

## Job Announcement

### 1. Background

MAYFAIR Insurance Company Rwanda Ltd, a regional insurance company accredited by the National Bank of Rwanda "BNR" to provide General Insurance Services. Mayfair Insurance Company Rwanda Ltd is a subsidiary of Mayfair Insurance Company Ltd., based in Kenya since November 2005. The company has extended its regional presence to Zambia (2010), Tanzania (2016) Rwanda (2017), Zanzibar (2018), Uganda (2018) and Democratic Republic of Congo (2019). Mayfair Kenya has a credit rating of GCR (A+) which reflects our strong claims-paying ability. The company has also been ranked # 1 by Think Business – Insurance Survey 2016 and is the largest private-sector shareholder in the COMESA institution, PTA Re which has one of the largest reinsurers in Africa and has AM BEST "B" rating.

The Company wishes to recruit 100 talented and result-employed sales agents.

### 2. Job Specifications

**Job title:** Sales Agents

**Reporting line:** Business Development and Marketing Manager

**Duration** Closed-ended

**Remuneration:** Commission based on closed business

**Working Area:** Countrywide

**Application deadline:** Friday, November 19th, 2021 (5:00 PM, local time)

### 3. Purpose

Selling General insurance products of Mayfair Insurance Company Rwanda Ltd to various potential customers and providing excellent customer service to them.

### 4. Key Responsibilities

- Give customers the required information regarding the insurance products offered by **Mayfair Insurance Company Rwanda Ltd.**
- Report to the company every proposal submitted to client and any material fact that may adversely affect the underwriting decision of the company;
- Inform promptly the prospect about acceptance or rejection of the proposal by the company and give necessary assistance to the policyholders or claimants or beneficiaries in complying with the requirements for settlement of claims by the company.





- Behave in a manner consistent with the high image, reputation, and credibility of the Company and Company Products, and avoid any activity which may negatively affect the company reputation or services/products;
- Attend all meetings and trade shows required by the Company.
- Keep the Company informed about competitive and economic conditions of the insurance market which may affect the marketing or sales of the Company Products therein.
- Provide full cooperation with the Company.
- Do presentations whenever necessary to prospective clients and sell GI insurance products suitable to their needs.
- Meet sales targets as set by the company from time to time.
- Promote the company's brand;
- Attend meetings as it may be required.

#### 5. Qualifications

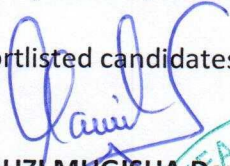
The applicant must have at least:

- A level certificate;
- Valid tax clearance certificate;
- Criminal record certificate indicating that the applicant has not been sentenced to a term of imprisonment equal to or exceeding six (6) months;
- Signed CV;
- Copy of National Identity Card / valid passport;
- Professional Indemnity (Limits of Indemnity - Frw 1,000,000).

#### 6. How to apply?

Interested and qualified applicants should send the above documents before **Friday, November 19<sup>th</sup>, 2021 (5:00 PM, local time)** to "info@mayfair.co.rw"

Only shortlisted candidates will be contacted for interview.

  
**MUHIMUZI MUGISHA Daniel**  
 Managing Director

