

VACANCIES ANNOUNCEMENT

Established in the year 1998, Reliance Insurance Company (T) Ltd is one of the leading non-life insurers in Tanzania having pan regional presence in Dar es Salaam, Arusha, Mwanza and Mbeya. The company offers full array of non-life insurance products like fire, Engineering, Motor, Work-men compensation, Liability, Marine Hull and Aviation Etc. Reliance had been making a steady progress and has established itself as a reliable player with high reputation for prompt efficient and effective customer service backed by a strong financial base in the Tanzania Insurance industry.

1. Branch Manager

- The successful incumbent's responsibilities will include the following
- Promote the business of the branch and Marketing of general Insurance policies
 - Plan and maintain an annual target for branch business
 - Provide guidance to sub-ordinate(s) on motor underwriting and consult with Head Office on Non Motor business for Underwriting
 - Conduct survey of damaged Motor vehicles to assess damage and negotiate with automobile dealers and garage owners to finalize repair charges.
 - Ensure follow up on pending premiums, collection and remittance of premium amount.
 - Plan and assign work to and supervise the activities of Branch Staff and provide guidance on matters referred.
 - Plan in advance of every month business of the branch in order to ensure timely renewals
 - Any other duties as may be assigned.

Minimum required qualification and experience

- Advance Diploma in insurance or equivalent field.
- Strong presentation and marketing skills
- Experience in client service, relation building and business retention areas.
- At list three years of relevant experience.

2. Manager - Direct Sales

- The successful incumbent's responsibilities will include the following
- Monitor and analyzing team performance
 - Assist in recruitment of new staff and imparting training on regular basis
 - Monitor the team and suggest innovative changes
 - Prepare team monthly reports and regular feedback to the management
 - Conduct market survey
 - Liaise with other department such as marketing and operation in related matters
 - Any other duties as may be assigned.

Minimum requirements qualification

- Graduate preferably in insurance or marketing qualifications.
- Excellent communication skills, planning, organizing and controlling, client focus and be able to lead the team
- High integrity and honest work ethics.
- At list two year of relevant work experience in reputable company

3. Senior Insurance Officer (2)

- The ideal candidate for this position will be responsible for the following
- Allocate reinsurance of all the classes under Surplus treaty (fire, marine and engineering) are done and indicated on the cover notes
 - Sign motor policies and send to the intermediaries without delay
 - Book all facultative business (outward and inward) and maintain facultative registers
 - Prepare closings for the business placed with other insurers and have them signed and stamped by participating insurers
 - Prepare and send monthly renewal notices to facultative insurers
 - Print and file monthly premium registers as per the filing system
 - Attend queries from claims and accounts department in consultation with the supervisor

- Any other work as may be assigned by the Supervisor

Minimum required qualification

- Graduate in Insurance or related qualification or Professional qualification like ACII, AllI or equivalent.
- At list two year of relevant work experience in reputable company is a must.

4. Record Management Officer

- Reporting to director of operation the ideal candidate will be responsible for the following -
- Develops and implements an office records management program.
 - Assign and record or stamp identification numbers or codes in order to index materials for filing.
 - Eliminate outdated or unnecessary materials, destroying them or transferring them to inactive storage according to file maintenance guidelines and/or legal requirements.
 - Find and retrieve information from files in response to requests from authorized users.
 - Keep records of materials filed or removed, using logbooks or computers.
 - Modify and improve filing systems, or implement new filing systems.
 - Perform periodic inspections of materials or files in order to ensure correct placement, legibility, and proper condition.
 - Track files in order to ensure that the files are returned and sorted accordingly.
 - Any other duties as may be assigned.

Minimum required qualification and experience

- Advance diploma preferably in record management or Library.
- Experience of at list two years in record keeping from a reputable organization

5. Assistant Accountant – Mbeya Branch.

- Reporting to the branch manager, the ideal candidate will be responsible for the following
- Report the daily cash position statement for all bank accounts after all receipts and payments
 - Update and report monthly per standard format all payments as per the category
 - Reconcile account statement from bank and ensure that the bank statements are collected on weekly and monthly basis and reconcile timely and report discrepancies
 - Check daily cash summary to ensure that all receipt have been booked and banked properly and clear all unallocated receipts and JVs.
 - Premium and other debt collection by ensure preparation and delivery of account statement monthly to all debtors statement and follow up payment overdue amounts
 - Booking premium and preparing documents (debit note and policy schedules) for brokers
 - Any other work as may be assigned by the Branch Manager

Minimum required qualification

- Graduate preferably in Accounts or Finance.

Mode of application

All interested candidates should send a detailed written application attached with CV and relevant copies of certificates. Application close date will be 1st of August 2015 and all application should be addressed to

Chief Executive Officer
Reliance Insurance Company
P.O. Box 9826
Dar es Salaam
Email : hr@reliance.co.tz

Deadline for the application will be on 1st August 2015