

EMPLOYMENT OPPORTUNITY

African Grey Insurance Limited is seeking to recruit a talented and experienced insurance professional to fill the position of **Assistant Reinsurance Manager** to be based at Head Office reporting to the Regional Manager Southern Region.

The Assistant Reinsurance manager shall be responsible for effectively and efficiently planning, organizing, coordinating and controlling the reinsurance requirements for the Company.

CRITICAL RESPONSIBILITIES

1. Production of reinsurance technical accounting reports in form of bordereaux
2. Placement of risks that are beyond the automatic treaty capacities through facultative arrangements
3. Arrange settlement of Reinsurance premiums as they fall due
4. Timely effective Reinsurance claims recoveries to enhance the corporation's liquidity
5. Production and monitoring of facultative register, Reinsurance premium register, and claims register etc.
6. Production of statistics and risk profiles for all classes of business and all types of treaties for both premiums and claims
7. Reinsurance Treaty program designing
8. Computation of Excess of loss treaties premium adjustments
9. Computations of profit-sharing commissions
10. Computations of sliding scale commissions
11. Computations of portfolio transfers
12. Provide guidance on the underwriting procedures for insurance policies for reinsurance purposes
13. Lead negotiation with brokers/reinsurers
14. Ensure claims and underwriting departments and all branches have full knowledge of and utilizing the RI programme. Timely circulate the treaty limits, exclusions and classifications in a simplified excel sheet for daily utilization by the underwriters.
15. In Liaison with the CEO agree the structure and limitations of the reinsurance programme
16. Maintain set of reinsurance purchasing procedures
17. Any other insurance underwriting duties as assigned

Key Qualifications / Competencies

- Grade Twelve School Certificate with at least 5 "O" credits including English & Mathematics
- Dip CII (CII –UK) and/or National Insurance Diploma from a recognized Institution.
- A degree in Business related studies
- At least three to five years working experience in the General Insurance 2 years of which should be in reinsurance
- Confident decision-making skills.
- Excellent report writing skills.
- Team player
- In possession of a clean and valid driver's license

Email your CV and cover letter to careers@africangrey.co.zm. Only shortlisted candidates will be contacted. The closing date for receiving application is 24th December 2021.