



Job Description

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Job Title Head Of General Insurance	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Head of Department	Industry Insurance, Health & Medical

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Insurance: 5 Years
Secondary Industry Health & Medical: 3 Years	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The purpose of this position is to;

To ensure that the operations for non-medical and general reinsurance activities are professionally undertaken for the profitable growth of the Organization

Responsibilities

Sales/Marketing

- Acquiring new business and retain the in house portfolio.
- Insurance products and the company in general through write-ups, proposals, presentations/ visits and Product development

Risk Assessment

- To determine whether the risk is insurable or not and if so, the applicable terms and conditions by providing a quotation. This is done through survey or inspections.

Underwriting

- Cross - checking or examining the policy/claims documents, endorsements, renewal notices, debit/credit notes and the relevant reports like production.
- Revising and updating the above mentioned documents

Claims Handling

- Assisting claims in some specific areas requiring input especially on:
 - Underwriting
 - Quantification
 - Recoveries and
 - Any other issue.

Reinsurance

- Reinsurance allocation or apportionment depending on the exposure.
- Reinsurance Treaty arrangement/renewal with the reinsurers
- Preparation of reinsurance accounts and treaties
- Facultative

Training

- To all technical staff on the aspect of insurance especially underwriting and marketing.

Administrative

- Preparation of the weekly/monthly/annual reports.
- Participating in the Supervisors/Management meetings
- Participate in budget preparation
- Renewal processing - Licensing
- Appraisal of the underwriting staff

Reporting To

The General Manager

Driving Licence

Not Required

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