



**WE ARE  
HIRING**

# Underwriting Officer

**REPORTING TO:**

Assistant Manager – Operations and Claims

**DEPARTMENT:**

Retail Banking, Bancassurance

**REGION:**

Dar es Salaam

**HOURS OF WORK**

8am - 5pm Monday to Friday.  
Additional hours as required by workload



Call **0800 780 111** or visit [www.eximbank.co.tz](http://www.eximbank.co.tz)



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## 1. PURPOSE OF JOB:

Participates in the development and implementation of the sales and underwriting of General Insurance covers, in line with the bancassurance objectives. Provision of an efficient and effective insurance service. This includes ensuring that all clients' General insurance-related matters are dealt with within the timescales. Provision of specialist advice and support to the team including business retention thus achieving the delivery of the Business Budget as well as ensuring sustainable and profitable business operations.

## 2. PRINCIPLE ACCOUNTABILITIES:

- To ensure proper underwriting of Insurance covers for both Corporate and Retail cover are done on time.
- Timely booking and payment of all bank schemes with correct computations for both new and renewal covers.
- Prepare and share renewal notifications to respective branch/relationship manager/customers at least 60 days before renewal for follow-ups.
- To undergo appropriate reconciliation and make sure the correct premiums are charged to our customers.
- Follow up with the Insurers on the correct payment of commission and profit sharing.
- Report customer complaints, follow up with the Insurers, and provide feedback according to agreed TAT.
- Monitor and evaluate the effectiveness of training programs, adjusting as necessary, to ensure learning and team member retention.
- Reviewing and negotiating the best quotation terms from Insurers and timely share with our customers and confirm if they meet our requirements.
- Ensures 100% compliance with TIRA quality standards organization policies and procedures.
- Arrange and participate in customer visitation and engagement with the aim of acquisition and retention of the businesses.
- Participating in the closure of all audit and risk queries while ensuring the proper controls are in place to avoid any misconduct.
- Create and build a professional relationship with other Insurance stakeholders.
- Preparation and submission of all required Insurance business reports to the respective supervisor or units as per the bank's requirements.
- Establish the standard of Bancassurance service and promote compliance with service standards and expectations.
- Contribute to the achievement of budgeted growth objectives and profitability by analyzing data and developing and executing plans to mitigate negative impacts.
- Implement systems and procedures to reflect operational improvements, and to meet financial and performance goals.
- Participate in product designing and process improvement to have preferred products in the market.
- To organize training sessions and forums across branches and to our customers to instill awareness of the Insurance products.



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### 3. QUALIFICATION AND SKILLS:

- Bachelor 's degree or its equivalent in insurance, bank, risk management, law, actuarial science, finance, Business Administration, or related field from a recognized institution
- At least 2 years' work experience in the Insurance Industry.
- ACII will be an added advantage.
- Excellent knowledge of insurance products and processes, regulatory requirements as well as the ability to drive business performance and revenues.
- Good interpersonal and management skills.
- Good understanding of customer segmentation and needs as well as an in-depth knowledge of distribution channel strategies.
- Demonstrated capacity to lead, coach, and supervise team members effectively.
- Visible excellent communication (written and verbal) and negotiation skills.

**Kindly use the provided link  
to submit your application.**

NB: Only shortlisted candidates will be contacted

Exim Bank (T) Ltd is an employer that provides equal opportunities and is dedicated to fostering a diverse workplace and attaining a gender-balanced team. We highly encourage women and individuals with disabilities to submit their applications for this position.

Application deadline: **27<sup>th</sup> May 2025.**



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