	<b>Job Location</b> Dar es Salaam	<b>Category</b> Risk
<b>Job Type</b> Full Time	<b>Job level</b> Head of Department	<b>Industry</b> Insurance

**Open to Expatriates**  
Only Open to Tanzanian Nationals

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Insurance: 10 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> Risk: 10 Years	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

The Head of Claims and Risk Survey will be a member of the management team and will be in charge of claims management and risk assessments.

## Responsibilities

- Supervise the work of the claims department reasonably, effectively so that the claim ratio/outgo remain within the prescribed band and yield underwriting profit for the Company.
- Inhouse assessment of all motor and non-motor claims as far as practicable.
- Wherever the external surveyors are required for assessment of major claims, pro-actively engaging in the claims settlement process to ensure fair settlement.
- Achieve a high degree of client satisfaction in the settlement claims
- Risk survey for all major and medium level risks as they will be assigned.
- Conduct training for all members of the claims team, including branch managers, on all claim assessment matters and risk management and risk survey.
- Regular interaction with brokers or clients for effective claims service
- Monitoring reinsurance recoveries.
- Responsible for the continued development and timely updating of the claims procedure manual and claims handling policies.

## Education & Qualifications

- Engineering qualification or equivalent

## Requirements

- Experience of minimum ten years in claims and risk survey
- Experience in handling motor and non-motors assessment as well as risk survey of industrial and non-industrial risk.

## Driving Licence

Not Required

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