WE ARE HIRING TALENT

JOB VACANCIES:
RELATIONSHIP MANAGER – CORPORATE BUSINESS
INFORMATION TECHNOLOGY & SECURITY ANALYST

Our client in the life insurance industry, **Bona Life** is looking for a **Relationship Manager-Corporate Business** and **Information Technology & Security Analyst** to join our growing team.

1. RELATIONSHIP MANAGER – CORPORATE BUSINESS

Reporting to the **Head, Business Development**

MAIN PURPOSE OF THE JOB

The role requires a sound individual, who is responsible for driving business growth, maintaining strong client relationships, ensuring compliance, and fostering effective partnerships with distribution channels. You will be responsible for meeting sales budget, overseeing day-to-day operations, and ensuring seamless engagement with our corporate clients and distribution partners.

POSITION PREREQUISITES

Qualification:
Bachelors' Degree in Business, Finance or related field plus demonstrable business development and relationship management experience.

Experience:
Minimum of five (5) years post qualification experience in corporate sales, relationship management, or business development within the insurance or financial services industry.

Responsibilities

- **Sales Targets:** Meet and exceed assigned sales budget and revenue goals across channels of distribution, identifying opportunities for cross-selling and upselling within the corporate client segment.
- **Operations Management:** Oversee the operational aspects of the corporate business unit, ensuring efficient processes and timely delivery of services.
- **Distribution Partner Management:** Build and nurture strong relationships with distribution partners, including brokers, agencies, and other intermediaries, to enhance our market presence and reach.
- **Client Relationship Management:** Develop and maintain strong relationships with corporate clients, understanding their unique needs and providing tailored insurance solutions.
- **Client Engagement:** Strategically engage with clients to provide regular updates, address inquiries, and gather feedback to continuously improve our offerings.
- **Compliance:** Ensure adherence to regulatory and internal compliance standards within the corporate business unit, including documentation, reporting, and ethical business practices.
- **Market Insights:** Stay informed about industry trends, competitive landscape, and emerging opportunities to develop innovative strategies for growth.
- **Team Collaboration:** Collaborate with cross-functional teams, including sales, underwriting, marketing, and customer service, to drive a unified approach towards achieving organizational goals.

COMPETENCIES

- High attention to detail and accuracy
- Analytical skills
- Excellent Communication Skills
- Sound relationship building skills
- Strategic thinking
- Problem-solving, and
- Negotiation skills

2. INFORMATION TECHNOLOGY (IT) & SECURITY ANALYST

Reporting to the **Chief Operations Officer (COO)**

MAIN PURPOSE OF THE JOB

To maintain the company's information systems, making sure that they are effective and reliable. Information Systems oversees all technical aspects of the company, such as software and hardware, network security, project management and internet operations.

POSITION PREREQUISITES

Qualification:

- Bachelors' Degree in Computer Science or Information Technology (IT) with demonstrable experience.

Experience:

- Minimum of five (5) years post qualification experience in information technology and security preferably in insurance industry.

Responsibilities

- Coordinates Information Technology (IT) support, training, and orientation for new technology users
- Ensures efficient and effective technology and internet access for a group of users
- Organizes troubleshooting or repair when necessary for IT equipment
- Oversees information security and maintains network and user security through hardware or software installation or through education
- Implements an IT budget for the organisation as a whole or for specific departments
- Tracks inventory and status for hardware and software throughout an organisation
- Establishes relationships with technology vendors
- Advises about organizations' IT equipment, networking, and connectivity needs and purchases products, parts, and services as necessary.
- Supervises IT department staff, including setting schedules, implementing training, and assessing performance.
- Manages third party service providers in support, installation, networks, and purchases.
- Works with human resources colleagues to identify staff IT needs.
- Develops emergency plans for equipment, power, or security failure, disaster recovery and business continuity to preserve technology and data
- Implementing IT initiatives and IT projects
- Specializes in IT needs for an insurance industry, such as policies, processes, procedures and claims
- Researches and stays up-to-date regarding new IT equipment and solutions

COMPETENCIES

- Demonstrate a high level of Integrity and honesty
- Problem Solving
- Business Acumen
- Project Management
- Resource Management
- Attention to Detail
- Strong interpersonal and communication skills

APPLICATION DETAILS

Interested applicants should forward their complete applications, CVs and certified copies of educational certificates (providing at least three referees) to the following on or before the **11th April 2025.** Email: **recruitment@ehcc.co.bw** OR **apply online @ www.ehcc.co.bw**

For any enquiries please email to: **enquiries@ehcc.co.bw** or **(+267) 3112333/ (+267) 73554366.**

NOTE: We regret to inform that we will get in contact with only shortlisted candidates

Bona Life
see ahead of time

EHCC
EXCLUSIVE HUMAN CAPITAL CONSULTANCY