

**JOB VACANCIES AT SANLAM VIE Plc**

SANLAM VIE Plc, the leading Life insurer in Rwanda, is recruiting an underwriter and a staff in charge of actuarial functions. Below are details of the job requirements:

**1. Underwriter****1.1. Responsibilities**

- Perform underwriting operations on group businesses as per the underwriting policy
- Regular Policy Administration System update by the online underwriting system data
- Submit substandard risks to the Underwriting manager for proper attention
- Respect the company's reinsurance strategy
- Propose medical and/or financial underwriting as per the underwriting policy
- Treat customers fairly
- Follow up of the renewal schedule of group policies
- Receive direct clients who subscribe insurance at the Head office

**1.2. Minimum requirements:**

- A bachelor's degree in Insurance, Business Administration, Economics, Accounting, or any other business-related field
- Strong knowledge of MS suite with a special attention to advanced MS Excel and MS Access
- Proficiency in English, French, and Kinyarwanda, with excellent oral and written communication skills;
- Knowledge of data management/statistics;
- Good analysis and information processing capabilities.

**SANLAM VIE PLC**

P.O. Box 2616, Kigali Rwanda. KN 71ST

Tel:(+250) 727 555 333; E-mail [infovie@rw.sanlam.com](mailto:infovie@rw.sanlam.com); Website:[www.rw.sanlam.com](http://www.rw.sanlam.com) - VAT 102067090**ACCOUNTS SANLAM VIE PLC:**B.K. 00040-00047974-89; I&M Bank 20002069002; GT Bank 0211/0105017/001/5100/000; B.P.R 400100643710197; KCB 440 0111741; BANK OF AFRICA 20243013360  
ECOBANK 6775011714; COGEBANQUE 130-1001142-11; CSS 7020069; ACCESS Bank 1002100100467602; UNGUKA Bank 10100444080010; EQUITY 4002200202125

- Proactive, innovative, and creative (e.g. be able to reflect on the improvement of the internal and external communication to capitalize experiences and "lessons learnt")
- Able to work under time pressure
- Ability to work independently to produce expected results
- Mature, good communicator, and team player
- High level of rigor, integrity, and willing to learn
- Female candidates are encouraged to apply

## **2. Actuarial and reporting staff**

### **2.1. Responsibilities**

Under the support of the Sanlam Group Actuarial function, the staff is expected to evaluate and provide advice on the following:

- Actuarial and financial risks;
- Investment policies and valuation of assets;
- Solvency and capital adequacy, including any calculations required for minimum regulatory capital requirements;
- Risk management policies and controls relevant to actuarial matters;
- Policy of dividends distribution and other discretionary participation benefits, considering fairness and equity among policyholders;
- Underwriting and pricing policies;
- Reinsurance arrangements;
- Product development and design;
- Sufficient and quality of data available for the calculation of technical provisions;
- Risk modeling for the use of any internal models.

The staff is also expected to perform monthly closing activities of the Policy Administration System and generate agency commissions schedule timely.

He/she should also be committed to start the actuarial course with the Institute and Faculty of Actuaries under the conditions agreed upon with the employer.

## **2.2. Minimum requirements**

- A bachelor's degree in Actuarial Science, Applied Mathematics or Statistics with a strong knowledge of Financial Mathematics
- Strong knowledge of MS suite with a special attention to advanced MS Excel and MS Access
- Proficiency in English, French, and Kinyarwanda, with excellent oral and written communication skills;
- Knowledge of data management/statistics;
- Good analysis and information processing capabilities.
- Proactive, innovative, and creative (e.g. be able to reflect on the improvement of the internal and external communication to capitalize experiences and "lessons learnt")
- Able to work under time pressure
- Ability to work independently to produce expected results
- Mature, good communicator, and team player
- High level of rigor, integrity, and willing to learn
- Committed to pursue a professional actuarial course with the Institute and Faculty of Actuaries (London, UK)
- Female candidates are highly encouraged to apply

## **3. How to apply**

Interested candidates shall submit their application letter, updated CV indicating names and addresses of two referees, copies of their degrees and/or certificates and copies of their transcripts.

The applications shall be addressed to the Chief Executive Officer of SANLAM VIE Plc by sending the applications to the following email: [infovie@rw.sanlam.com](mailto:infovie@rw.sanlam.com) not later than Wednesday, December 9<sup>th</sup>, 2020 by 23:59. SANLAM VIE Plc reserves the right

to refuse the late applications. Only selected candidates shall be contacted for the written test on Thursday, December 10<sup>th</sup>, 2020.

Done at Kigali, December 4<sup>th</sup>, 2020



HODARI Jean Chrysostome  
Chief Executive Officer

