

VACANCIES

TH - 18/01/2018 p.8

Applications are invited from suitably qualified and experienced persons to fill the following vacant positions that have arisen within a reputable insurance organization:

MANAGING DIRECTOR - ASSET MANAGEMENT

Reporting to the Chief Executive Officer, the successful incumbent's main duties and responsibilities will be to oversee the management of the asset management company, as directed by the Chief Executive Officer and the Board. They will also be required to provide the strategic direction for the business including supervising all the activities within the asset management company. The incumbent will be required to market the products of the business in order to ensure business growth and profitability. The successful candidate will interface with shareholders and other external stakeholders. The ideal candidate must have leadership abilities, organizational skills, analytical skills and must have intensive knowledge on investments such as equities, property, money market and other securities. The candidate must have at least 5 years working experience with a Bachelor of Commerce in Banking and Finance or equivalent. CFA Chartered holder qualification is an added advantage.

ACCOUNTANT

Reporting to the Chief Finance Officer, the successful incumbent's main duties and responsibilities will include the preparation of all books of accounts for the property division. The duties include doing bank reconciliation statements, co-ordinating and formulating budgets for the unit and implementing the divisions investment strategies. The successful incumbent is required to ensure that all assets are properly accounted for and that correct depreciation rates are applied. They will also be responsible for preparing all statutory returns and ensuring that the company complies with all statutory and regulatory requirements. **The ideal candidate must have a Degree in Accounting and must be a Chartered Accountant with at least 2 years working experience in a similar position.**

FUND MANAGER - ASSET MANAGEMENT

Reporting to the Managing Director, the successful candidate will be responsible for making investments in equities, money market, property and other securities on behalf of clients, in accordance with the investment objectives and parameters as defined by the clients. They are also responsible for the management of the client portfolio and this involves buying and selling securities on a day-to-day basis to portfolio monitoring, settlement of transactions and client reporting. The Fund Manager will be responsible for ensuring that business is done in accordance with regulations outlined by the relevant authorities, such as the Securities and Exchange Commission. **The ideal candidate must have a Degree in Banking and Finance or equivalent with at least 2 years working experience in a similar position.**

LEGAL AND COMPLIANCE OFFICER

Reporting to the Company Secretary, the successful candidate will be responsible for drafting product rules, pension rules and communicating with the registrar of Insurance and Pensions Commission as well as registrar of companies and deeds. The duties also include the preparation of mortgage bonds and cancellations, drafting and scrutinizing contracts and giving Legal advice on all legal matters within the Group of companies. The incumbent will also be responsible for drafting and negotiating contracts with service providers, liaising with external lawyers on behalf of the company, providing the secretariat services in the office of the Company Secretary and attend to litigation issues on behalf of the company. The ideal candidate must have at least a Bachelor of Laws Degree, working knowledge of insurance and good communication skills. **The candidate must also have a minimum of 2 years working experience in a similar position.**

BUSINESS DEVELOPMENT CONSULTANT

Reporting to the Business Development Manager, the successful incumbents' main duties and responsibilities is the acquisition of new business and the development of new products and services. The incumbent will also be responsible for making business presentations, conducting market intelligence, brand visibility and market share growth. **The ideal candidate must have at least a Bachelor of Commerce in Marketing with 2 years working experience in Employee Benefits or Medical Aid industry.**

RISK AND COMPLIANCE OFFICER

Reporting to the Head of Risk and Compliance, the successful incumbents' main duties include; maintaining an aggregated view of the risk profile of the company at enterprise and individual business unit level. Evaluate the internal and external risk environment on a monthly basis in order to identify and assess potential risks for the company as early as possible. **The ideal candidate must have a Bachelor of Risk and Insurance or Finance with 2 years working experience in a similar position.**

Interested persons should submit their applications together with a detailed and comprehensive CV and certified copies of educational certificates by not later than the 25th of January 2018. Applicants should send their applications to The Human Resources Department, P.O Box 435, Harare. The post being applied for must be clearly stated in the subject line.