

FIRST MUTUAL

HOLDINGS LIMITED

Go Beyond

LIFE | HEALTH | INSURANCE | REINSURANCE | SAVINGS | PROPERTY

VACANCIES NOTICE

First Mutual Holdings Limited is inviting suitably qualified and experienced persons to fill vacancies that have arisen within the Group under its Life and Reinsurance Businesses.

POSITION 1: LIFE UNDERWRITER (REINSURANCE BUSINESS)

The Job

Reporting to the Operations Executive - the successful candidate will be responsible for the following:

- Underwriting of Life and Health business
- Negotiating policy terms with retrocessionaires on behalf of clients
- Claims analysis, processing and settlement
- Facilitating premium collection
- Updating underwriting processes and procedure manuals
- Client servicing and relations management for business growth
- Attending to the general administration of the department.

The Person

The ideal candidate must possess the following:

- Degree in Insurance and Risk Management, Mathematics & Statistics or any equivalent quantitative degree.
- Professional qualification, i.e. CII/IISA Diploma
- Three (3) years experience as an underwriter in a Life office.
- Experience in reinsurance will be an added advantage.
- Knowledge of SICS/NT computer software is an added advantage.
- Excellent communication skills - ability to communicate and form business relationships at all levels.
- Must have good report writing and presentation skills.
- Results oriented with good self - management skills.

POSITION 2: UNDERWRITER (LIFE BUSINESS)

The Job

Reporting to the Underwriting Supervisor- Individual Business Department - the successful candidate will be responsible for the following:

- Underwriting of individual Life policies and Group Life Assurance
- Processing policy status change and refunds
- LOA coding, notification and supply of office papers
- Second class calculations involving health and occupational loading
- Assessing medicals and proposals for agents and brokers
- Carry out underwriting surveys with other Life offices
- Produce monthly reports
- Customer servicing and query handling
- Claims retrospective underwriting.

The Person

The ideal candidate must possess the following:

- Degree in Insurance and Risk Management or Associateship of IIZ / CII / IISA.
- Fellowship of IIZ / CII or IISA will be an added advantage.
- 3 years experience in a Life office
- Excellent communication skills/ability to communicate at all levels.
- Attention to detail.
- High level of self-management.
- Ability to work under pressure.

Candidates meeting the above criteria should forward their Curriculum Vitae (CVs) and application letters to Group Human Resources via the following email address careers@firstmutualholdings.com. Applications should be sent by and no later than **1600 hours on 21 February 2018**. Applicants must indicate the position being applied for in the subject line e.g. "Underwriter".