



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

**STATEWIDE INSURANCE COMPANY LIMITED
HUMAN RESOURCE AND ADMINISTRATION DEPARTMENT
JOB ADVERT**

JOB TITLE: SALES OFFICER
BRANCH: MBARARA

ORGANISATIONAL RELATIONSHIPS

(a) Department: Marketing and Distribution

(b) Reports to: Officer in Charge – Mbarara

(c) Directly Supervises: None

MAIN PURPOSE OF THE JOB

The Sales Officer will be responsible for marketing and selling of insurance products.

KEY RESULT AREAS AND RESPONSIBILITIES

- (i) Participate in the marketing of company products, and advising regularly on strategies to improve on the marketing function
- (ii) Participate in conducting research on customer requirements / market demands
- (iii) Provide information to clients/customers about services offered by SWICO
- (iv) Receive proposal forms from clients, file them, and advise on the computation of provisional premiums
- (v) Solicit for general business for the Company
- (vi) Promote the company image by maintaining a standard office that portrays a corporate image
- (vii) Maintain a record of insurance products
- (viii) Prepare and maintain policy files for insurance business
- (ix) Advise clients on preparation of policies, send out renewal notices and issue reminders
- (x) Type and post third party returns using the third-party module
- (xi) Participate in implementing marketing plans and projects for new and existing products
- (xii) Collect, analyze and provide data to Management on sales activities to guide in planning /decision making
- (xiii) Build relationships with Insurance Brokers, Agents and the public, and ensure that the Company maintains good customer relationships
- (xiv) Attend social functions, promote company image / products and participate in sensitization /creating awareness to the public /clients
- (xv) Provide after-sales serve to clients
- (xvi) Assist in the preparation of reports periodically on business sales



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PERSON SPECIFICATION: Sales Officer- Branch

Minimum Academic and/or Professional Qualifications Necessary

Bachelor's Degree in Insurance, Marketing, Management, Social Science, Arts or business field

Minimum Experience and Exposure Necessary

- A minimum of 2 years' experience in the general insurance industry or service marketing

Key Knowledge Required

- Knowledge general insurance products
- Knowledge of insurance product selling

Key Skills Necessary

- Strong sales skills
- Excellent interpersonal skills.

Other Qualities/Attributes

- High level of integrity
- Self-driven
- Results Oriented
- Creative and innovative

N.B:

- Interested candidates to share CV's via recruitment@swico.co.ug
- **Deadline for submission:** 5.00pm on Monday, 6th October, 2025
- Only shortlisted candidates will be contacted for interviews.