



(EXTERNAL/INTERNAL ADVERTISEMENT)

POSITION: SENIOR UNDERWRITER AND BUSINESS DEVELOPMENT OFFICER -NON – LIFE X 1 POSITION

Reports to: Chief Reinsurance Officer: Non-Life

Department: Reinsurance

Paterson Job grade: D2

Duty station: Windhoek

Primary purpose of the position

To provide non-life reinsurance, underwriting, business development, administrative and support services to the Corporation towards securing new business. Responsible for identifying new growth and investment opportunities for the Corporation by undertaking research on international and national economic conditions and industry specific performance and conditions to promote the growth and expansion of the Corporation.

Key Responsibilities

1. Underwriting of Non-Life Insurance Transactions

- Develops, recommends, and facilitates implementation of approved underwriting processes and procedures to ensure effective and efficient administration of the reinsurance portfolio.
- Reviews and exercises control over the implementation of approved adjustments to underwriting processes and procedures.
- Assesses, evaluates, and appraises treaties, facultative reinsurance risks and offers, and other potential reinsurance businesses; determines viability of risks, makes recommendations to the Chief Reinsurance Officer, and implements same upon approval.
- Supervises the processing of approved risks by providing support and guidance on the loading of risk details onto the system, considering correctness and accuracy of information.
- Maintains cedants' portfolios by monitoring and exercising control over cedants' accounts to ensure integrity of information.
- Exercises control over the calculation and processing of profit commission payments to applicable treaties.
- Monitors performance of insurance acceptances and advises on any unusual development such as excessive claims or inadequate premiums.
- Delivers training as and when necessary for staff, brokers, and clients, and assists with the development of underwriting assistants.
- Reviews and reports on performance as per departmental reporting requirements.



2. Administer Non-Life Reinsurance Business Transactions

- **Monitors non-life business accepted and advises the Corporation of expiring businesses in advance.**
- **Ensures receipt of and timely follow-up on non-life reinsurance outstanding reinsurance slips.**
- **Guides the establishment and maintenance of a systematic filing system in the reinsurance department.**
- **Contributes to the formulation, implementation, and review of investment policies and ensures adherence to such.**
- **Leads the underwriting function with regards to audits and ensures audit queries are appropriately and timely dealt with.**

3. Capacity Building

- **Sets individual performance standards, allocates work, monitors progress, and corrects deviations and poor performance.**
- **Identifies individual staff training needs and recommends off-the-job training.**
- **Coaches and trains staff with performance ~~problems~~ challenges.**

4. Business Development

- **Engages stakeholders through attendance at relevant industry seminars and events.**
- **Builds and maintains relationships with insurance, reinsurance, and financial services industry partners through continuous engagement, including scheduled meetings and industry events, to identify business opportunities.**
- **Gathers market, industry, and economic intelligence by remaining abreast of new developments locally and internationally through continuous research to identify business and growth opportunities.**
- **Appraises management on available business and growth opportunities aligned with the strategic objectives of the Corporation.**
- **Provides technical support to management with respect to strategic business growth or expansion projects envisaged to be undertaken.**
- **Oversees and monitors the incorporation of major initiatives and projects in the strategic plan to transition the Corporation into the 4th Industrial Revolution, as well as the principles of sustainable insurance.**
- **Monitors and assesses changes within the re/insurance industry environment, determining possible financial risks that may negatively impact underwriting profitability, and recommends mitigating strategies.**
- **Develops and implements strategic business development plans.**
- **Understands market trends and customer needs to define personalized approaches.**
- **Liaises with internal teams to ensure customer satisfaction and problem resolution.**



5. Research and Product Development

- Undertakes market and business intelligence as well as product development research for the Corporation to provide insurance and reinsurance solutions to the markets through innovation and business intelligence.
- Promotes the Corporation's brand through relevant thought leadership publications by performing research and assisting in annual report productions and publications.

6. Strategic Plan Development and Monitoring

- Supports the crafting, reporting, and monitoring of the Corporation's strategic plans.
- Contributes to the periodic strategic plan review to ensure the achievement of strategic goals.
- Contributes to the development and alignment of departmental objectives and annual work plans to the Corporation's business plan and strategic objectives.

Job Requirements:

Qualifications and Experience

Minimum Educational Requirements:

- Bachelor's degree in commerce, Accounting, Economics, Engineering, Mathematic and Law from a recognised tertiary institution
- Honours Degree will be an added advantage
- Relevant professional accreditation and or Insurance Qualifications

Minimum working experience:

Five (5) years working experience in a financial service industry or Five (5) years working experience in non-life insurance underwriting having experience in supervisory/ senior role will be an added advantage.

Competencies

The core competences required for the position are:

- Practical working knowledge and understanding of insurance and reinsurance business
- Strong numerical, analytical, and problem-solving skills
- Attention to detail
- Excellent verbal and written communication skills/ Marketing skills
- Strong business and client focus with proven business impact
- Practical working knowledge and understanding of insurance and reinsurance business
- Strong numerical, analytical, and problem-solving skills
- Excellent verbal and written communication skills



Interested suitably qualified candidates should submit their applications accompanied by the following documents:

- A detailed application letter expressing interest in the position
- A detailed and updated Curriculum Vitae
- Certified copies of educational qualifications as well as Identity Documents

NB: Qualifications obtained from non-Namibian institutions must be accompanied by NQA evaluation.

Candidates should email their applications to recruitment@namibre.com

Only applications submitted by email will be considered.

NamibRe is an equal-opportunity employer, people with disabilities are encouraged to apply.

Note: Only short-listed candidates will be contacted.

Enquiries: Enquiries should be addressed to Ms Alina Primus at 061 422 800/ alina.primus@namibre.com

Closing date: 19 December 2025