

TSM J-C 28/01/2018 P.10

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

CLIENT RELATIONSHIP MANAGER - MEDICAL INSURANCE

Reporting to the Head of Business Development, the successful incumbent's main duties and responsibilities will be to create and nurture long term relationships with clients through developing and maintaining efficient systems to deal with client queries. They will also be required to conduct business reviews so that the clients will be satisfied with the company's products and services. The incumbent will be required to conduct a competitor analysis and monitor company performance against service level agreements. The candidate must have at least 2 years working experience in a similar position with a Bachelor of Commerce in Marketing Management or equivalent.

ASSISTANT BUSINESS DEVELOPMENT MANAGER SOUTHERN REGION - MEDICAL INSURANCE

Reporting to the Head of Business Development, the successful incumbent's main duties and responsibilities will include **the acquisition of new business, product development, business development planning and identifying opportunities for campaigns, services and distribution channels that will lead to an increase in sales.** The duties include conducting marketing and competitor analysis research so that clients' need information is gathered which will assist in product development. **The ideal candidate must have a Degree in Marketing or equivalent with at least 2 years working experience in a similar position.**

SERVICE PROVIDER LIAISON OFFICER - MEDICAL SERVICES

Reporting to the Operations Manager, the Service Provider Liaison Manager, the successful incumbent's main duties and responsibilities will include; facilitating the registration of local and foreign service providers. The duties also include brand promotion, monitoring card acceptability by the service providers. The incumbent will be required to attend to all service provider queries and assess treatment plans for admitted members or chronic patients. The ideal candidate must be Registered Nurse or equivalent and at least 2 years working experience

SENIOR INDIVIDUAL LIFE ADMINISTRATOR

Reporting to the Life Administration Manager, the successful incumbent's main duties and responsibilities will be the production of valuation data and updating client portfolios on the administration system. The incumbent will be required to assist in underwriting and authorization of documents on the administration system. They will be responsible for processing new business and endorsements quotations. **The ideal candidate must have a Degree in Actuarial Science, Mathematics, Statistics, Insurance and Risk Management or equivalent with at least 2 years working experience in a similar position**

ASSISTANT MANAGER - LIFE ASSURANCE

Reporting to the Life Administration Manager, the successful candidate will be responsible for authorizing claims payments, documents on the administration system and expenses. The incumbent will be required to assist in the production of management reports, supervise the administration staff and manage the ISO 9001:2015 quality management system. They will be required to supervise the production of valuation data and assist in the preparation for internal and external audits. The duties also include assisting in the development of controls and systems for the department. **The ideal candidate must have a Degree in Actuarial Science, Mathematics, Statistics, Insurance and Risk Management or equivalent with at least 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 5th of February 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.