NSSF CO-OPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED

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ADVERTISEMENT FOR THE INSURANCE OFFICER POSITION

We are a Deposit Taking SACCO Based in Nairobi regulated by SASRA seeking to fill the position of an Insurance Officer with an ability to assess risks, tailoring insurance products and solutions that ensure peace of mind for our clients, provide efficient claims processing for policy holders.This opportunity is for you. Send in your application for the above position.

Overall Job Purpose

To be Responsible for Insurance growth and generation of sales contributing to the growth of the Insurance Agency/Brokerage.

Roles and responsibilities

Insurance Business Growth

- Developing of new insurance products and policies that align with market demand and regulatory requirement;
- Developing a base for long-term source of clients by using referrals, occupational, and special interest groups to compile lists of prospects;
- Acquiring, retaining and creating strategic partnerships to grow client base and revenue;
- Establishing efficient claims management processes that ensure fair and timely claims processing for policy holders;
- Developing and implementing procedures and controls that will promote adequate; communication and information of the Insurance agency;
- Designing and monitoring claims handling procedures for timely claims settlement for the clients as well as ensuring compliance with Insurance Regulatory Authority (IRA) and other service level standards;
- Implementing fraud detection and prevention measures to minimize losses;
- Giving sound insurance advisory services and support to the clients, selling insurance policies to customers;
- Sourcing, managing and maintaining key relationships with external service providers;
- Approaching potential clients by utilizing mailings and phone solicitation; making presentations to groups at Sacco's sponsored gatherings;
- Determining clients; particular needs and financial situations, scheduling fact findings appointments;
- Reconciliation of accrued Insurance commissions and following up with the insurance providers for settlement.
- Performing any other duties assigned.

Academic Qualifications & Experience
• Business related Degree and/ or Insurance Diploma Qualification • 2 years of professional experience in insurance underwriting and claims management • Must be holder of certificate of proficiency (C.O.P) • Experience in the insurance industry with extensive knowledge of marketing in a SACCO or Financial institution.
Key Skills and Competencies
• Innovative thinker to develop new strategies for clients growth; • Ability to understand economic and financial trends; • Sound knowledge of the insurance products and services and IRA regulations; • Ability to adapt to the evolving needs and priorities of the Sacco; • Relationship management and networking skills; • Excellent communication skills both written and verbal; • High level of integrity.

How to Apply

Candidates who meet the minimum requirements are invited to send their application, a detailed CV and attach Certificates to hr@nssfsacco.co.ke by **4th March 2024**. Use the job title as the email subject. You are also required to fill and submit an online form link: https://forms.office.com/r/tG7rMttqM9

Please note that failure to attach Certificates will lead to disqualification.

Only shortlisted candidates will be contacted.