

## **Job Description – Deputy Chief Underwriting Officer**

Job location: Nairobi, Kenya

Reporting to the Chief Underwriting Officer, the Deputy Chief Underwriting Officer shall be responsible for supporting the coordination, management and day-to-day management of the underwriting operations of ATIDI in compliance with the Operations Manual and all other governing rules and procedures of ATIDI. S/he will also ensure that all regional underwriting and risk management procedures are in accordance with best market practices.

### **Key duties and responsibilities:**

1. Support the Chief Underwriting Officer in managing and overseeing the day-to-day underwriting operations of ATIDI, ensuring compliance with the Operations Manual and other governing rules and procedures.
2. Assist in assessing insurance applications to determine eligibility and provide recommendations to the Chief Underwriting Officer.
3. Supervise preparation and issuance of non-binding indications for eligible insurance applications for both Credit Risk Insurance and Political Risk Insurance in liaison with the Chief Risk Officer, Chief Underwriting Officer and Chief Executive Officer where necessary.
4. Supervise preparation of Insurance Offer Letters and Policies under the guidance of the Chief Underwriting Officer.
5. Liaise with insurance partners, such as Producing/Placing Brokers, treaty reinsurers, facultative reinsurers, and prospective insured parties, to facilitate smooth underwriting processes.
6. Deputize the Chief Underwriting Officer and oversee the issuance of new policies as well as manage policy renewals and extensions.
7. Collaborate with the Chief Underwriting Officer, Chief Financial Officer, General Counsel and Corporate Secretary, and Chief Risk Officer to support claims determination, payment, and avoidance processes. The Deputy Chief Underwriting Officer shall also oversee the Credit Risk Insurance Claims processes.
8. Assist in marketing and business development efforts under the direction of the Chief Underwriting Officer and Chief Executive Officer.
9. Liaise with the Membership department for membership liaison requirements and with Risk department for requirements for donors and member states as and when required.
10. Contribute to the development and execution of the Corporate Business Plan, budget, and long-term strategies under the guidance of the Chief Underwriting Officer.
11. Assist in gathering and analyzing market feedback to ensure ATIDI's insurance products and services remain competitive and responsive to market demands.
12. Prepare regular reports on underwriting operations for management, directors, and staff members.
13. Work with the Chief Underwriting Officer, General Counsel and Corporate Secretary, Chief Financial Officer, and Chief Risk Officer to maintain and update the organization's Operations Manual, ensuring policies and procedures remain relevant.
14. Support the implementation of a robust computerized/online Underwriting System and Enterprise Risk Management programme in collaboration with the Chief Underwriting Officer, Chief Risk Officer and Chief Financial Officer.
15. Assist in managing the Underwriting Department's staffing needs, including performance evaluations, recruitment, and training programmes.
16. Support the management of ATIDI's field underwriting offices and provide recommendations for new offices as needed.
17. Help expand ATIDI's client base and maintain strong client relationships under the direction of the Chief Underwriting Officer.

18. Monitor ATIDI's risk exposure to ensure compliance with approved risk parameters and policy guidelines.
19. Assist in preparing ad hoc reports for the Board of Directors, Member States, and development partners as required.
20. Coordinate policy review with the Legal, Claims and Portfolio Department
21. Perform other duties as assigned by the Chief Underwriting Officer as long as the duties are within ATIDI business objectives.

### **Role Specifications:**

- A Master's degree in Business Administration (MBA), Finance or any other related field.
- A bachelor's degree in a Commerce, Business, Finance, Banking or any other related field.
- Relevant postgraduate professional qualification from recognised institutions will be an added advantage.
- A minimum of twelve (12) years' experience in the finance, banking or credit insurance field.
- Knowledge of Export Credit Agencies (ECAs), the Private Insurance Market, Multilaterals and Development Finance Institutions (DFIs) is highly desired.
- Previous experience in managing a team as a Broker or Underwriter of Political Risk Insurance or Credit Risk Insurance or both is a competitive advantage.
- Experience in handling Contract Frustration Insurance is highly desired.
- Experience working in Syndication and/or with Partial Risk Guarantees and/or Insured transactions for Banks, Traders or Investors.
- Knowledge of the risk mitigation tools available to Banks and how insurance can be structured for this purpose.
- Understanding of Rating and Pricing models.
- Understanding of the Insurance Act 2015.
- Credit Analysis and related analytical skills.
- Report writing skills.
- Strong analytical, planning and organising skills.
- Excellent interpersonal and communication (written, oral and presentation) skills.
- Demonstrate ATIDI's core values.
- Proficiency in Ms. Office suite of packages, with advanced knowledge of Excel; and
- Fluency in written and spoken English. Proficiency in French business language is strongly advantageous.

