



## 1. JOB Position: Sales Point Executive (x1)

Division: Non-Medical Insurance

Expected Appointment Date: Immediate

Location: Sales Point, Mbeya

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### **Job Purpose**

To develop and grow the business by driving strong relationships with clients, banks, agents, and brokers to achieve set business targets.

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### **Core Duties and Responsibilities**

- Follow up on quotations to close deals and collect feedback; report weekly new business prospects.
- Share insights to help establish new relationships and maximize partner portfolios.
- Provide daily client service, ensuring satisfaction and zero complaints.
- Maintain acceptable business retention levels and replace lost accounts with suitable new ones.
- Monitor customer satisfaction; negotiate renewals in advance and issue timely confirmations.
- Regularly update business progress reports weekly.

- Conduct daily visits to intermediaries to strengthen relationships.
  - Attend to walk-in customers, provide prompt and efficient customer service.
  - Submit weekly reports to the Customer Service and Sales Point Manager within deadlines.
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## **General Performance Standards**

- Excellent verbal and written communication skills.
  - Strong presentation, negotiation, and interpersonal skills.
  - Detail-oriented with sound judgment, integrity, and patience under pressure.
  - Good listening ability and the capacity to work independently.
  - Positive attitude and dedication to a quality work environment.
  - Effective at meeting commitments and achieving results.
  - Hardworking and enthusiastic.
  - Proficient in Microsoft Office (Word, Excel).
  - Fluent in English.
  - Strong follow-up and advisory skills for client engagement.
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## **Minimum Qualifications and Experience**

- Advanced Diploma or Bachelor's Degree in Insurance & Risk Management.
  - Proficient in computer applications.
  - Minimum two years of work experience in the insurance industry.
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## Key Attributes

- Strong team player at all organizational levels.
- Good numerical and analytical skills.
- High integrity

## 2. JOB Position: Sales Point Executive (x1)

Division: Non-Medical Insurance

Expected Appointment Date: Immediate

Location: Sales Point, Dar es Salaam City Centre

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## Job Purpose

To develop and grow the business by driving a good relationship between clients, banks, agents, and brokers in a manner that ensures achievement of set business targets.

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## Core Duties and Responsibilities

- Follow up on quotations to close business and collect feedback; report new business prospects weekly.
- Share information that supports the establishment of new relationships with business partners.
- Provide daily client service to nurture relationships and minimize complaints.
- Maintain high business retention levels, replacing lost business with suitable new accounts.
- Monitor customer satisfaction to ensure renewals; negotiate and confirm renewals in advance.

- Regularly update and maintain business progress reports on a weekly basis.
  - Visit intermediaries daily to strengthen relationships.
  - Provide customer service to walk-in clients, ensuring prompt and efficient support.
  - Prepare and submit weekly reports to the Customer Service and Sales Point Manager by set deadlines.
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### **General Performance Standards**

- Excellent verbal and written communication and presentation skills.
  - Strong attention to detail, follow-up skills, judgment, and integrity.
  - Negotiation and interpersonal skills.
  - Good listening ability and independence in task execution.
  - Positive attitude contributing to a quality work environment.
  - Strong work ethic, enthusiasm, and effectiveness in achieving goals.
  - Proficiency in Microsoft Office (Word, Excel).
  - Fluent in English.
  - Ability to advise clients and maintain effective communication and follow-ups.
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### **Minimum Qualifications and Experience**

- Advanced Diploma or Bachelor's Degree in Insurance & Risk Management.
  - Proficient in computer applications.
  - At least two years of experience in the insurance industry.
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## Key Attributes

- Strong team player across all levels.
- Solid numerical and data analysis skills.
- High integrity

### 3. JOB Position: **CREDIT CONTROLLER (x1)**

Department: FINANCE

Division: Non-Medical Insurance

Expected appointment date: Immediately

Location: Dar es Salaam

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## Job Description

Strategis Insurance Tanzania Limited is seeking a detail-oriented and experienced **Credit Controller** to join the team. The successful candidate will manage the credit control process, ensure timely premium collections, maintain client relationships, and ensure compliance with financial regulations.

Reporting To: Chief Executive Officer (Non-Medical Division)

Work Station: Strategis Head Office, Dar es Salaam

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## 1. Principal Responsibilities

- Develop and implement effective credit control policies and procedures.
- Monitor and manage outstanding accounts receivable and ensure timely premium collection (cash and carry compliance).
- Maintain accurate client communication records and account status updates.
- Review and reconcile client accounts, resolve discrepancies promptly.

- Work closely with Underwriting, Claims, and Finance departments to verify policy details and payments.
  - Allocate all receipts on time to respective intermediaries and direct customers.
  - Ensure collection targets align with company strategic objectives.
  - Coordinate collections, reconciliation, banking, and pursue legal action for defaulters.
  - Follow up on Insurance Premium Finance (IPF) payments with all partner banks.
  - Perform other duties as assigned.
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## **2. Key Result Areas and Performance Indicators**

- Achieve collection targets aligned with the company's strategic financial objectives.
  - Ensure strict adherence to the company's credit policy.
  - Clear allocation (matching) monthly.
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## **3. Interaction With Others**

**Internal:** Regular contact with Finance and other staff at Head Office and Sales Points.

**External:** Intermediaries, insurance companies, lawyers, debt collectors, banks (IPF), and direct clients.

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## **4. Minimum Requirements**

- Bachelor's Degree in Accounting (Professional certifications are an added advantage).
- Minimum of 3 years' experience in Credit Control (preferably within the insurance industry).
- Hardworking, committed, time-conscious, and self-motivated.

- Fluency in spoken and written English.
  - Integrity, positive attitude, motivation, and strong interpersonal skills.
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## **5. Essential Skills / Qualities**

- Proficient computer skills.
- Strong client relations and communication skills (verbal and written).
- Good listening skills.
- Fluent in English.
- Highly effective and results-driven.
- Enthusiastic and hardworking.
- Strong problem-solving and critical thinking skills.
- Adaptable, empathetic, and collaborative.
- Ability to work independently.
- High integrity and professionalism.

### **4. JOB Position: AGENCY MANAGER (x1)**

Department: BUSINESS DEVELOPMENT

Division: Non-Medical Insurance

Expected appointment date: Immediately

Location: Dar es Salaam

## **Job Description**

Strategis Insurance Tanzania Limited is seeking a detail-oriented and experienced **Agency Manager** with a strong performance record to join the team.

The successful candidate will be responsible for managing the Agency Unit, driving business development, and maintaining strong relationships with agents to ensure the achievement of business targets.

Reporting To: Head of Operations

Work Station: Strategis Head Office, Dar es Salaam

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## **1. Principal Responsibilities**

- Select, recruit, and train Agents to meet the company's expectations in quality and quantity.
  - Set sales goals and develop sales strategies by researching and generating agency leads.
  - Ensure business retention and replace lost business with new suitable accounts.
  - Maintain accurate communication records with Agents and provide weekly updates to management.
  - Ensure sales targets align with the company's strategic and financial goals.
  - Conduct weekly visits to intermediaries to strengthen relationships.
  - Stay ahead of the competition by improving sales/marketing skills through relevant training.
  - Carry out any other duties as assigned.
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## **2. Interaction With Others**

**Internal:** Regular contact with underwriting and other staff at the Head Office and Sales Points.

**External:** Intermediaries, insurance companies, banks (IPF), and direct clients.

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### **3. Minimum Requirements**

- Bachelor's Degree in Insurance (Professional certifications are an added advantage).
  - Minimum 3 years' experience in sales/marketing/business administration (preferably in insurance).
  - Self-starter, hardworking, time-conscious, and committed.
  - Fluent in English (spoken and written).
  - High ethical values, positive attitude, motivated, and team player with great interpersonal skills.
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### **4. Essential Skills / Qualities**

- Proficient computer skills.
  - Strong client relationship and communication skills (verbal and written).
  - Good listening skills.
  - Effective and efficient in achieving targets.
  - Problem-solving, critical thinking, adaptability, empathy.
  - Collaboration and independence in work.
  - High integrity and professionalism.
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### **5. Mode of Application**

Applications should include:

- A professionally prepared CV.
- Copies of supporting documents.
- Recent passport-size photo.
- Names and contacts of three official referees.

Deadline: 5th May 2025

Submit to:

**Head of Human Resource and Administration**

**Strategis Insurance Tanzania Limited**

**P. O. Box 7893**

**Dar es Salaam, Tanzania**

✉ Email: [hr@strategis.co.tz](mailto:hr@strategis.co.tz)

Or Deliver to:

**Strategis Insurance Tanzania Limited**

**Ground Floor, Masaki Ikon Building**

**Plot No. 1520, Bains Avenue, Masaki, Msasani Peninsula**

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Note: Only shortlisted candidates will be contacted.