

STRATEGIS INSURANCE TANZANIA LIMITED



EMPLOYMENT OPPORTUNITY

Position: **Customer Service and Sales Point Executive (x1)**

Expected appointment date: Immediate

Location: SALES POINT, ZANZIBAR

Description of core duties and responsibilities:

- Identification of potential clients/prospects and agents.
- Making presentations to clients/prospects.
- Closing sales for both medical and non-medical products.
- After sale services and delivery of policy documents.
- Preparation of daily sales reports.
- Writing Cover Notes and Issuing Stickers.
- Premium collection from the clients.
- Making follow up to our current agency and expected new agency.
- Issue Motor certificates/Cover Notes and register into TIRA MIS System.
- To deposit premium amount collected to the bank.
- Filing – Comply with the agreed filing and record keeping system.
- Customer Service - Attend to direct customers who visit the office for inquiry and provide prompt attention and efficient service.
- Prepare a weekly report such as Premium Register Report for the Sales Point Manager.

General performance standards:

- Excellent communication skills both verbal and written.
- Excellent presentation skills.
- Excellent attention to detail and follow up, possess good judgment and integrity and able to remain patient in difficult situations.
- Good negotiation skills.
- Excellent Interpersonal skills.
- Good listening skills.
- Ability to work under minimum supervision.
- Maintaining positive attitude and contribute towards quality work environment.
- Highly effective and efficient in meeting commitments and achieving results.
- Enthusiastic.

- Hard working person.
- Proficient in Micro Office Certified Programs: Micro Office Word, Microsoft Office Excel.
- Fluent in English language.
- Follow ups through effective communication
- Proper advice to potential clients.

Minimum qualifications and experience:

- Advanced diploma or bachelor degree in Insurance & Risks Management.
- Computer Application Knowledge.
- At least one year work experience in Insurance.

Key attributes:

- Strong team player, with the ability to work with colleagues at all levels.
- Good numerical skills and ability to absorb and understand detailed statistical data.
- High integrity.

Mode of Application:

All applications should have names of three official referees with their contact details. Applications accompanied by professionally prepared CVs, copies of all supporting documents along with a recent passport size photograph should be submitted not later than 05 September 2023 to the following address.

**Head of Human Resource and Administration
Strategis Insurance Tanzania Limited
P. O. Box 7893
Dar es Salaam
Tanzania**

E-mail: hr@strategis.co.tz

Or delivered to:

**Strategis Insurance Tanzania Limited
1st Floor, Masaki Ikon Building
Plot no. 1520, Bains Avenue
Masaki, Msasani Peninsular**

Note: Only shortlisted candidates will be contacted.



STRATEGIS INSURANCE TANZANIA LIMITED EMPLOYMENT OPPORTUNITY

Position: **AGRONOMIST UNDERWRITER**

Division: Non Medical Insurance

Expected appointment date: Immediately

Type of Contract- Fixed Term Contract

Location: Dar-es-Salaam

JOB PURPOSE

To assess Agriculture risks, support the claims adjustment process and business to achieve growth and profitability of agriculture insurance.

KEY RESPONSIBILITIES

- Engage with re-insurers to develop/refine agricultural insurance products that suit the needs of the local market to grow this line of business.
- To conduct market research, managing and developing the agribusiness insurance line by generating new business and improving the performance of existing business.
- Assess, manage, and rate risks to ensure the company accepts and retains quality business.
- Provide expert advice during the claim's adjustment process, including crop surveys at the time of loss.
- Conducts market analysis and collates data from Ministry of Agriculture and other Governmental and non-Governmental institutions required for the development of new products.
- Carry out risk surveys and prepare reports on potential business to better understand the risks.
- Carry out inspections of the crops during planting, mid-season, and pre-harvest to track crop condition as well as loss if any.
- Promote and sensitize stakeholders on crop insurance.
- Respond to correspondence, queries, and complaints on agricultural insurance for efficient service delivery.
- Train and sensitize staff, intermediaries, and other stakeholders in the agricultural industry to create awareness.
- Ensure that renewals for agriculture business are done in a timely manner to enhance customer retention.

KNOWLEDGE AND EXPERIENCE

Qualifications:

- Bachelor of Science in Agriculture
- Knowledge in Insurance & Risks Management (Minimum Certificate in Insurance)
- Computer Application Knowledge.

Work Experience:

- Minimum of 3 years' experience in Insurance industry

SKILLS AND COMPETENCIES

This role requires an execution oriented individual with

- Excellent interpersonal skills.
- Outstanding organizational and leadership abilities.
- A keen eye for detail.
- Assertiveness and self-drive.
- Honesty, reliability and dependability.
- Sound analytical skills.
- Speed and Accuracy.
- Ability to work under pressure and manage time efficiently.
- Ability to solve problems and make decisions effectively.
- Ability to perform under minimum supervision.
- Positive attitude.
- Team player.
- Good communication and negotiating skills.
- Thorough understanding of policy covers/wordings, reinsurance and their interpretation as pertaining to claims.

Mode of Application:

All applications should have names of three official referees with their contact detail. Applications accompanied by professionally prepared CVs, copies of all supporting documents along with a recent passport size photograph should be submitted not later than 22 August 2023 to the following address.

Head of Human Resources and Administration

Strategis Insurance Tanzania Limited

P. O. Box 7893

Dar es Salaam

Tanzania

E-mail: hr@strategis.co.tz

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