

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.9/259/01/A/308

2nd June, 2023

1.0 BACKGROUND INFORMATION

On behalf of Tanzania Insurance Regulatory Authority (TIRA) Public Service Recruitment Secretariat (PSRS) invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill two (2) vacant posts of Manager of Licensing and Manager of Actuarial and Statistic Analysis.

2.0 TANZANIA INSURANCE REGULATORY AUTHORITY (TIRA)

Tanzania Insurance Regulatory Authority (TIRA) was established under the Ministry of Finance by the Insurance Act No.10 of 2009 and became operational in 2009. The Authority was established as part of the efforts by the government to strengthen the institutional infrastructure of the insurance industry sector as part of the economy. Specifically, TIRA was mandated to specify the code of conduct for Members of the insurance industry, effect supervision and monitoring of insurers, brokers and agents, formulate standards in the conduct of the business of insurance which shall be observed by insurers, brokers and agents, ensure proper observance of the code of ethics and practice by insurers, brokers and agents; protect the interest of policy-holder, specify requisite qualifications for members of the insurance industry and prescribe levies on premiums and commissions to ensure adequate funding for the Authority.

POST	MANAGER OF LICENSING
EMPLOYER	TANZANIA INSURANCE REGULATOR AUTHORITY (TIRA)
REPORTS TO	DIRECTOR OF SUPERVISION

JOB SUMMARY	Supervise registration, licensing and accreditation of insurance players in the country and ensure validity of licenses annually and in perpetuity.
DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none"> i. To scrutinize and approve CEO of insurance institutions, Brokers and agents; ii. To analyze and approve new insurance products; iii. To monitor compliance with local content requirements; iv. To conduct due diligence in the registration of insurance registrants; v. To register and license insurers, re-insurers, intermediaries and other industry registrants; vi. To analyze insurance policy contracts and related information to ensure compliance with legal and regulatory requirements and to evaluate potential impact on the insurance-buying public; vii. To oversee market conduct and conduct security analysis of insurance and reinsurance companies; viii. To facilitate restructuring of insurance entities or business including amalgamation, mergers, acquisitions, and portfolio transfers; ix. To carry out Analysis of Treaty Reinsurance Contracts filed by insurers from time to time and determine soundness thereof; x. To assess requests for externalization of risks to offshore markets and determine soundness thereof; xi. To develop and implement risk retention strategies for the insurance industry; xii. To develop guidelines for the industry on matters relating to insurance registrants' licensing, restructuring and reinsurance; xiii. To manage the Authority's electronic system for licensing and supervision of conduct of insurance registrants in the market; and xiv. To perform any other related duties as assigned by the supervisor.
QUALIFICATIONS	Holder of Master's and Bachelor Degree in one of following fields: - Actuarial Science, Insurance and Risk Management, Social Protection or any other related equivalent qualification from recognized institution.
WORK EXPERIENCE	Working experience of at least eight (8) years in relevant field at Senior level

AGE LIMIT	Not more than fifty (50) years.
TERMS OF EMPLOYMENT	Unspecified
REMUNERATION/ SALARY SCALE	TIRAS 11
APPLICATION TIME LINE	Fourteen (14) days from the date of the advertisement.

POST	MANAGER OF ACTUARIAL STATISTICS ANALYSIS
EMPLOYER	TANZANIA INSURANCE REGULATOR AUTHORITY (TIRA)
REPORTS TO	DIRECTOR OF SUPERVISION
JOB SUMMARY	Oversee financial soundness of insurance companies in Tanzania in order to safeguard policy holders' interests and analyze different statistics submitted for preparation of market statistics and the annual market performance report.
DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none"> i. To conduct financial analysis and monitor margin of solvency; ii. To carry out risk assessment; iii. To carry out statistics and actuarial analysis; iv. To appraise the Audited Annual Financial Statements and periodic returns of insurance Companies and Brokers; v. To prepare various statistical data and reports; vi. To monitor solvency and financial condition of domestic insurers; vii. To review product-related Actuarial Certifications for compliance with prescribe laws and regulations; viii. To evaluate reasonableness of premiums for insurance plans; ix. To advice on the impact to the public and others on acquisitions, demutualization's, and mergers; x. To manage rehabilitation or liquidation process for troubled insurance companies and; xi. To perform any other duties as assigned by the Supervisor.
QUALIFICATIONS	Holder of Master's and Bachelor Degree in one of following fields: - Actuarial Science, Statistics or any other related equivalent qualifications from recognized institution.

WORK EXPERIENCE	Working experience of at least eight (8) years in related field at senior level.
AGE LIMIT	Not more than fifty (50) years.
TERMS OF EMPLOYMENT	Unspecified
REMUNERATION/SALARY SCALE	TIRAS 11
APPLICATION TIME LINE	Fourteen (14) days from the date of the advertisement.

3.0 GENERAL CONDITIONS

- i. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers.
- ii. All applicants must be Citizens of Tanzania.
- iii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- iv. Applicants should apply on the strength of the information given in this advertisement.
- v. Applicants must attach their certified copies of the following certificates: -
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable); and**
 - Birth certificate.
- vi. Attaching copies of the following certificates is strictly not accepted: -
 - Form IV and Form VI results slips; and
 - Testimonials and Partial transcripts.
- vii. An applicant must upload a recent Passport Size Photo in the Recruitment Portal;
- viii. An applicant employed in the Public Service should route his application letter through his respective employer;
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;

- x. An applicant should indicate three reputable referees with their reliable contacts;
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA);
- xii. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- xiii. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat
P.O. Box 2320, Utumishi Building-University of Dodoma and Dr. Asha Rose Migiro Buildings - Dodoma.
- xiv. Deadline for application is **15th June, 2023**;
- xv. Only shortlisted candidates will be informed the date of interview; and
- xvi. Presentation of forged certificates and other information will necessitate legal action.

NOTE: *All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click '**Recruitment Portal**)*

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**