



# UGANDA INSURERS ASSOCIATION JOB VACANCY

Uganda Insurers Association is an umbrella body that promotes the development and expansion of sound insurance and reinsurance activities in Uganda.

## **JOB TITLE: The Chief Executive Officer.**

**The Chief Executive Officer reports to the Executive Committee of the Association.**

### **Key aspects of the Position:**

The Chief Executive Officer is responsible for planning, direction, supervision and control of:-

1. Activities assigned to the Secretariat for purposes of meeting the obligations of the Association as provided by its Constitution and bye- laws.
2. Qualitative and quantitative goals and objectives established by the Executive Committee.

### **Principal Duties and Responsibilities:**

- a) Develop, recommend and implement policies, plans, budgets and control systems designed to achieve the Association's objectives and priorities as specified by the Executive Committee;
- b) Implement the approved organization structure, personnel policies and the operational and financial control and reporting systems;
- c) Provide strategic leadership, guidance and supervision to Secretariat staff to enable timely and effective accomplishment of approved Association's action programmes and budgets in order to achieve the Association's objectives.
- d) Periodically prepare operating and financial reports as feedback arising from Executive Committee approved policies, activity programs and instructions delegated to the Secretariat for action.
- e) Maintain high level contacts at Policy and Chief Executive Officer level with national, regional and international public and private organizations to ensure effective achievement of the objectives of the Association.
- f) Prepare and submit for Executive Committee consideration and approval, audited accounts and annual reports.
- g) Draw up annual training and development programmes for staff based on performance appraisal outcomes.
- h) Recommend staff actions to the Executive Committee regarding recruitment, promotions, disciplinary action, salary increases, reassignment, termination, etc. in accordance with the existing staff terms and conditions of service.

- j) Co-ordinate the membership of the Association, promote public relations and networking with other organizations whose activities interface with those of the Association.
- j) Mobilize resources for funding of the Association's activities in consultation with the Executive Committee and as provided for by the Constitution and Bye-Laws of the Association.
- k) Organize and prepare for General Meetings, Executive Committee Meetings, Seminars and Workshops and implement decisions and resolutions taken.
- l) Advise and actively participate in the lobby and advocacy with relevant Ministries, Authorities and stakeholders for interventions necessary to the growth and development of the insurance market.
- m) Supervise the efficient and effective delivery/provision of all support services and facilities required for the proper running of the Secretariat and the Executive Committee.
- n) And effect all related duties connected to those herein above stated and as assigned by the Executive Committee from time to time.

### **Qualifications and experience.**

- I. Education level of an Honors Degree in Law, Insurance, Commerce, Economics, Business Administration, Finance and Banking or its equivalent in related fields. A post graduate or insurance professional qualification will be an added advantage.
- II. Experience of at least 5 years in a management position preferably in the private sector.

### **How to apply:**

Please submit your application supported by a curriculum vitae, certified copies of academic and relevant certificates plus contact addresses of (03) referees (including e-mail and day time telephone contacts)

**To: The Hon. Secretary, Uganda Insurers Association, Plot 24A, Acacia Avenue-Kololo, P.O. Box 8912, Kampala**

**Closing date: 2nd March 2017, Only shortlisted applicants shall be contacted. Uganda Insurers Association is an equal opportunities employer**