

Advert 13th February 2015(Closed)

CAREER OPPORTUNITY- BILINGUAL-UNDERWRITER

ZEP-RE (PTA Reinsurance Company) is a specialized institution of the Common Market for Eastern and Southern Africa (COMESA) established to service and develop the needs of the insurance and reinsurance industry within the Sub-Region. ZEP-RE's operations are driven by the desire to provide excellent first class reinsurance and technical services to all our business partners who are drawn from the breadth of the African continent and beyond. We are seeking a high calibre and results-oriented professional to create growth, capacity, and competitive advantage in our business in the capacity of **Portuguese Speaking Underwriter** at our Southern Africa Regional Office in Harare - Zimbabwe in the first quarter of 2015. He/She must be self-driven, innovative, and able to work with minimum supervision and a committed team player. The incumbent will be based at our Southern Africa Regional Office in Harare -Zimbabwe

POSITION SPECS

Reporting to the Regional Director, the Underwriter will assist in effecting the mandate of the office in all aspects of Reinsurance business. He/She will specifically:-

- Be responsible for underwriting Reinsurance Business in the ZEP-RE Southern African Business Region;
- Be responsible for assisting in undertaking surveys in the ZEP-RE Southern African Business Region;
- Market the company products and services;
- Underwrite new and renew treaty and facultative reinsurance business;
- Be responsible for treaty and facultative business administration which would include inter alia checking facultative and treaty wordings, cover notes, preparation of debit and credit notes etc;
- Assist with pricing of treaty and facultative business;
- Assist with I business credit control;
- Assist with the preparation of regional and local market statistics;
- Participate in company training initiatives for staff and clients;
- Perform any other duties as will be assigned from time to time.

PERSON SPECS

- Must be Bilingual- (good written and oral communication) in Portuguese and English. The incumbent must be fluent in the two languages. This is one of the major key requirements.
- Should have a Commercial or Technical degree from a recognized University with a minimum degree class 2:1.
- Diploma in Insurance with Insurance Institute of South Africa (IISA) or Chartered Institute of Insurance (CII) UK will be a critical advantage;
- Should have at least 5 years of underwriting experience in an insurance/reinsurance company;
- Membership to recognized Professional bodies.
- Should have excellent communication, interpersonal, report writing and supervisory skills;
- ICT knowledge is critical and knowledge of SICS Reinsurance System will be added advantage;

Candidates who meet the above requirements should submit applications by e-mail attaching a detailed CV with personal details of **e-mail**, telephone, **current remuneration** and three referees by Saturday 28th February 2015 to:recruitment@zep-re.com

ZEP-RE is an equal opportunity employer and is committed to gender equality in its staff. Well qualified candidates, particularly females are strongly encouraged to apply

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED