

JOB TITLE	BANCASSURANCE BUSINESS DEVELOPMENT OFFICER
REPORTS TO	HEAD OF LIFE AND PENSIONS
<p>PURPOSE OF THE POSITION:</p> <p>The role is responsible for acquisition of new business specifically Group Credit/Mortgage from financial institutions, Saccos and other affiliated companies and in accordance with the set targets as well as conserve all existing business by timely service delivery including proposing new methods for enhanced market development and penetration, soliciting & acquiring business from banks, corporates and large clients.</p>	
<p>KEY TASKS, DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Drive the acquisition of new business and achieve set sales, renewal, and premium income targets. • Identify and pursue new market opportunities to support business growth and increased market penetration. • Establish, develop, and maintain strong relationships with banks, SACCOs, brokers, intermediaries, corporates, and other key stakeholders. • Market and promote the company’s insurance products to existing and prospective clients through various distribution channels. • Prepare and deliver accurate and competitive quotations, proposals, and policy documentation within agreed timelines. • Manage the onboarding of new business, ensuring all required documentation is complete, accurate, and compliant with company standards. • Maintain and grow existing client portfolios through proactive relationship management and exceptional service delivery. • Handle customer inquiries, complaints, and service requests promptly, ensuring issues are resolved to meet customer expectations. • Monitor policy administration processes, including endorsements, amendments, claims follow-up, and benefits payments. 	

- Ensure adherence to customer service standards and turnaround times for policy servicing and claims settlement.
- Collect and analyze customer and market feedback to support continuous improvement in products, services, and customer experience.
- Conduct market research and competitor analysis to identify trends, opportunities, and areas for product enhancement.
- Coordinate and support marketing campaigns, business development initiatives, and market activation activities.
- Collaborate with internal teams to ensure seamless service delivery and effective implementation of business initiatives.
- Work closely with technology and operational teams to support digital and alternative distribution channels.
- Ensure compliance with regulatory requirements, company policies, security standards, and data protection regulations.
- Prepare and submit business performance reports, market intelligence reports, and other management reports as required.
- Facilitate stakeholder engagement meetings and provide advisory support in line with industry regulations and best practices.
- Support training and capacity-building initiatives for internal teams, agents, brokers, banks, SACCOs, and other business partners to enhance product knowledge and sales effectiveness.

REQUIREMENTS

- Bachelor's degree from a recognized university.
- Diploma in Insurance or demonstrable progress towards attaining the qualification.
- At least one (1) year of experience in the insurance industry or sales within the banking sector.

HOW TO APPLY:

If you are interested in the position and have the required qualifications, skills and experience, kindly [Click Here](#) and apply on or before **Thursday, June 18, 2026**.