



Asian Reinsurance Corporation

Asian Reinsurance Corporation is an inter-governmental organization established in 1979 under the UN/ESCAP to promote regional cooperation in the field of reinsurance writing a diversified book of facultative and treaty reinsurance from Asia, Africa and Middle-East.

The Corporation is looking to strengthen its Technical team in the field of underwriting, claims and business development to support existing team of Underwriters.

Overall Objective: To support Underwriting and Claims Management function with a focus on reporting, processing, controls and operations applicable to the business underwritten by the Corporation on a day to day basis.

Current Vacancies: **Reinsurance Technical Department (1 Position)**

Position: **Administrative Officer**

Full-Time position

Requirements : **Experience & Aptitude :**

- At least 3 years experience in treaty/ facultative re/insurance. – Underwriting / Claims management
- Preferably having knowledge and exposure of international reinsurance market
- Ability to work in a multinational and multicultural milieu and to adapt quickly to new situations
- Age not more than 35 years
- Bachelor's Degree/MBA/Engineering and preferably recognized professional insurance qualification

Skills:

- Ability to manage own workload and to work both supportively and jointly with colleagues
- Use of communication skills in English both written and verbal and presentation to meet business needs
- High degree of attention to detail and accuracy
- IT Skills : Generic – MS Word, MS Excel, MS Power Point , MS Outlook General Software

Job description: To support existing team of Underwriters to carry out underwriting and claims management function involving following:

- Analyse received treaty/facultative offers/renewals with necessary information to assist underwriting decision making
- Carry out necessary correspondence independently in respect of proposals and subsequent servicing for accepted business
- Data entry in the Corporation RMS system in respect of business written and claims reported.
- Produce and analyse underwriting statistics/information/reports in different orders/formats as required by the supervisor and/or Management.
- Register PLA/CLA, process cash call, Enter and maintain claims data in RMS, major loss reporting.
- Analyse exposures and market trends

For otherwise suitable candidates, the age and qualification criteria may be relaxed.

Remuneration: Salary & Benefits commensurate with qualifications and experience. Review on annual basis. Ample opportunities provided for career development and progress.

<u>SALARY SCALE</u>	<u>Initial/Annual</u>	<u>Increment/Annual</u>
Scale	US\$ 33,350	US\$ 2,001

Salary and Allowances of expatriates are free of Income Tax

Allowance and Benefits:

<u>Medicare</u> :	Staff Members are insured under a limited health insurance scheme
<u>Provident Fund</u> :	Staff Members contribute 5 pct. of basic salary. Corporation contributes 6 pct. of basic salary during the first 5 years and thereafter up to 10% depending on years of service
<u>Housing</u> :	Allowance of 5 pct. of basic salary
<u>Perquisites</u> :	Discretionary bonus, leave encashment and utility reimbursement as per Corporation rules.

Additional Allowances and Benefits for internationally recruited officer

<u>Housing</u> :	Expatriates who incur rental expenses in excess of 5 pct. of salary shall be reimbursed up to a maximum of further 15 pct. of their basic salary on presentation of documentary evidence .
<u>Home Leave</u> :	Home leave travel costs are provided for staff members, spouse and dependent children once every two years.
<u>Installation Grant</u> :	a) Except for those who normally reside in the host country, staff members appointed for one year or more shall receive an installation grant on the following basis : i. US\$ 59.00 daily for staff member for thirty days. ii. US\$ 29.50 for each dependent who is accompanying or joining staff member for thirty days. iii. Lump sum payment of US\$ 300 for each up to a maximum of four persons including staff member b) On appointment, change of duty station or separation, staff members shall be entitled to reimbursement of expenses in transporting personal effects and household goods in accordance with the rules of the Corporation.

Term of Office: 4 year - contract on the basis that the service will be extended after first year only if work and conduct found satisfactory. Renewal after 4 years subject to review of performance and requirements.

Appointment is subject to satisfactory evidence of good health.

Application with duly filled application form and detailed CV should be sent for the attention of Thararat Pemsanga

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(For further information please contact : Khun Thararat)