CAREER OPPORTUNITIES

Trust Human Resources Management Consultancy Limited (THRMCL) is a limited liability company run and managed by able, capable and competent Tanzanian professionals in various expertise and specialization.

Playing the business partnering role, THRMCL distinguishes itself as a provider of choice to organizations in the areas of Training, Consultancy and Recruitment through a quality driven framework aimed at developing customized solutions to organizations.

In line with its corporate objective of constantly reviewing and enhancing its key performance areas, our client, one of the leading Insurance companies in Tanzania and Eastern and Central Africa, wishes to engage the following persons:

1. Data Analyst

Reporting to the Managing Director, the successful candidate will have overall responsibility of providing competitive and tailor made Group Care quotations and ensure timeliness and accuracy of reports to all Units with the aim of enhancing decision making processes.

Duties and Responsibilities

- Providing customized and tailor made quotations including Group Care
- Providing advice to the Managing Director and Marketing Manager, sales agents and brokers on quotations and other requirements
- Liaising with underwriters on quotations and product rates
- Estimating fund projections for various corporate clients
- Responsible for the preparation of the Scheme Operations Report
- Preparation of the Quarterly Report Packs (QRP's). Analysis of various parameters such as providers, disease profile, claims breakdown and claimants.
- Analysis of products and periodic claim experience monitoring
- Develop healthcare parameters for comparison and for planning purposes e.g. expected visits per year, prevalence rates, length of stay for various common conditions etc.
- Testing the validity of data extracts / reports that relate to provision of summarized information and liaise with IT and Business leaders
- Form integral part of the Data Warehouse development team by contributing on the design of the data structures that form Data Warehouse at Group level
- Preparing various Business Dashboards in Sales, Claims etc and liaising with Head Office on the same

Education and Experience

- University Degree in either Actuarial Science, Insurance, Statistics or Mathematics
- 3 - 5 years experience in performing same or similar duties

- Ability to perform in-depth data analysis to establish critical business trends
- Strong analytical and problem solving skills
- Excellent communication skills
- Advanced computer skills
- Experience in the application of statistical models

2. Personal Assistant

Reporting to the Managing Director, the successful candidate will be responsible for provision of office administration assistance to the Managing Director. Other duties and responsibilities will, not limit, to the followings;

Duties and Responsibilities

- Coordinate Board meeting logistics and compilation of Board Papers
- Management of the diary of the Managing Director and setting meetings and other appointments as per schedule
- Coordinate staff schedules in liaison with the HR Manager accordingly
- Coordinate travels and accommodation for the company's travelling outside and inside the country and ensure that all logistics are properly coordinated
- Ensuring provision of good general support services of the Company's facilities including tea, photocopying and messenger services
- Coordination of purchasing of office equipments per budget and management of their repairs and maintenance with assurance of service agreements in place
- Provision of liaison between the Company and key suppliers of office equipment ensuring all necessary service is provided
- Responsibility for Cleanliness and maintenance of office premises with assurance of a cleaning agreement, cleaning and garbage collection schedules in place
- Ensuring staff members take responsibility for the maintenance of the clean premises
- Management of utilities including water and electricity and appropriate usage of the utilities.
- Management of timely supply of alternative options of the utilities when needed to avoid inconveniences
- Management of office supplies
- Management and filing of all documents emanating from the Managing Director's office.
- Supervision of all security operations and systems, making appropriate recommendations
- Ensuring that the premises is fire-protected with all fire protection equipments and an updated service agreement are in place
- Ensuring staff are refreshed on a regular basis on the handling of fire incidences/accidents, including fire drills.
- Any other duties that may be assigned to her by her Supervisor or Management

Education and Experience

- Diploma in Secretarial Studies, Office Management or any Business related coursed
- 3 to 5 years experience in Office Administration and Management;
- Excellent Computer Skills

3. Underwriting Manager

Reporting to the Assistant General Manager, the successful candidate will be responsible for provision of competitive market related quotations and document issuing services to the

company's customers, retention of customers and ensuring continued profitable growth of the Company.

Duties and Responsibilities

- Liaise with the Financial Controller to ensure that payments by agencies and brokers are within statutory requirements.
- Underwriting of the Company' business portfolio within reinsurance arrangements
- Develop growth of the company's portfolio by ensuring good liaison with the agencies and brokers.
- Authorize all claims payments within 12 hours of receiving files and
- Provide the Assistant General Manager with monthly reports on premium growth by class and analysis of broker performance.
- Negotiate treaty renewal terms in conjunction with the Claims Manager to be completed no later than 15th December each year
- Ensure all business is properly rated and the risk premium is charged and benefits are included at the correct levels so as to ensure there is underwriting profit
- Assist the Assistant General Manager to ensure the company has strong risk management processes and procedures that safe-guard the interests of the company and its customers.
- Assist the Senior Management team in the development of appropriate strategies that promote the company's operations, competitiveness and growth and ensure implementation of the same in areas of responsibility.
- Assist in marketing and sales efforts to ensure revenue targets are met and exceeded.

Education and Experience

- Advanced Diploma or Bachelor degree in Insurance, Risk Management, Actuarial Sciences from a recognized Institution
- Professional Insurance Qualifications e.g. CII, IAC, IISA, FALU or equivalent
- 3 to 5 years professional experience in same or similar position.
- Excellent Computer Skills

How to Apply

Interested applicants who meet the minimum qualifications and experience must submit their applications enclosing current CV and a cover letter explaining why they are the best candidate for the position and mail to: trusthrmc@yahoo.co.uk before close of business on 25th July 2012

Or by post to;

Managing Partner
Trust Human Resources Management Consultancy Limited
P.O. Box 75758
DAR ES SALAAM

Only shortlisted candidates will be contacted