

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

### VACANCY ANNOUNCEMENT

Ref. No. JA.9/18/01/B/21

11<sup>st</sup> August, 2024

On behalf of the National Insurance Corporation (NIC), Public Service Recruitment Secretariat invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill ten (10) vacant posts as mentioned below. **THESE VACANCIES ARE IN CONTRACT TERMS**

#### 1.0 NATIONAL INSURANCE CORPORATION (NIC)

National Insurance Corporation (NIC) is the leading Insurance Company in Tanzania established under Companies Ordinance Act, CAP 212, to transact insurance business of all forms and to re-insure or co-insure.

#### 1.1 SENIOR INSURANCE OFFICER II – UNDERWRITING – 3 POSTS

##### 1.1.1 DUTIES AND RESPONSIBILITIES

- i. To monitor and analyses, loss, exposure, underwriting and premium trends for all lines of business to make corrective actions to improve growth and profitability;
- ii. To ensure underwriting excellence across all product lines, by establishing and ensuring adherence to risk appetite, line setting, standards and guidelines, and ensure rating and pricing adequacy;
- iii. To participate in the product development initiatives and maintain ownership of products developed;
- iv. To analyze, review and provide appropriate suggestions relating to various policy wordings to ensure that Corporation interest are

- protected;
- v. To assist in undertaking facultative reinsurance placements in liaison with the Reinsurance Department;
  - vi. To participate in developing mutual understanding of overall product strategy to drive effective execution of business model in liaison with marketing and communication unit;
  - vii. To check premium rates applicable to endorsements other renewals and see if correctly applied;
  - viii. To apportion risks under the various reinsurance treaties and/or facultative placements;
  - ix. To prepare endorsements and renewal documents and carry out routine correspondences; and
  - x. To perform any other related duties assigned by the supervisor

### **1.1.2 QUALIFICATIONS AND EXPERIENCES**

Holder of Bachelor Degree in one of the following fields; Insurance and Risk Management, Actuarial Science or equivalent qualifications from a recognized institution. At least seven (7) years working experience in the related field with good proven records in general insurance clusters of motor, aviation, marine, engineering, agriculture, oil and gas, COMESA and Regional Customs Transit Guarantee (RCTG), miscellaneous and personal accident insurance, fire, engineering or related.

### **1.1.3 SALARY SCALE: NICS 6**

### **1.1.4 EMPLOYMENT TERMS: 3-YEAR CONTRACT RENEWABLE**

## **1.2 SENIOR INSURANCE OFFICER II – CLAIMS – 1 POST**

### **1.2.1 DUTIES AND RESPONSIBILITIES**

- i. To ensure implementing proper procedures and policies throughout the life cycle of claims resolution and pre-authorization process to reduce operational risk;
- ii. To analyze claims data to identify issues, support client management and underwriting by giving claims feedback, advice on product development, lesson learned, policies and product

- pricing;
- iii. To implement claims workflow process improvements to promote operational efficiency and customer satisfaction;
  - iv. To address and resolve elevated customer complaints regarding claims and case management related issues to enhance customer experience;
  - v. To maintain computerized claims/loss recording systems to allow for proper risk analysis to be undertaken;
  - vi. To ensure implementation of loss mitigation strategies to improve the management of total claim cost/loss ratio to support Corporation goals;  
of optimized profitability, managed growth and enhanced competitive advantage;
  - vii. To scrutinize claims and make necessary recommendations for payment;
  - viii. To undertake surveys and assessment of vehicles when required;
  - ix. To ascertain prices of spare parts of vehicles and their accessories with authorized dealers;
  - x. To participate in assessing liability for loss or damage covered by insurance policy; and
  - xi. To perform any other relevant duties as may be assigned by the Director General Insurance.

### **1.2.2 QUALIFICATIONS AND EXPERIENCES**

Holder of Bachelor Degree in one of the following fields; Insurance and Risk Management, Actuarial Science or equivalent qualifications from a recognized institution. At least seven (7) years working experience in the related field with good proven records in dealing with general insurance matters in the aspect of motor, aviation, marine, engineering, agricultural, oil and gas, COMESA and Regional Customs Transit Guarantee (RCTG), miscellaneous and personal accident insurance, fire, engineering or related. Good skills in claim analysis, evaluation, assessment and executing genuine claims within specific time is a must.

### **1.2.2 SALARY SCALE: NICS 6**

#### **1.2.4 EMPLOYMENT TERMS: 3-YEAR CONTRACT RENEWABLE**

### **1.3 SENIOR INSURANCE OFFICER II – MOTOR ASSESSOR – 1 POST**

#### **1.3.1 DUTIES AND RESPONSIBILITIES**

- i. To conduct detailed inspections and assessments of motor vehicles;
- ii. To determine the precise valuation of motor vehicles based on assessments, considering depreciation and market value;
- iii. To maintain comprehensive records, prepare detailed reports, and offer recommendations regarding insurance coverage;
- iv. To establish spare parts and accessories pricing by consulting authorized dealers for accurate replacement cost assessment;
- v. To analyze insurance policies to determine the extent of liability in cases of loss or damage to motor vehicles;
- vi. To communicate effectively with policyholders, explaining assessment outcomes and valuation methods;
- vii. To ensure compliance with industry standards, company policies, and legal regulations governing assessments; and
- viii. Perform any other duties as may be assigned by supervisor

#### **1.3.2 QUALIFICATIONS AND EXPERIENCES**

A holder of Bachelor's degree in Mechanical Engineer or Mechatronics Engineer from recognized Institution. At least seven (7) years working experience in the related field with good proven records in conducting motor assessment, analysis, evaluation and executing related task. Experience in General insurance matters in the aspect of motor, aviation, marine, engineering, agriculture, oil and gas, COMESA and Regional Customs Transit Guarantee (RCTG), miscellaneous and personal accident insurance, fire, engineering or related is also a Must.

#### **1.3.3 SALARY SCALE: NICS 6**

#### **1.3.4 EMPLOYMENT TERMS: 3-YEAR CONTRACT RENEWABLE**

### **1.4 SENIOR INSURANCE OFFICER II – RE-INSURANCE – 1 POST**

#### **1.4.1 DUTIES AND RESPONSIBILITIES**

- i. To design an annual reinsurance plan, establish and improve the reinsurance management system, procedures and related management policies;
- ii. To establish reinsurance risk management system to analyses, report, and manage major risks;
- iii. To develop and implement reinsurance treaty and facultative management, including setting annual work plan and coordinating renewal terms negotiation;
- iv. To design and manage assessment, asset and credit analysis of inward and outward treaty, facultative business and counter-party risk management;
- v. To develop reinsurance file management, and regular and irregular analysis of reinsurance management;
- vi. To analyze reinsurance performance in line with the Corporation's strategy, and internal /external environment;
- vii. To manage an optimum reinsurance framework for new and existing products for both life and general business;
- viii. To develop, implement and manage a leading framework that optimizes facultative reinsurance placements;
- ix. To manage the premium, policy and claims administration in the reinsurance processes;
- x. To optimize reinsurance protection/ arrangement structure; and
- xi. To perform any other relevant duties as may be assigned by the supervisor.

#### **1.4.2 QUALIFICATIONS AND EXPERIENCES**

Holder of Bachelor Degree in one of the following fields; Insurance and Risk Management, Actuarial Science or equivalent qualifications from a recognized institution. At least seven (7) years working experience in the related field with good proven records in dealing with general insurance matters in the aspect of motor, aviation, marine, engineering, agriculture, oil and gas, COMESA and Regional Customs Transit Guarantee (RCTG), miscellaneous and personal accident insurance, fire, engineering or related. Good skills in asset assessment, and

credit analysis of inward and outward treaty, facultative business and counter-party risk management analysis, evaluation, assessment and is a must.

**1.4.3 SALARY SCALE: NICS 6**

**1.4.4 EMPLOYMENT TERMS: 3-YEAR CONTRACT RENEWABLE**

**1.5 SENIOR INSURANCE OFFICER II – INDIVIDUAL AND GROUP LIFE ASSURANCE – 2 POSTS**

**1.5.1 DUTIES AND RESPONSIBILITIES**

- i. To carry out need analysis of the Customer and advise appropriate life assurance products and services to cater their needs;
- ii. To make follow up with the prospective customers for new Business and Cross Selling;
- iii. To participate in the product development initiatives and maintain ownership of products developed;
- iv. To analyze, review and provide appropriate suggestions relating to various policy wordings to ensure that Corporation interest are protected;
- v. To assess new Group and Individual life assurance applications according to the Corporation's guidelines and risk management principles
- vi. To provide quality and professional response to the enquiries of representatives of sales channels, and handle complaints relating to underwriting;
- vii. To manage the underwriting business operations effectively and in accordance with Corporation's agreed technical standard, controls, practices and procedures
- viii. To coordinate and implement new underwriting guidelines, practices, and procedures;
- ix. To perform any other related duties assigned by the supervisor

**1.5.2 QUALIFICATIONS AND EXPERIENCES**

Holder of Bachelor Degree in one of the following fields; Insurance and Risk Management, Actuarial Science or equivalent qualifications from a recognized institution. At least seven

(7) years working experience in the related field with good proven records in life assurance clusters of retail, group, credit or related.

**1.5.3 SALARY SCALE: NICS 6**

**1.5.4 EMPLOYMENT TERMS: 3-YEAR CONTRACT RENEWABLE**

**1.6 SENIOR MARKETING OFFICER II – 2 POSTS**

**1.6.1 DUTIES AND RESPONSIBILITIES**

- i. To conduct market research to understand market needs, trends, and consumer preferences to inform product development;
- ii. To monitor the market trend, competitor information and to develop marketing strategies;
- iii. Prepare and negotiate corporate sales contracts, adhering to company policies and legal requirements;
- iv. To develop and implement online and offline marketing strategies, campaigns and promotions;
- v. To be responsible for brand building and management;
- vi. To explore ways of improving existing products and services, and increasing profitability;
- vii. To participate in executing daily marketing activities, such as product promotions and sales campaigns;
- viii. To participate in marketing activities which are geared at increasing customer acquisition and retention;
- ix. To carry out other related duties as assigned by Supervisor.

**1.6.2 QUALIFICATIONS AND EXPERIENCES**

Holder of Bachelor Degree in one of the following fields: Marketing, Commerce or Business Administration majoring in Marketing or equivalent qualifications from a recognized institution's qualification. Certificate of Proficiency in Insurance (COP) will be an added advantage. At least seven (7) years working experience in the related field with good proven records in sales (goods/services), on insurance products advertisement and media management, preparation and production of promotional materials, exhibitions, Corporate Website, social media and events Management and customer relations.

**1.6.3 SALARY SCALE: NICS 6**

#### 1.6.4 EMPLOYMENT TERMS: 3-YEAR CONTRACT RENEWABLE

##### GENERAL CONDITIONS:

- i. All applicants must be Citizens of Tanzania with an age not above 45 years except for those who are in Public Service;
- ii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers.
- iv. Applicants should apply on the strength of the information given in this advertisement.
- v. Applicants must attach their certified copies of the following certificates.
  - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates.
  - Postgraduate/Degree/Advanced Diploma/Diploma transcripts.
  - Form IV and Form VI National Examination Certificates.
  - Professional Registration and Training Certificates from respective
  - Registration or Regulatory Bodies, (where applicable).
  - Birth certificate.
- vi. Attaching copies of the following certificates is strictly not accepted: -
  - Form IV and form VI results slips.
  - Testimonials and all Partial transcripts.
- vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal.
- viii. An applicant employed in the Public Service should route his application letter through his respective employer.
- ix. An applicant who is retired from the Public Service for whatever reason should not apply.
- x. An applicant should indicate three reputable referees with their reliable contacts
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xii. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for



Universities (TCU) and National Council for Technical Education (NACTE).

- xiii. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, and Public Service Recruitment Secretariat P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.
- xiv. Deadline for application is **24<sup>th</sup> August, 2024;**
- xv. Only shortlisted candidates will be informed on a date for interview and;
- xvi. Presentation of forged certificates and other information will necessitate to legal action;

**NOTE:** *All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click 'Recruitment Portal')*

**Released by:**

**SECRETARY**

**PUBLIC SERVICE RECRUITMENT SECRETARIAT**