



## **EMPLOYMENT OPPORTUNITIES**

Bank of Zambia, an equal opportunity employer invites applications from suitably qualified Zambians to apply for the following vacant position:

### **ASSISTANT MANAGER – INSURANCE SERVICES, HO (1 POST)**

**GRADE: BOZ 5**

#### **Job Purpose**

To perform insurance functions and activities in line with Bank of Zambia policies, practices and procedures in order to ensure adequate insurance cover on insurable risks.

#### **Main Accountabilities**

- Coordinate Departments in the provision of inputs for insurance renewals;
- Placement of insurance cover with the most competitive Underwriters;
- Establish efficient claims service and provide timely and accurate insurance statistics to facilitate decision making;
- Conduct periodic reviews of Underwriters claims and Underwriting performance;
- Provide inputs for sectional budget, monitor and review budget performance;
- Implement and periodically review insurance procedure manual;
- Carry out risk assessments under various insurance policies;
- Harmonise insurance functions between Head Office and Regional Office;
- Carry out any other functions assigned by the supervisor.

## **Qualifications and Experience**

- Degree in Insurance; BSc/BA/BBA or equivalent plus Diploma in Insurance
- Grade 12 School Certificate with five (5) 'O' Levels (Credit or better)
- Three (3) years' practical Insurance experience
- Broking experience will be an added advantage
- Member of the Insurance Institute of Zambia (IIZA)

## **Key Knowledge and Attributes**

- Technical expertise in life and non-life insurance
- Analytical thinking
- Computer literate
- Capable of meeting stringent deadlines
- Team player
- Research oriented
- Good Communication skills

## **CONDITIONS OF SERVICE**

Bank of Zambia Conditions of Service will apply. Please note that the position is on a Fixed Term Contract of Employment for three (3) years and renewable subject to good performance.

Only candidates who meet the above role specifications should apply enclosing their detailed curriculum vitae and certified photocopies of certificates to the undersigned not later than Tuesday 5th March 2019. For more information, visit: [www.boz.zm](http://www.boz.zm).

Women are encouraged to apply. Only shortlisted candidates will be contacted.

**Director - Human Resources**

**Bank of Zambia**

**Bank Square**

**P O Box 30080**  
**LUSAKA**