



COUNCIL OF BUREAUX SECRETARIAT



Secrétariat du Conseil des

مجلس للأمانة العامة للبورو

OFFICE OF THE CHIEF EXECUTIVE OFFICER

Ref: CBS/HR/PERS/IE(04)CM-vnm

Date: 13th December 2024

VACANCY ANNOUNCEMENT FOR THE POSITIONS OF REINSURANCE EXPERT AND INSURANCE EXPERT UNDER COUNCIL OF BUREAUX SECRETARIAT

BACKGROUND

The Common Market for Eastern and Southern Africa (COMESA) is a regional grouping of twenty-one African States which have agreed to cooperate in the development of their respective economies through regional integration and trade development. COMESA's regional integration strategy is based on the setting up of regional policies aimed at transforming the region into a single market and facilitating the integration of its member states into the world economy.

The Preferential Trade Area (PTA), COMESA's predecessor; established, by a Protocol, a compulsory Third-Party Motor Vehicle Insurance (Yellow Card) Scheme to provide at least a minimum guarantee, as those required by the laws in force in the territories of the parties to the Protocol, when the vehicle insured is transiting the territories of other contracting parties thereby facilitating the smooth movement of vehicles in the Region and ensure payment of compensation to road accident victims injured by the transiting vehicles.

Applications are invited from suitably qualified and experienced professionals for the following two positions:

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| 1) JOB TITLE: | REINSURANCE EXPERT |
| GRADE: | P3 |
| DUTY STATION: | Lusaka |
| REPORT TO: | Senior Insurance Expert – Council of Bureaux Secretariat |
| BASIC SALARY SCALE: | COM\$ 52,218.00 – COM\$ 64,181.00 per annum. |

A. JOB PURPOSE

The **Reinsurance Expert** shall be responsible for the management of an effective implementation of the COMESA Yellow Card Scheme (the Scheme) under the Council of Bureaux Secretariat. She/He will preside over the implementation of policies, procedures, and guidelines for the Scheme. She/He shall ensure proper implementation of Yellow Card Scheme in relation to administrative, technical, risk management and reinsurance activities.

B. MAIN DUTIES AND ACCOUNTABILITIES

Under the direct supervision of the Senior Insurance Expert and the general supervision of the Chief Executive Officer, the incumbent of the post shall be responsible for the following duties:

- (a) Assist in the implementation and coordination of the Scheme in the Member Countries,
- (b) Assist with reviewing of the Pool Managers reinsurance structure and soliciting of competitive reinsurance terms for the Common Excess of Loss reinsurance treaty,
- (c) Facilitate Reinsurance Pool Coordination by managing the interaction between the National Bureaux and the Reinsurance Pool.
- (d) Undertake studies to support product enhancement of the Yellow Card Scheme,
- (e) Assist with developing and implementing of marketing activities of the Yellow Card Scheme business,
- (f) Undertake review of the key performance indicators of the Pool Managers on a quarterly basis,
- (g) Facilitate investigations of claims reported by the National Bureaux and provide necessary technical guidance,
- (h) Assist with the review of the Yellow Card Scheme implementation by National Bureaux, and enforcing compliance with guidelines from the relevant instruments and inter-bureaux agreements,
- (i) Prepare technical reports on the performance of the reinsurance Pool as input to financial reporting,
- (j) Undertake the monitoring and evaluation of the key performance indicators as guided by the Yellow Card Scheme strategic plan implementation,

- (k) Undertake annual technical training of National Bureaux staff on underwriting and claims management of the Yellow Card Scheme,
- (l) Assist with the review of the adequacy and competitiveness of the National Bureaux rating structure of the Yellow Card Scheme,
- (m) Undertake review of National Bureaux risk appetite and determination of optimal retention capacity,
- (n) Assist with the implementation, monitoring and evaluation of institutional risk management, by National Bureaux and other stakeholders,
- (o) Collaborate with stakeholders to define and provide business requirements for enhancements to the Digital Yellow Card (DYC) system, ensuring alignment with Reinsurance Pool operational needs and user expectations.
- (p) Any other related duties as assigned by your supervisor, from time to time.

C. PERSON SPECIFICATION

(a) Education / Professional Qualifications

The candidate must:

- Have at least a bachelor's degree in either Insurance and/or Risk Management, Quantitative Studies, Commerce or Business Studies. A holder of internationally recognized professional Insurance qualification e.g., Associateship of the Chartered Insurance Institute (ACII)/Fellow of the Insurance Institute of South Africa (FIISA). Equivalent and internationally recognized qualifications for Francophone countries should be considered. A Masters Degree in any of the above fields will be an added advantage.

(b) Experience

- Have at least 8 years' experience in reinsurance field; five of which should be at middle management level. Experience in Regional Integration issues would be an added advantage; and
- Have experience and exposure to regional conference procedures.

(c) Technical skills

- i. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- ii. Demonstrated professionalism in reinsurance and risk management.

- iii. Excellent planning, organizational, analytical, and decision-making skills.
- iv. Excellent and proven experience in management, and firm belief in teamwork.
- v. Up-to-date computer literacy.

2) JOB TITLE: **INSURANCE EXPERT**

GRADE: P3

DUTY STATION: Lusaka

REPORT TO: Senior Insurance Expert – Council of Bureaux Secretariat

BASIC SALARY SCALE: COM\$ 52,218.00 – COM\$ 64,181.00 per annum.

A. JOB PURPOSE

The **Insurance Expert** will be responsible for the management of an effective implementation of the COMESA Yellow Card Scheme (the Scheme) under the Council of Bureaux Secretariat. She/He will preside over the implementation of policies, procedures, and guidelines for the Scheme. She/He shall ensure proper implementation of Yellow Card Scheme in relation to administrative, technical, risk management and insurance activities.

B. MAIN DUTIES AND ACCOUNTABILITIES

Under the direct supervision of the Senior Insurance Expert and the general supervision of the Chief Executive Officer, the incumbent of the post shall be responsible for the following duties:

- (a) Assist in the implementation and coordination of the Scheme in the member Countries,
- (b) Initiate measures and changes to improve the technical, legal financial and administrative instruments;
- (c) Assist in providing advisory services and technical assistance to members in the implementation and administration of the Yellow Card Scheme;
- (d) Prepare reports on activities and operations of the Scheme;
- (e) Assist in organising and servicing national, regional meetings and workshops;
- (f) Assist in organising and servicing technical training for stakeholders, namely, National Bureaux staff, enforcement agents, insurance regulators and business to business (B2B) insurance agents;

- (g) Assist to conduct studies to enhance the efficiency of operations the Yellow Card Scheme;
- (h) Provide information and assistance to clients regarding the Yellow Card Scheme, coverage details and claims procedures;
- (i) Address and resolve issues that motorists have with their Digital Yellow Card (DYC) and claims processing;
- (j) Collaborate with National Bureaux to ensure consistency and mutual recognition of DYC and claims handling;
- (k) Facilitating Inter-Bureaux Communication on claims settlement and reimbursement processes, ensuring smooth coordination and quick resolutions to cross-border claims;
- (l) Collaborate with stakeholders to define and provide business requirements for enhancements to the Digital Yellow Card (DYC) system, ensuring alignment with operational needs and user expectation;
- (m) Provide data-driven insights by analysing statistical data from the Digital Yellow Card system related to underwriting, claims, and premium collection, to optimize operations and address risk factors;
- (n) Assist with the origination of promotional materials and publications on the Yellow Card Scheme; and
- (o) Any other related duties that may be assigned by your supervisor from time to time.

C. PERSON SPECIFICATION

(a) Education / Professional Qualifications

The candidate must:

- Have at least a bachelor's degree in either Insurance and/or Risk Management, Quantitative Studies, Commerce or Business Studies. A holder of internationally recognized professional Insurance qualification e.g., Associateship of the Chartered Insurance Institute (ACII)/Fellow of the Insurance Institute of South Africa (FIISA). Equivalent and internationally recognized qualifications for Francophone countries should be considered. A Masters Degree in any of the above fields will be an added advantage.

(b) Experience

- Have at least 8 years' experience in insurance field; five of which should be at middle management level. Experience in Regional Integration issues would be an added advantage; and
- Have experience and exposure to regional conference procedures.

(c) Technical skills

- i. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- ii. Demonstrated professionalism in reinsurance and risk management.
- iii. Excellent planning, organizational, analytical, and decision-making skills.
- iv. Excellent and proven experience in management, and firm belief in teamwork.
- v. Up-to-date computer literacy.

D. GRADE AND PERIOD

Both Posts shall be a professional category at P3 level and regular posts under Council of Bureaux Secretariat established professional staff contracts.

E. REMUNERATION

Remuneration will be in accordance with the Council of Bureaux Secretariat Conditions of Service for established Professional Staff.

F. LANGUAGES

Applicants must be fluent in English, a working knowledge of French, will be an added advantage.

G. PERIOD OF APPOINTMENT

The Incumbents of the two posts will be appointed for a period of four (4) years and shall be eligible for re-appointment subject to satisfactory performance.

H. ELIGIBILITY FOR APPLICATION

The position is open to qualified applicants who are from the following eligible Yellow Card Scheme Participating Member Countries: Burundi, DR Congo, Djibouti, Eritrea, Ethiopia, Kenya, Malawi, Rwanda, Sudan, Tanzania, Uganda, Zambia, and Zimbabwe.

I. MODE OF APPLICATION

All applications MUST be submitted to the National Bureaux of Yellow Card Scheme of the respective Member Countries stated above under Clause H, on the prescribed COMESA APPLICATION FORM which can be accessed at the following COMESA website: <http://www.comesa.int>, Opportunities, COMESA Job Application Format.

Applications submitted directly to the Secretariat will not be considered and only short-listed candidates will be contacted.

J. FINAL DATE FOR RECEIVING APPLICATIONS BY YELLOW CARD SCHEME NATIONAL BUREAUX

Applications must reach the National Bureaux of the Respective country by **21st January 2025.**

K. FINAL DATE FOR RECEIVING APPLICATIONS FROM NATIONAL BUREAUX BY COUNCIL OF BUREAUX SECRETARIAT.

Both hard and soft copies of the relevant documents of the short -listed candidates by the National Bureau should reach the address below **by 30th January 2025** at least by 18:00 hours Lusaka time.

The Director of Human Resources and Administration
Common Market for Eastern and Southern Africa
COMESA Centre, Ben Bella Road
P.O Box 30051,
LUSAKA, Zambia
Email : recruitment@comesa.int