

# **Job Description**

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

Dar es Salaam

Job Location Job Title Category

Head Of General Insurance

Job Type Job level Industry

**Full Time** Head of Department Insurance, Health & Medical

Open to Expatriates

Only Open to Tanzanian Nationals

# **Minimum Requirements**

Min Budget **Max Budget Primary Industry** Insurance: 5 Years

Secondary Industry **Primary Category Secondary Category** 

Health & Medical: 3 Years

Qualification Certificate

## **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

To Apply for This Job Click Here