



EXCELLENT CAREER OPPORTUNITY – MEDICAL 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 insurance and reinsurance industry within the Region. We are seeking a high calibre and results-oriented professional to create growth, capacity, and competitive advantage in our business in the capacity of **Medical Underwriter**. **Duty station will be Nairobi, Kenya.**

The role

Reporting to the Head of Life & Health, the Medical Underwriter will be responsible for actuarial and medical business analytics as service to the Life & Health Department and advice to the Company. Duties will include, but not limited to, the following: -

- Growing the life and health business;
- Life & Health Business Analytics and Advices;
- Key account management;
- Ensuring that client accounts and claim records are professionally maintained and updated;
- Supervise, coach and develop direct reports;
- Underwriting Life business;
- Ensuring prompt responses to business correspondence;
- Following up of outstanding statements of accounts, as well as outstanding balances in liaison with Finance Department;
- Analyzing the business of cedants and making appropriate recommendations;
- Providing technical support - specifically in analyzing client needs, treaty coverage and treaty quotations;
- Preparing life treaty slips, treaty cover notes, endorsements and other related items; verifies their accuracy; forwards them to client with appropriate correspondence
- Preparing summaries of reinsurance covers, schedules and proposals for processing as needed
- Verifying policy and policy change information, facilitating corrections when necessary.
- Other duties assigned from time to time.

The person

The preferred candidate should have: -

- A Master's degree in a mathematical field from a recognized University.
- BSC (Hons) Actuarial Degree from a recognized University;
- Demonstrable progression to Fellow of Institute of Actuaries;
- Demonstrated Actuarial Pricing experience – medical analytics preferred;
- Computer fluency in MS Office suite plus other Insurance/ Reinsurance packages;
- At least 5 years' Actuarial practice Experience gained from a reputable Company;
- Excellent communication and analytical skills;
- Be a team player;
- Value excellency and first-class service provision;
- Be of high professionalism and integrity.

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 Monday 30th April 2018 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