



## **EMPLOYMENT OPPORTUNITIES**

### **BACKGROUND**

Zanzibar Insurance Corporation was established on the 20th of June, 1969 under the Public Enterprises Decree of 1966 legal Notice no. 11 of 1969. It is now operating under the Public Investment Act No.4 of 2002. The Corporation is a Parastatal organization owned by the Revolutionary Government of Zanzibar through the Ministry of Finance and Planning.

### **Brief**

ZIC is looking for competitive Insurance staff to help us expand our business by actively seeking and acquiring new clients. The goal is to formulate strong relationships to ensure growth and preserve Zanzibar Insurance Corporation's prestige.

The Corporation invites qualified Tanzanians to fill posts as mentioned below:

#### **1. JOB TITLE: Claim Officers – 3 Posts**

**Dar es Salaam (2) Dodoma (1)**

#### **Responsibilities**

- Collecting accurate information and documents to proceed with a claim.
- Providing advice on making a claim and the processes involved.

- Processing new insurance claims notifications.
- Obtain and check the validity of the information provided by the claimant, consultants and other sources.
- Responding to all internal and external customer telephone queries regarding the Claim process.
- Processing claims within a reasonable time.
- Follow applicable insurance laws and guidelines.
- Perform other duties that are consistent with your responsibilities as assigned by your supervisor.

### **Requirements and skills**

- Proven insurance experience.
- Hands-on experience with “smart policy System”, analytical tools and statistical packages (spread sheets etc.)
- Sensible judgement and attention to detail.
- Confident decision-making skills.
- Excellent knowledge of insurance policies and ability to relate policy provisions to the loss exposures.
- Proven numeracy and statistical skills.
- Degree in Insurance and Risk Management.

**Remuneration** will be according to the ZIC salary scales and other terms and conditions of ZIC.

## **2. JOB TITLE: Sales Officers – 7 Posts**

**Dar es Salaam (2) Arusha (2) Mtwara (1) Dodoma (1) Kahama (1)**

### **Responsibilities**

- Design and implement effective marketing strategies to sell new insurance contracts or adjust existing ones.
- Contact potential clients by creating, networking, calling, and using social networking.
- Appraise the wishes and demands of business or individual customers and sell the suitable protection plans.
- Collect information from clients on their risk profiles to offer them the proper solution.
- Prepare reports to head of department on the success of your business activities.
- Retain continuous awareness of transactions, sales and terms and keep relative records.
- Perform other duties that are consistent with your responsibilities as assigned by your supervisor.

### **Requirements and skills**

- Proven experience as an Insurance Sales.
- Good comprehension of insurance plans including motor, fire, life, property, etc.
- Ability to work with computers and understand and interpret standard statistical findings.
- Experience in delivering client-focused solutions and in creating long-lasting relationships.
- Excellent knowledge of insurance policies and ability to relate policy provisions to the loss exposures.
- Degree in Insurance and Risk Management. Remuneration:

**Remuneration** will be according to the ZIC salary scales and other terms and conditions of ZIC.

**3. JOB TITLE: Underwriting Officers – 3 Posts Dar es Salaam (1) Arusha (1) Tanga (1)**

**Responsibilities**

- Review insurance applications for compliance and adherence.
- Assess clients' background information and financial status.
- Liaise with specialists to gather information and opinions.
- Weight loss exposures and determine underwriting alternatives.
- Draw up a quote for competitive insurance premiums.
- Negotiate and define the specific terms of insurance policies with brokers or policyholders.
- Keep detailed records of policies underwritten and decisions made.
- Develop and maintain a profitable book of business for the insurer.
- Follow applicable insurance laws and guidelines.
- Perform other duties that are consistent with your responsibilities as assigned by your supervisor.

**Requirements and skills**

- Proven insurance underwriting experience.
- Hands-on experience with "smart systems", analytical tools and statistical packages (spreadsheets, etc)
- Sensible judgement and attention to detail.
- Confident decision-making skills.

- Excellent knowledge of insurance policies and ability to relate policy provisions to the loss exposures.
- Proven numeracy and statistical skills.
- Degree in Insurance and Risk Management.

**Remuneration** will be according to the ZIC salary scales and other terms and conditions of ZIC.

**Important note:**

- Testimonials/provision results/statement of results are not accepted.
- This is a renewable contract-based employment.
- The applicant must be a resident of the relevant Zonal and be familiar with the local environment.
- The applicant should not apply more than one position.

**Mode of application**

Application letters accompanied by a detailed CV,

Birth certificate, Certified copies of academic certificates.

All application must be sent to [hr@zic.co.tz](mailto:hr@zic.co.tz) with subject of the position applied.

**Deadline 8<sup>th</sup> March, 2024**