Company Overview

Alliance Life Assurance Ltd was established in 2010 as the first locally owned private Life Insurance Company in Tanzania. The company has spread its sphere of influence throughout the region to become one of the leading insurance and financial services companies in East Africa providing life insurance solutions to both corporates and individuals. Alliance Life is highly rated in leadership, innovation, customer service, and risk management.

1. **JOB TITLE: Retail Financial Advisor (RFA)**

The company is looking for experienced Life Insurance Retail Financial Advisor (RFA)s to join the Team. As an experienced Retail Financial Advisor (RFA) you will be responsible to sell life insurance products and to support the retail distribution network to meet the sales target and contribute to the growth of Business portfolio. The Retail Financial Advisor (RFA)s will report to the Unit Sales Manager (Retail) and will be based in Dodoma.

Essential Duties and Responsibilities

Detailed description of the main tasks performed by the job holder:

- To meet the sales Target
- Attending insurance related meetings within a respective sales avenues or distribution network
- To work on the leads provided by the respective distribution channel.

- To conduct product awareness to all prospective clients through all distribution channels.
- Attending promotional events and campaigns to increase brand visibility and sales.
- To maintain individual sales activity plans and continually report to the supervisor on activities planned for the day and week including attending team meetings.
- Sending out proposals and quotations and prompt follow up of premiums and renewals according to ALAL standards.
- Monthly reconciliation to ensure sales figures are accurate.
- To acquire new clients, build and maintain strong relationships with all stakeholders (new and current), and to regularly check on clients for better service, retention and potential business opportunities.
- Bancassurance Channel Support functions
- Day to day follow up on the shared list of prospects and closing the leads.
- Follow up on outstanding premiums and policies that are yet to be issued or renewed.
- Reporting to USMs and Bank Branch Managers to whom you will assigned to, the daily leads report
- Maintain compliance with the company policies and procedures.
- Any other official tasks that may be assigned by the management.

Qualifications and Experience Required

- Bachelor's Degree /Diploma/ Certificate in Insurance and Risk Management/ Economics/Banking and Finance/ Marketing, or any related field.
- Minimum of 2 years' sales experience specifically in Life Insurance will be an added advantage.
- Excellent marketing and negotiation skills.
- Excellent relationship management skills.
- Ability to self-motivate and work independently and to carry out assignments to completion within parameters of instructions, prescribed methodology, and standard operating procedures.
- Excellent report writing and interpersonal skills.
- Excellent planning and organizational skills.
- Excellent time management skills, must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service.
- Ability to portray high level of integrity and professionalism, including well-groomed appearance.
- Good knowledge of Microsoft Office and basic computer applications.
- Excellent communication (writing, speaking, listening, reading), negotiation and persuasive skills in both English and Swahili.

General

Alliance Life Assurance Ltd (ALAL) promotes an inclusive workplace that provides equal opportunities for all employees, including reasonable accommodations for individuals with disabilities. For inquiries regarding physical demands, please contact Human Resources.

How to Apply

If you meet the qualifications and are interested in this position, please submit your resume to **hr@alliancelife.co.tz** with the subject Retail Financial Advisor. The deadline for applications is **04th December 2025**. Only shortlisted candidates will be contacted.

2. **JOB TITLE: Unit Sales Manager**

The company is looking for experienced Life Insurance Unit Sales Manager to join the Team. As an experienced Unit Sales Manager, you will be responsible for selling the retail & Group products and to support the distribution network to meet the sales target and contribute to the growth of the Business portfolio. The Unit Sales Manager will report to the General Manager Retail Distribution and will be based in Dodoma.

Sales and Performance Management

- To meet 100% of the sales budget of the team he/she supervises.
- Recruitment of Retail Financial Advisors (RFAs): Identify, recruit, and onboard RFAs to ensure the team remains and maintains an optimal number.
- To lead and supervise a team of Retail Financial Advisors (RFA) to ensure the team's success by setting and achieving the sales targets and contributing towards the profitable growth of the company.

- Performance Management of Retail Financial Advisors (RFAs): Monitor, evaluate, and provide feedback on RFA performance against set targets and KPIs, implementing individualized development plans to address gaps and promote career growth.
- To organize presentations to various organizations and groups to leverage individuals to access retail and group products.
- To train the Retail Financial Advisors (RFA) on products knowledge, legislations and regulations; sales and marketing techniques.
- To supervise daily activities, conduct weekly sales unit meetings and to submit weekly reports and minutes of unit meetings to the Regional Manager.
- To ensure the One-On-One selling approach for every RFA is put in force and evidenced. To carry out related duties as assigned by supervisor.
- Maintain compliance with the company policies and procedures.

Branch Management and Administrative Duties

- Coordination of Branch Operations: Ensure smooth day-to-day administration of the branch, including office management and compliance with operational procedures.
- Documentation and Record-Keeping: Maintain organized and up-to-date records for the branch, including sales reports, employee attendance, and client interactions.

- Resource and Facility Management: Oversee branch supplies, equipment, and maintenance to ensure a conducive working environment. Manage the requisition, distribution, and monitoring of office materials and resources.
- Reporting and Communication: Act as a point of contact for communication between the branch and headquarters, ensuring the timely relay of information.

Qualifications and Experience Required

- Bachelor's Degree /Diploma/ Certificate in Insurance and Risk Management, Economics, Banking and Finance, Marketing, or any related field.
- Certificate of Proficiency in Insurance (COP)
- Minimum of 3 years' sales experience specifically in Life Insurance is a must.
- Minimum of 2 years of management experience will be an added advantage.
- Excellent marketing and negotiation skills.
- Excellent relationship management skills.
- Ability to self-motivate and work independently and to carry out assignments to completion within parameters of instructions, prescribed methodology, and standard operating procedures.
- Excellent communication, report writing and interpersonal skills.
- The ability to understand and analyse sales figures.

- Excellent time management, planning and organizational skills, must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service.
- Ability to portray high level of integrity and professionalism, including well-groomed appearance.

General

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How to Apply

If you meet the qualifications and are interested in this position, please submit your resume to **hr@alliancelife.co.tz** with the subject Unit Sales Manager. The deadline for applications is **04th December 2025**. Only shortlisted candidates will be contacted.