



Sure House
Plot 1 Bombo Road
P.O. Box 9393, Kampala Tel: +256 414 345996, +256 312 262119
Email: swico@swico.co.ug, Website: www.swico.co.ug

JOB TITLE: UNDERWRITER

ORGANISATIONAL RELATIONSHIPS

- (a) Department:** Underwriting
- (b) Reports to:** Senior Underwriting Officer
- (c) Directly Supervises:** None

MAIN PURPOSE OF THE JOB

To carry out the day-to-day routine insurance policy underwriting work.

KEY RESULT AREAS AND RESPONSIBILITIES

Result Area 1: Preparation of Policies

- (i) Assist clients/proposers to fill proposal forms
- (ii) Study, examine and analyze proposal forms and renewal instructions
- (iii) Inspect insurance subject matter whenever there is need or as delegated by superiors
- (iv) Participate in risk assessment before underwriting of policies.
- (v) Document the risks assessed and advise the Supervisor accordingly
- (vi) Prepare policy files
- (vii) Calculate the premiums payable by clients when instructed by the Supervisor
- (viii) Assist in negotiation and creating underwriting agreements whenever delegated
- (ix) Issue quotations to marketers when instructed to do so by the Supervisor



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Result Area 2: Administration of Policies

- (i) Dispatch issued underwriting documents to the right destinations
- (ii) Receive premiums from clients and ensure that they are accounted for by securing a receipt from Accounts Department
- (iii) Monitor risk and advise the Supervisor accordingly
- (iv) Prepare renewal notices as instructed by the Supervisor
- (v) Participate in following up of renewal notices whenever delegated
- (vi) Attend to queries from branch offices as instructed by the Supervisor

Result Area 3: Data and Records Management

- (i) Properly file clients' documents after working on them
- (ii) Review clients' files that have not yet been renewed
- (iii) Participate in the maintenance of departmental files and ensuring safe custody in the company registry after each transaction
- (iv) Contribute to the maintenance of an updated register of work assignments received in the department on a daily basis

Result Area 4: Business Development

- (i) Participate in product development
- (ii) Participate in the marketing of company products
- (iii) Advise clients on what policy package to take on, and on other insurance related matters
- (iv) Accompany insurance agents on sales calls whenever need arises

PERSON SPECIFICATION: *Underwriter Motor / Marine*

Minimum Academic and/or Professional Qualifications Necessary

Minimum of a University Degree in Business Administration or Social Sciences or Arts

Additional Training/Qualifications/Certification Necessary



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A professional qualification in insurance at the level of Certificate CII or its equivalent

Minimum Experience and Exposure Necessary

A minimum of 1 year's work experience in Underwriting

Key Knowledge Required

- Good knowledge of the insurance industry
- Principles, theory and practice of insurance

Key Skills Necessary

- Skills in the preparation of insurance policies
- Negotiation skills
- Computer skills
- Good communication and listening skills
- Analytical skills
- Interpersonal skills
- Customer care

Other Qualities/Attributes

- Teamwork
- Time management
- Creativity
- High level of integrity
- Result-oriented, with commitment to quality and thoroughness
- Confidentiality
- Accuracy and attention to detail



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HOW TO APPLY:

Candidates who had already applied should not re-apply again. Interested persons can deliver applications, detailed curriculum vitae and copies of academic qualifications with two referees addressed to:

The Human Resource Manager, Statewide Insurance Company Limited

Plot 1, Bombo Road
P.O. Box 9393 Kampala - Uganda.

The applications should reach SWICO Head office or email their CV to hr@swico.co.ug with the subject title of “Underwriter”.

Please note that only shortlisted applicants will be contacted. If you do not hear from us within two weeks of submission, please consider yourself unsuccessful.

Deadline: **Wednesday 18th September 2024 at 5:00pm**