



EXCELLENT CAREER OPPORTUNITY – CLIENT SUPPORT EXECUTIVE (CSE)/EXECUTIVE BUSINESS ADMINISTRATOR (EBA)

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 insurance and reinsurance industry within the Region. We are seeking a high caliber knowledgeable and results-oriented professional to support the Operations Division. The job encompasses the provision of technical and admin support to the Operations Division.

The role

To assist in effecting the mandate of the Operations division of the company in delivering in mandate in provision of Insurance/Reinsurance services in all the company's key markets through its nine regional and country offices. The position reports to the Chief Operating officer. The successful candidate should possess the following skills and or be able to

- Preparing calendar - short and mid-term in line with the division's priorities and managing the division's implementation of agreed work plans.
- Organizing and scheduling internal and external meetings for the Division.
- Communicating meeting Agendas and taking Minutes as well as making implementation follow-ups with the respective Departmental managers, Country Managers and or any other person as directed by the Division.
- Diarising and or scheduling then sitting in, taking minutes, and recording key matters in weekly monthly, quarterly and or ad hoc performance deliverable meetings with Country managers.
- Assist Staff in tracking and motoring key weekly deliverables or assignments.
- Typing and filing of Division's confidential reports and records
- Assist the Division with the preparation of presentation documents.
- Managing all correspondence to and from the Division including drafting, routine, responding, and delegating to other offices.
- Managing the Division's priority projects as delegated and or assigned.
- Acting as a key liaison officer for work assignments involving Exco and other Heads of Departments and doing follow-ups with team members.
- Coordinate the Division's Client visits and ensure reports are shared.
- Supporting the Division with any other duties as assigned from time to time.

The person

The preferred candidate should have the following minimum qualifications and experience -

- Academic Qualifications: An Insurance and Risk Management Degree with a minimum Upper Second Class from a Recognized University
- Professional qualification -A Diploma in Insurance from the Chartered Insurance Institute (CII) will be an added advantage.
- Minimum experience of 4-5 years insurance or reinsurance experience. At least 3 years working experience in a reinsurance company will be an added advantage.
- Exceptionally organized with significant experience managing diaries meeting deadlines and balancing multiple tasks
- IT skills -proven experience with Micro soft office and other relevant systems.
- Excellent Administration skills and experience – a must
- Excellent written and oral communication skills. Fluency in French will be an added advantage.

Candidates who meet the above requirements should submit applications to the HR & Admin Manager by **e-mail** attaching a detailed CV, scanned copies of academic & professional qualifications, current **remuneration** and three referees by **Friday 20th June 2023** to: recruitment@zep-re.com

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED