



INSURANCE SPECIALIST

(Payclass 11: 2 - year contract)

Risk And Compliance Finance Department

The Finance department at UCT is seeking to fill the 2-year contract post of Insurance Specialist within the Risk and Compliance Division. The main purpose of this position is to support the Manager: Risk and Compliance to undertake all insurance administrative functions (renewal, insurance claims processing, reporting, etc.) on behalf of the University, to ensure all losses, damages, student accidents and or deaths are lodged timeously with the insurance brokers. The incumbent will provide insurance specialist services to the University by interpreting insurance policies and providing risk management advice to internal and external stakeholders.

Requirements for the job:

- Bachelor's Degree (NQF7) in Business Administration/Management, or a Finance related field.
- 7 years relevant recent insurance experience of which at least 5 years is at a mid- management level in an organization of similar complexity.
- Demonstrated knowledge and understanding of the insurance industry and various covers available, with a proven high level of analytical, report writing and interpretive abilities.
- An ability to interact successfully with individuals from a wide range of professional and non-professional backgrounds, including internal and external clients.
- Understand Occupational, Health, Safety and Environment risks.
- Good verbal, written and presentation skills.
- Excellent planning, organizational and prioritisation skills.
- Experience in facilitating change management.
- Proficient in MS Office.

In addition, the following will be advantageous:

- Membership with the Insurance Institute of South Africa (IISA) or Membership with the Institute of Risk Management (IRMSA).
- Experience of dealing with higher education insurance sector cover.

Responsibilities are to:

- Assist with ensuring that all updated policy wordings are received from the Brokers and reviewed for any change for better understanding by the department.
- Assist in updating the governance documents i.e., insurance policy, insurance guideline, insurance process documents, etc.
- Ensure that the insurance renewal system (Riskconnect) is updated on time for submission of information and collecting information or updated inventory list from various stakeholders.
- Oversee the registration of all claims (assets, UCT motor/buses fleet, rentals, etc.) when reported & advise staff/departments of the requirements and implications of the insurance policy.
- Review, verify and approve acknowledgement of loss to insurer or Brokers as well as liaise with the department/faculty on the progress of the claim.
- Serve on the various university health and safety committees to understand the insurance risks, to provide guidance on the university insurance cover.
- Deal with general insurance and policy specific enquiries, in particular queries from faculties and departments.
- Negotiate insurance claims settlement in a manner that benefits the university with the brokers.
- Assist in attending to all ad hoc assignment including due diligence and benchmarking exercises.
- Engage on an ongoing basis with the Ethics Committees and other relevant structures on the insurance cover.
- Investigate, review and advise on the special items (e.g., library books) about their insurance cover needs.

- Prepare a detailed report on insurance cover, statistics and trends that will be presented at Risk Management Executive Committee (RMEC) and other key internal stakeholders.

The annual cost of employment, including benefits is between **R427,228 and R790,107**.

To apply, please e-mail the below documents in the single PDF file to Mrs Zonke Mbaru at riskoffice@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV).

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete.

Only shortlisted candidates will be contacted and may be required to undergo an assessment.

Telephone: 021 650 5025

Website: <http://www.uct.ac.za>

Reference number: E22969

Closing date: 18 November 2022

"UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets.

Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf. "

UCT reserves the right not to appoint.