



Job Title: Policy Administration Officer

Department: MUA Life (Operations)

Job Summary

The Policy Administration officer executes and administers a number of core policy processes including issuance of contracts and after sale servicing for Individual, Bancassurance and Group Life policies. The incumbent in addition oversees that all Compliance and Legal requirements are observed for policy contracts and their servicing.

Main Responsibilities

- Follow-up on First Deposit Premium received.
- Verify that requirements are met (KYC, Compliance, Legal).
- Validate proposals to be converted into policies before issuing of contract policies.
- Verify and dispatch of policy contracts.
- Process standing orders and staff deductions in the IT system and liaise with banks when necessary.
- Dispatch statements on an annual basis.
- Prepare duplicate policies.
- Register assignment deeds.
- Issue and send renewal notices.

Job Requirements

- HSC
- 2 years' experience in a similar position.
- Basic knowledge of FSC rules and regulations.
- Conversant with Compliance requirements (FATCA, CRS, etc).
- Basic and related knowledge of Legal requirements (insurance act, Code Napoleon, etc).
- Well-versed with-IT system (Exergy).
- Insurance Products knowledge.

Interested candidates are requested to send their CV with reference 2021PAO Policy Administration Officer as subject on recruitment@mua.mu

The company reserves the right to call only the best qualified candidates for the selection exercises.

Applications received after the closing date might not be considered.

The company also reserves the right not to proceed with the vacancies.