

Job Description – YP (Operations)

Job details	
Job title: Young Professional	Department: Operations
Reporting to: Assistant Key Account Manager	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 then 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 YP within the Zambia Office, you will play a vital role in supporting underwriting, claims, finance, and administration functions. This internship provides an excellent opportunity for you to develop a deep understanding of reinsurance operations, enhance your analytical skills, and contribute to the overall efficiency of the business. Your work will be integral to helping the team enhance operational strategies, processes, and data-driven decision-making.</p>	
Responsibilities and Accountability	
Marketing for Reinsurance Inward Business:	
<ol style="list-style-type: none">i. Assist in the collection, analysis, and interpretation of underwriting-related data to support business acquisition decisions.ii. Develop and maintain dashboards and reports for underwriting and claims, tracking key metrics and registering treaty and facultative claims.iii. Identify emerging trends and insights from underwriting and claims data, recommending improvements to operational processes and programs.	
Technical Accounting Support:	
<ol style="list-style-type: none">i. Assist in credit control and premium collection processes.ii. Support the team in preparing and monitoring quarterly statements of accounts and technical bookings.iii. Follow up on, collect, and process statements of accounts in a timely manner.	
Employee Engagement and Development:	
<ol style="list-style-type: none">i. Assist in organizing employee engagement activities and events that foster team spirit and collaboration.ii. Support the development and implementation of employee training programs in coordination with the ZEP-RE Academy.	
Administrative Support:	
<ol style="list-style-type: none">i. Provide general administrative assistance to the Zambia Office team, including document preparation, correspondence management, and meeting coordination.	
Minimum requirements	
<ol style="list-style-type: none">i. Bachelor's Degree in Insurance, Business Administration, Economics, Statistics, or a related field.	
Core attributes	
<ol style="list-style-type: none">i. Proactive attitude with a keen interest in learning and developing professionallyii. Strong problem-solving and critical thinking skills	

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- iii. Excellent interpersonal skills, with the ability to engage with staff at all levels
- iv. Proficiency in data analysis tools and software (e.g., Excel, Word, PowerPoint).
- v. Excellent written and verbal communication skills.
- vi. Strong organizational skills and attention to detail.
- vii. Strong analytical skills with the ability to interpret data and generate actionable insights.
- viii. Enthusiasm for contributing to team goals and business success

BENEFITS

- i. Gain hands-on experience in reinsurance practices and operations.
- ii. Opportunity to contribute to meaningful projects that shape operational strategies.
- iii. Access to mentorship and guidance from experienced insurance professionals.
- iv. Networking opportunities within the company and the wider insurance industry.
- v. Exposure to various facets of the insurance and reinsurance business, enhancing your career development

Relationships and working contacts

Internal – Collaborate with staff across various departments including underwriting, claims, finance, and administration.

Work environment

Location: Office-based, Zambia 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 Zambia Office' 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.