

# VACANCY



**Job Title:** DIRECT SALES REPRESENTATIVE (DSR)  
**Reporting to:** Branch Operations Manager/  
Branch Manager  
**Location:** Branches

## Job Summary

In- charge of the MediLife insurance product sales at the Branch

## Major Duties and Responsibilities

- Drive product sales in line with the Bancassurance set targets.
- Drive profitability of bancassurance sales from new and existing clients.
- The incumbent will also drive sustainable growth of the assigned portfolio in order to achieve the set business targets.
- Explain the terms of the insurance product to prospective policy holders.
- Tasked with the collection of premiums on all insurance business transacted at the assigned Branch as per laid down procedures.
- Ensure customer enquiries are resolved promptly as per laid down policies and procedures.
- Actively participate in insurance sales activation programs organized.

## Minimum Education Qualification

Diploma in a business related field and / or Certificate of Proficiency in Insurance from the Insurance Institute of Uganda.

## Experience

At least one year's working experience in insurance sales, underwriting, claims, finance or regulation.

## Key Required Skills

- Good communication and negotiation skills
- Basic knowledge of principles and practices of life, general or medical insurance
- Have knowledge of insurance sales and business development
- Ability to identify business opportunities and make value-adding recommendations
- Strong networking and relationship management skills.

**Job Title:** TELLER  
**Reporting to:** Service Leader  
**Location:** Branches

## Job Summary

To provide exceptional customer service while processing deposits and pay out funds in accordance with bank procedures and accurately record all transactions and balance each day's operations

## Major Duties and Responsibilities

- Adhere to service standards and provide excellent customer service.
- Accurately pay and receive cash in line with set procedures.
- Process all foreign exchange transactions for both walk in and existing customers using approved rates confirmed by Treasury.
- Print and handover Teller reports and vouchers for calling at the end of day.
- Cross sell bank products and respond to customer enquiries or refer them to the appropriate service channels where necessary.
- Manage queues by providing quick, accurate and efficient service.

## Minimum Education Qualification

- A Bachelors' degree or its equivalent in any discipline from a recognised university.
- Must have scored credits in English and Mathematics at O'level.

## Experience & Key Required Skills

- Experience in sales and cash handling will be an added advantage.
- Possess good interpersonal/ communication skills.
- Demonstrate an understanding of basic electronic banking trends and developments.
- Basic accounting knowledge.
- Possess a strong numerical skill.
- Multilingual ability.

Interested candidates should submit **hard copy** application letters including an updated CV and academic documents (O' level, A' level and University Transcript) to our Head Office Reception at Orient Plaza, No. 6/6A Kampala Road, addressed to the **Head, Human Resources**, not later than 29th November, 2019

**Note:** Only shortlisted candidates will be contacted