

Job Description – YP-Inclusive Insurance

Job details	
Job title: Young Professional – Inclusive Insurance	Department: Public Sector & Inclusive Solutions
Reporting to: Head of Inclusive Insurance	Duration: 1 year
About us:	
<p>ZEP-RE (PTA Reinsurance Company), an institution of the Common Market for Eastern & Southern Africa (COMESA). The Company was established in 1990 under the Preferential Trade Area, a precursor to COMESA, to develop the insurance and reinsurance industries and support capacity building. The Company is headquartered in Nairobi, Kenya, with regional hubs in Zimbabwe and Côte d'Ivoire, and country offices in Uganda, Zambia, Ethiopia, Sudan, Rwanda, and the Democratic Republic of Congo</p>	
Position Overview	
<p>The Young Professional (YP) will play a key role in supporting the development of inclusive insurance solutions and strategic partnerships within the Public Sector and Inclusive Solutions Department. This position is designed for a motivated individual seeking hands-on experience and comprehensive training in the insurance industry, inclusive finance principles, and strategies for expanding access to inclusive insurance services. The YP will work closely with experienced professionals to contribute to business growth, innovation, and ecosystem development in inclusive insurance.</p>	
Responsibilities and Accountability	
1. Lead Research Efforts to Support Business Growth	
<ul style="list-style-type: none">• Conduct research to identify potential partners and areas of interest that align with our inclusive insurance agenda• Perform environmental scanning to track the development of the ecosystem, focusing on players, trends, and technologies within the micro and inclusive insurance space.• Research and identify fundraising and partnership opportunities for inclusive insurance initiatives.	
2. Contribute to Inclusive Insurance Team's Delivery of Innovative Solutions	
<ul style="list-style-type: none">• Actively participate in working sessions to support the delivery of innovative solutions, particularly for SMEs and affordable housing sectors.• Support the development of ecosystem partnerships that expand access to inclusive insurance services.	
3. Support Partner Engagements and management	
<ul style="list-style-type: none">• Conduct research and develop presentations and reports to support partner engagements by the Public Sector and Inclusive Insurance teams.• Collaborate with internal teams to create content for partnership meetings and forums.• Participate in relationship management for onboarded partners including supporting reporting and communication requirements.	
4. Identify Networking and Advocacy Opportunities	
<ul style="list-style-type: none">• Research and identify new avenues for networking and advocacy that ZEP-RE should explore to enhance its presence and influence in the inclusive insurance space.• Engage in industry events, conferences, and forums to promote inclusive insurance solutions.	
5. Provide Administrative Support for Follow-up and Execution	

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- Provide administrative support for partner engagements, including drafting key takeaways from partner forums and leading agenda preparation for partner meetings.
- Ensure effective communication and follow-up of action items to drive progress.

6. Collaborate on Logistical Arrangements for Partnership Engagements

- Work closely with administrative colleagues to make logistical arrangements for partnership engagements, including co-design workshops and meetings.
- Ensure smooth execution of partner forums and events.

Minimum requirements

- i. Bachelor's Degree in Insurance, Business Administration, Economics, Finance, Statistics, or a related field.

Core attributes

- i. Interest in inclusive finance, insurance solutions and innovation
- ii. A strong interest in financial inclusion and micro and inclusive insurance.
- iii. Proactive attitude with a keen interest in learning and developing professionally
- iv. Strong research, analytical, collaboration and problem-solving skills
- v. Proficiency in data analysis tools and software (e.g., Excel, Word, PowerPoint).
- vi. Excellent written and verbal communication skills.
- vii. Ability to think critically, out of the box thinking and contribute to innovative solutions.
- viii. Strong interpersonal skills and ability to engage with diverse stakeholders.

BENEFITS

- i. Hands-on experience in the development of inclusive insurance solutions targeting the unserved and underserved
- ii. Opportunity to contribute to projects in the insurance industry.
- iii. Comprehensive training and mentorship from seasoned professionals in the field.
- iv. Exposure to networking and advocacy opportunities to expand career development.
- v. Exposure to various facets of the insurance and reinsurance business, enhancing your career development

Relationships and working contacts

Internal – Close collaboration with the Head of Inclusive Insurance, Public Sector and Inclusive Solutions Department, and cross-functional teams within ZEP-RE.

Work environment

Location: Office-based, Nairobi Office.

Work Type: Full-time internship, with a focus on learning and professional development.

Interested candidates who meet the above requirements are invited to submit their applications by emailing a detailed cover letter and CV, outlining their suitability for the position to recruitment@zep-re.com by **22 November 2024**. Please indicate 'YP Inclusive Insurance' in the subject line of your email. **Only shortlisted candidates will be contacted.**

ZEP-RE is an equal opportunity employer. We welcome applications from candidates across Africa, including but not limited to COMESA member states.