

JOB TITLE: Technical Assistant (Non-Life Insurance)

REPORTS TO: Technical Officer (Non-Life Insurance)

PURPOSE OF THE JOB

1. The Technical Assistant (Non-life Insurance) at the Uganda Insurers Association will support the Technical Office (Non-Life Insurance) in the development and growth of the Non- Life insurance sector in Uganda.

PRINCIPAL DUTIES

Work towards the development and growth of the Non- Life insurance sector in Uganda shall include;

1. Work closely with all member companies in ensuring the timely submission of all Motor transit returns and provide periodic updates (reports) on the performance of the companies.
2. Monitor MTP sales through the MTP portal against sticker purchases per member company, analyse sales over different periods i.e. monthly, quarterly and annually and advise management on consumption patterns for planning effective decision making. This includes recommendations on necessary actions to be taken by management.
3. Increase the number of motor accident victims seeking for compensation from Insurance companies and provide periodic reports on the compensations made. Including identifying accident victims by providing them with artificial appliance as per the doctor's recommendation
4. Attend to all issues related to Motor Third Party Insurance, localization of Marine Cargo Insurance, Workers Compensation Insurance and other non-life Insurance products and include recommendations on necessary actions to be taken by management
5. In liaison with the supervisor, create a mechanism on how best we can offer support on uptake of COMESA.
6. Carry out inspections on insurance company branches and agencies on the MTP insurance in liaison with the supervisor and respond to and follow up on issues raised in inspection of and other correspondences with insurance players.
7. Support with coordination and sensitization exercises on all mandatory policies like Motor Third Party Insurance, Workers Compensation, Marine Cargo Insurance and other non-life products for all relevant stakeholders.
8. Maintain registers (both manual and soft data base) with every MTP release to member companies.
9. In liaison with the supervisor, coordinate all initiatives in partnership with key stakeholders that promote the growth and development of Non-Life insurance products.

10. Liaise with other departments in organizing the Association's event/functions.
11. Perform any other duty as assigned from time to time.

REQUIREMENTS

1. SKILLS

- Excellent interpersonal and analytical skills.
- Good command of MS Word, Excel and knowledge of SPSS and qualitative data analysis software.

2. EXPERIENCE

- Three (3) years of work experience in insurance with a reputable insurance company.
- Experience in the insurance industry or a member-based organization will be an added advantage.

3. EDUCATION

- Applicants should be holding an Honors Bachelor's Degree in Actuarial Science or Statistics, Economics or Quantitative Economics from a recognized University Institution.
- A professional qualification in insurance will be an added advantage.

HOW TO APPLY

1. Interested candidates who meet the minimum requirements for the above position should submit soft copies of the following;
 - Application letter.
 - A detailed and an up-to-date Curriculum Vitae.
 - Certified copies of academic transcripts, certificates and professional qualifications.
 - Names and addresses of three referees.
2. Submissions should be sent in soft copies to; jonan.kisakye@uia.co.ug or hand delivered to;

The Chief Executive Officer
Uganda Insurers Association (UIA)
Insurer's House
24A Acacia Avenue, Kololo
P. O. Box 8912
Kampala

3. Deadline for submission is Monday 20th March 2023 at 5pm. Only shortlisted candidates will be contacted.