



EMPLOYMENT OPPORTUNITY

1. Position: **Assistant Accounts Officer (x1)**

Expected appointment date: Immediately

Division: Medical Insurance

Department: Finance

Type of Contract: Fixed Term Contract

Location: Dar es Salaam

Brief Summary of Tasks:

The position exist to compliment, extend and facilitate the implementation of an effective administration system by providing administrative support required to effectively manage the functions of an Insurance business and in turn ensure consistency, harmony and smooth running of the Company.

Main tasks:

- **Bank Reconciliation:** Timely preparation of bank reconciliation.
- **Cheque Writing (Providers and Members):** To process payments for health service providers, and medical and non medical Insurance clients.
- **Posting:** To capture daily financial transactions through Tally.
- **Receipts Collection:** To receive premium from clients, issue receipt immediately and filing the deposit slips so as the same can be properly banked.

- **Petty cash management:7**
=>To control small expenses for staffs and issue cash to staffs for their request when needed.
=>Posting of petty cash expenses to the system.
=>To make sure that petty cash imprest are restored or reimbursed to meet the daily expenses.
- **Company's bank account control:** To prepare a daily report of all incomings and payments which reflect the Company bank account.
- **Filing:** To ensure there is a proper filing of all documents and arranging them in good order.

Other Tasks:

To perform any other duties related to your position that assigned by Accountant, Management Accountant, Finance Manager, Chief Finance Officer or any other superior in the Company.

Key Attributes:

- Excellent communication skills both verbal and written.
- Excellent attention to detail and follow up, possess good judgment and integrity and able to remain patient in difficult situations.
- Excellent Interpersonal skills.
- Good listening skills.
- Highly effective and efficient in meeting commitments and achieving results.
- Enthusiastic.
- High Integrity.
- Very hard working person.
- Proficient in Micro Office Programs: Micro Office Word, Microsoft Office Excel, Microsoft Office Access, Microsoft Office Outlook and Office Publisher.

Other Attributes:

- Strong team player, with the ability to work with colleagues at all levels.
- Good numerical skills and ability to absorb and understand detailed statistical data.

Education including specialized training:

- Advance Diploma in Accounting/ Finance or equivalent.

- Computer literacy.

Work Experience:

- Two years experience in similar responsibilities.

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 05 March 2024 to the following address.

Head of Human Resource and Administration
Strategis Insurance Tanzania Limited
P. O. Box 7893 Dar es Salaam, Tanzania
E-mail: hr@strategis.co.tz

2. Position: Senior Bancassurance Officer (x1)

Expected appointment date: Immediately

Division: Non Medical Insurance

Department: Business Development

Location: Dar es Salaam

Overall purpose of the job:

Manage and grow relationships with Banks through distribution of insurance products so as to grow Strategis Insurance business.

Description of Core Duties and Responsibilities:

- Identify and create partnerships with Banks in order to sell insurance products through these channels.
- Grow and defend Strategis's bancassurance market share position and partnerships.
- Direct, guide, manage and offer support to Partner Banks through business and operational teams to ensure growth targets are achieved.
- Explore opportunities to develop new markets/ segments/products in line with Company sales strategy from time to time.
- Manage quality of various partnering bank business, productivity, retention and overall sales performance by monitoring the sales strategies to determine focus of sales efforts.

- Drive distribution objectives- products/target segment/reach/penetration/cross sell/up sell and participate in formulating and implementing any marketing activities/strategies and promotions.
- Drive the achievement of annual, quarterly and monthly production budgets and targets.
- Build product and local market knowledge, track competition activity and practices.
- Reporting on Bancassurance performance as prescribed by the Management.

Other Responsibilities:

- Perform any other sales duties e.g. and not limited to presentations, tenders for non-bancassurance opportunities as may be assigned from time to time.

Working Relationships:

Internal Relationships

- Responsible for any staff working under this position.
- Required to liaise and work closely with the other departments as may be necessary.
- Finance, Claims and Underwriting Departments.

External Relationships

- Strategis Insurance customers.
- Insurance sector players.
- Banks.
- Individual Policyholders.
- Premium Financiers.

Skills and Competencies:

- Assertiveness and self-drive and strong analytical skills.
- Excellent interpersonal, communication and negotiation skills.
- Excellent Selling and Marketing Skills.
- Good knowledge of Insurance Regulatory requirements.
- Excellent Computer and Presentation skills.

- Ability to work in a team environment, work under pressure and manage time effectively.
- Very Honest and with high integrity.

Other Competencies And Attributes:

- Develop ability to work without constant direct supervision.
- Maintain a positive attitude and contribute toward a quality work environment.
- Assist in all areas of Strategis Operations as requested by Management.
- Ability to deliver Good Customer Service.
- Customer, market and competitor understanding.
- Ability to building good relationships with Banks.

Qualifications:

- Bachelor degree (Marketing option preferred). MBA is an added advantage.
- Professional qualification in Insurance (Certificate CII)/Diploma or Banking or equivalent is an added advantage.
- Knowledge in Insurance Banking Products is an advantage.

Work Experience:

- At least 3 years' experience in insurance/banking/financial services 3 of which must be in management level.

Mode of Application:

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Strategis Insurance Tanzania Limited
P. O. Box 7893 Dar es Salaam, Tanzania

E-mail: 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.