



**JOB DESCRIPTION**

Position	Reporting to	Department
Bancassurance Business Analysis Unit Manager	Head of Product Development	Product

**I- JOB PURPOSE:**

He/she will work closely with insurance partner to fulfill the requirement for obtaining a bancassurance license from NBC & IRC and act as the central point of co-ordination between insurance partners and ChokChey Finance Plc. Moreover he/she will lead the implementation of operations in insurance partnership project as whole, assist Head of product development in developing tool, process and procedure to manage bancassurance business, support and provide necessary training and coaching to sale team as well as providing strategies to achieve over the sale target.

**II- MAIN DUTIES & RESPONSIBILITIES:**

- Work closely with insurance partners to fulfill the requirements for obtaining a bancassurance license from NBC & IRC.
- Work closely with insurance partners to provide training, coach and support branch staff relating to insurance products, sales, and knowledge.
- Develop internal policy and procedures for managing bancassurance business as corporate agency model.
- Work closely with the operation team to initiate and develop strategies & sales concepts to help branches meet bancassurance target.
- To evaluate and implement new and improved process initiative to bring about efficiency and service quality.
- Report timely about the progress, key challenges, sale performance and other required report to line managers.

**III. QUALIFICATIONS:**

- Master's degree or bachelor's degree in finance & Banking, Business Administration or relevant degrees
- Minimum 3 years working experience in experiences in insurance sector.
- Extensive experience in insurance product, analytical, quantitative, problem-solving, communication (written and verbal), presentation, relationship management skills.
- Strong leadership and management knowledge is a plus.
- Computer literacy (good at excel), Good at PowerPoint & Presentation skills.
- Good speaking & writing in English.
- Demonstrated knowledge of business and product development in insurance business is a plus.