

JOB DESCRIPTION – BILINGUAL UNDERWRITER

Job location: Abidjan, Cote d'Ivoire

Number of positions: Two (2)

Under the supervision of, and reporting to the Chief Underwriting Officer, through the Senior Underwriter, the Bilingual Underwriter's key duties and responsibilities will be as below:

1. Support in generating business through marketing activities and increasing the visibility of ATIDI. This involves meeting one-on-one with clients and prospects and attending different marketing events organised by ATIDI or ATIDI's business partners;
2. Assist to organise/manage awareness events in countries of responsibility;
3. Support underwriting business through:
 - Screening business enquiries based on eligibility criteria;
 - Assess the risks of the proposed transactions and produce a report of the risk to convince approvers to accept the risk;
 - Issue non-binding/indicative term sheets;
 - Arrange reinsurance for transactions requiring reinsurance support;
 - Preparation of policy documents; and
 - Educating policy holders on the A-Z of the policy they are about to sign.
4. Assist in managing and monitoring the underwritten risk - Support and guide the Principal Portfolio Services Officer in:
 - Ensuring timely payment of premiums;
 - Following up on any outstanding documentation/information from policyholder; and
 - Continuously monitoring the assigned portfolio, pre-empting any potential risk events thereon, and promptly bringing such to management's attention.
5. Support generation of reports such Underwriting reports, Broker reports, Marketing reports, Mission/back to office reports, country marketing plan and activity reports, Policy wordings;
6. Update and monitor the Watch list; and
7. Perform other duties as may be assigned to you from time to time.

Role Specifications:

- A Master's degree in Business Administration (MBA), Finance, Economics, Banking or other financial service specialization;
- A Bachelor's degree in Finance, Economics, Banking or other financial service specialization;
- CII or CPA/ACCA (an added advantage);
- A minimum of five (5) years relevant experience;
- Technical understanding, expertise and experience in finance, investment or corporate banking, sovereign operations/financing, trade finance, insurance, guarantees or reinsurance;
- A proven track record of success underwriting complex transactions or providing sector specific underwriting skills;
- Key Stakeholders management skills;
- Demonstrate ability to initiate ideas for product development;
- Team leadership skills;
- Demonstrate a clear understanding of policy wordings;
- Strong analytical skills with a high level of accuracy and attention to details;

- Excellent negotiation skills;
- Good judgement and decision-making skills;
- Ability to work under pressure and meet urgent deadlines;
- Excellent communication (oral, written, presentation) and interpersonal skills;
- Ability to work in a multi-cultural environment;
- Strong people management skills;
- Bilingual abilities (English and French) will be a competitive advantage; and
- Demonstrate ATIDI's core values - unity of purpose, customer first approach, integrity, getting it first the right time and creativity.

