



JOB TITLE: ASSISTANT UNDERWRITER

JOB PURPOSE

To support the underwriting function by assisting in risk assessment, policy preparation, documentation, compliance checks, and coordination with intermediaries, clients and reinsurers, ensuring accurate and timely underwriting decisions in line with company guideline and regulatory requirements.

2. PRINCIPAL ACCOUNTABILITIES

- Quotations and Risk Acceptances:
 - Assist in assessing insurance risks based on proposal forms, risk information, survey reports, and supporting documents.
 - Prepare quotations and ensure quotations allocated are done and approved by the assistant underwriting Manager and dispatched within the agreed turnaround time
 - Ensure underwriting decisions comply with company underwriting guidelines, reinsurance treaties, and regulatory requirements subject to approval by the Senior Underwriter within the delegated authority
- Underwriting Process and Procedures
 - Analyze and assess proposal forms and risk notes and confirm correctness within the acceptable underwriting standards
 - Register and input all allocated new business in the system within the agreed turnaround time
 - Issue Motor certificates/Cover notes and register into TIRA MIS
 - Reconcile all the used stickers and cover notes from the

- Ensure proper filling and retrieving of all the underwriting
- Prepare /Issue policies for personal line & Motor insurance in the system within the delegated authority levels.
- Process all endorsements within the authority
- Respond to all correspondence within the delegated authority
- Ensure adherence to all the process procedures and
- Policy Renewals
 - Work on the allocated renewal scrutiny listing 2 months prior to expiry of policy and dispatch renewal notices to clients 2 months prior to renewal date.
 - Follow up allocated policies falling due for renewal and provide weekly report to Assistant Underwriting Manager to ensure achievement of monthly retention ratio of at least 90%.
- Filing – Comply with the agreed filing and record keeping system
- Customer Service – Attend to direct customers who visit the office for inquiry and provide prompt attention and efficient service.
- Any other related task assigned to you by your supervisor/Management.

3. KNOWLEDGE AND EXPERIENCE

Qualifications:

- Bachelor's degree in Insurance & Risks Management, Actuarial Science or a related field
- Computer Application
- Professional insurance qualification (e.g. CII, III or Equivalent) are an added advantage

Work Experience:

- 1-3 years' experience in Underwriting, Insurance Operations, or related roles.

4. SKILLS AND COMPETENCIES

This role requires an execution oriented individual with

- Good communication skills
- Good interpersonal skills
- A keen eye for detail

- Assertiveness and self-drive
- Honesty, reliability and dependability
- Sound analytical skills
- Speed and accuracy
- Ability to work under pressure and manage time efficiently
- Ability to solve problems and make decisions effectively
- Ability to perform under minimum supervision
- Positive attitude
- Team player

Mode of Application:

All applications should have names of three official referees with their contact detail. Applications accompanied by professionally prepared CVs, copies of all supporting documents along with a recent passport size photograph should be submitted not later than 20 January 2026 to the company address.

To apply for this job email your details to hr@strategis.co.tz