



EXCELLENT CAREER OPPORTUNITY – ACTUARIAL ASSISTANT

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 **Actuarial Assistant**. **Duty station will be Harare, Zimbabwe.**

The role

To effect the mandate of the company in Actuarial Analysis by providing Actuarial assessment of the business as aid to decision making. He/She will specifically: -

- Participate in product development and pricing as and when required including modelling, profit and sensitivity testing
- To monitor profitability of business in markets serviced
- Carry out data analysis and investigations as directed e.g. on Expenses, Mortality
- To examine business offers (renewals and new business), make recommendations and ascertain their renewability in due time
- To work out premium quotations for insurance offers / programs
- To check and recommend for approval of reinsurance slips, and treaty wordings or addenda, as required
- To deal promptly with correspondence of the business
- To maintain and update underwriting records and ascertain the adherence to office procedures in maintenance of proper records
- To ascertain the timely receipt of statements of accounts from ceding companies, their correctness and to verify their processing as required by office procedures
- To maintain proper records of claims intimated and paid
- Carry out business projections for the annual business planning exercise, strategy reviews and for capital management / solvency purposes as well as stress and scenario testing on the projections
- Market research and Industry analysis
- Ensuring compliance to regulatory requirements in markets serviced
- Providing financial analysis to support Actuarial valuation, as and when required
- Deliver on performance requirements as defined in the business strategy map, balanced and personal scorecard
- Perform any other duties as will be assigned from time to time.

The person

The preferred candidate should have: -

- Degree in Actuarial Science from a recognized University;
- Practice knowledge with at least 2 years of practical experience in reputable Insurance / Reinsurance Company;
- Excellent writing, communication and interpersonal skills;
- Be a team player as this is a business support role.
- Be of high professionalism and integrity in line with ZEP-RE's Values.

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 16th August 2019 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