

## **UNDERWRITER: Short – Term**

---

**Reports to:** Chief Reinsurance Officer

**Department:** Reinsurance

**Paterson Job grade:** C4

### **Job purpose**

The position is responsible for writing various classes of business including but not limited to motor, property, personal lines, liabilities, marine and aviation. He/ She will ensure that all underwriting, customer service and claims are handled in a professional and ethical manner and as per the Corporation's policy and guideline.

### **Principal Duties and Responsibilities**

- Perform underwriting analysis of existing and potential clients through comprehensive review of their experience, exposure, management, rates, coverage, financial standing and competitive environment in order to determine profit potential of reinsurance transactions;
- Assist in managing key client relationships in coordination with Chief Reinsurance Officer;
- Direct other functional support areas on assigned business including claims, actuarial and accounting;
- Visit with clients locally as well as foreign to conduct underwriting audits, including determination of client needs and cross selling opportunities;
- Market the Corporation to reinsurance intermediaries and current and prospective clients through production calls, attending industry events, and participation in seminars and conferences;
- Participate in company planning process and development of department and company-wide goals;
- Provide recommendations and direction to Chief Reinsurance Officer regarding the company's corporate mission, culture, performance goals, profitability and technical underwriting.

### **Knowledge, Skills and Abilities**

- High qualifications and strong competences in reinsurance underwriting and good knowledge of reinsurance, retrocession and risk assessment;
- Have very strong and proven managerial skills/experience;
- Very good technical knowledge and professional proficiency, particularly with regard to Insurance and Reinsurance underwriting, Retrocession, as well as risk assessment;
- Strong exposure to and experience of relevant insurance / reinsurance markets;
- Superior communication skills, both verbal and written;
- Ability to quickly build very good and sustainable relationship with cedants;
- Ability to manage both support staff and client relations
- Discretion and independent judgment;
- Willingness to travel locally as well as abroad for work purposes;
- Excellent computer skills required in Microsoft Office (Word, Excel, PowerPoint, etc.);
- Practical knowledge of a reinsurance-related software will be an added advantage;

## **Experience and Educational Requirements**

- University Degree required;
- Relevant professional qualifications;
- Or Minimum of 10 years of underwriting experience, with emphasis on reinsurance underwriting (both Treaty and Facultative); reinsurance pricing; risk survey and assessment.
- Sound knowledge of the reinsurance and insurance industry, including standard underlying coverage, treaty contracts, pricing techniques, distribution and general organizational structures;
- Namibian citizens only.