



SAIA - ☎ (011) 726 5381

Special Edition 2013 –SAIA Vacancies Available

SAIA Vacancies Available

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Special Bulletin

1. Company Profile

The South African Insurance Association (SAIA) is the voice of the short-term insurance industry. It represents the industry at all levels and with all stakeholders, to ensure a sustainable and dynamic short-term insurance industry for the benefit of all South Africans.

The SAIA represents most of the short-term insurance companies in South Africa and is authorised to negotiate on their behalf. The Association has 58 members. The Association is managed by a Chief Executive and has 35 staff members.

The SAIA has recently adopted a new structure that has led to the opening of three new positions under the Insurance Risk portfolio.

The available positions are:

- [Property Manager](#)
- [Motor Manager](#)
- [Personal Assistant](#)

There is also an opening for a position under the Governance Risks Portfolio:

- [Legal Manager](#)

Location of the SAIA Offices:

Ground Floor, Willowbrook House, Constantia Office Park
Corner 14th Avenue & Hendrik Potgieter Street, Weltevredenpark
Gauteng: Johannesburg
(Tel) 011 726 5381

Contact Person:

Candidates who are interested in applying for any of the available positions can contact:

Nicol Champaud: HR Manager
(Tel) 011 726 5381
Email your **CV** to hr@saia.co.za

The deadline to apply for any of the available positions is 08 October 2013.

👉 Further information: www.saia.co.za

2. South African Insurance Association: Property Manager

Job Specification:

| Job Title | SAIA Property Manager |
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| General Description | <ul style="list-style-type: none"> • Responsible for SAIA Property and Related Issues Portfolio • This portfolio includes property insurance and related issues, including property, agricultural, engineering, marine, and all other business classes EXCLUDING motor • Report to SAIA General Manager: Insurance Risks |
| Output/Core Tasks | <ul style="list-style-type: none"> • Draft and drive the implementation of a SAIA Property Insurance Strategy • Identify challenges in the property insurance industry • Provide leadership for the industry with regards to property insurance issues • Assist in getting the buy-in from SAIA members, and other stakeholders, with regards to potential projects in this area • Implement approved projects • Develop reports for all projects implemented • Identify key stakeholders within the property insurance and related industries • Consult with relevant stakeholders in the insurance industry and within the property insurance industry value chain • Create committees / working groups to inform the solutions for the property and related insurance industry • Manage the administration, arrangements and secretarial duties around these new committees • Manage the administration, arrangements and secretarial duties around existing committees • Ensure effective communication is achieved with the respective chairpersons and committee members of the committees / work groups / task teams • Arrange and coordinate meetings with relevant stakeholders • Analyse and interpret market trends on an ongoing basis • Maintain contact with SAIA members to ensure timely activity and adherence to project deadlines • Prepare SAIA Board Committee reports, Board reports and other relevant reports • Represent SAIA in relevant industry forums • Participate and represent SAIA in relevant committees and/or other structures of relevant other stakeholders, including government • Build relationships with relevant stakeholders, including the relevant government agencies and departments • Deliver presentations as and when required within the appropriate forums • Represent SAIA in the media • Write articles on relevant topics in this key priority area of the SAIA for the SAIA Bulletin, and industry and other media • Provide information on relevant topics in this key priority area to the media and other relevant stakeholders as and when required |

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| Competencies | <ul style="list-style-type: none"> • Knowledge of short-term insurance industry • In-depth property insurance industry understanding • Strategic thinker • Deadline driven • Ability to work and communicate with multiple levels of authority in the insurance and related industries • Leadership ability • Ability to work with no or little supervision • Ability to run with several projects at the same time • Ability to work in a team |
| Skills | <ul style="list-style-type: none"> • Excellent verbal and written communication • Excellent interpersonal skills • Analytical thinking • Problem solving skills • Excellent interpersonal communication skills • Ability to multi-task • Project management skills • Negotiation skills • Presentation skills • Planning skills • Multi-tasking skills • PC skills – Excel, Power Point, etc. |
| Requirements : <ul style="list-style-type: none"> • Qualifications | <ul style="list-style-type: none"> • A minimum of 5 years' experience working with short term insurers or within the short-term insurance or related industry • University degree or other relevant tertiary qualification |

3. South African Insurance Association: Motor Manager

The current motor manager's contract will expire at the end of November 2013. The new motor manager position will be a permanent position, and the current incumbent will remain for a further period to assist the new motor manager in a handover process.

Job Specification:

| Job Title | SAIA Motor Manager |
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| General Description | <ul style="list-style-type: none"> • Responsible for SAIA Motor Portfolio • Report to SAIA General Manager: Insurance Risks |
| Output/Core Tasks | <ul style="list-style-type: none"> • Drive the implementation of SAIA Motor Strategy • Identify challenges in the motor insurance industry • Provide leadership for the industry with regards to motor insurance issues • Assist in getting the buy-in from SAIA members, and other stakeholders, with regards to potential projects in this area • Implement approved projects • Develop reports for all projects implemented • Identify key stakeholders within the motor insurance and related industries • Consult with relevant stakeholders in insurance industry and within the motor insurance industry value chain • Create committees / working groups to inform the solutions for the motor insurance industry in line with SAIA Motor Strategy • Manage the administration, arrangements and secretarial duties around these committees • Ensure effective communication is achieved with the respective chairpersons and committee members of the committees / work groups / task teams • Arrange and coordinate meetings with relevant stakeholders • Analyse and interpret market trends on an ongoing basis • Maintain contact with SAIA members to ensure timely activity and adherence to project deadlines. • Prepare SAIA Board Committee reports, Board reports and other relevant reports • Represent SAIA in relevant industry forums • Participate and represent SAIA in relevant committees and/or other structures of relevant other stakeholders, including government • Build relationships with all relevant stakeholders, including the relevant government agencies and departments • Deliver presentations as and when required within the appropriate forums as and when required • Represent SAIA in the media • Write articles on relevant topics in this key priority area of the SAIA for the SAIA Bulletin, and industry and other media • Provide information on relevant topics in this key priority area to the media and other relevant stakeholders as and when required |

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| Competencies | <ul style="list-style-type: none"> • Knowledge of short-term insurance industry • In depth motor insurance industry understanding • Strategic thinker • Deadline driven • Ability to work and communicate with multiple levels of authority in the insurance and related industries • Leadership ability • Ability to work with no or little supervision • Ability to run with several projects at the same time • Ability to work in a team |
| Skills | <ul style="list-style-type: none"> • Excellent verbal and written communication • Excellent interpersonal skills • Analytical thinking • Problem solving skills • Excellent interpersonal communication skills • Ability to multi-task • Project management skills • Negotiation skills • Presentation skills • Planning skills • Multi-tasking skills • PC skills – Excel, Power Point, etc. |
| Requirements : <ul style="list-style-type: none"> • Qualifications | <ul style="list-style-type: none"> • A minimum of 5 years' experience working with short term insurers or within the short-term insurance or related industry • University degree or other relevant qualification |

4. South African Insurance Association: Legal Manager

Job Specification:

| Job Title | SAIA Legal Manager |
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| General Description | <ul style="list-style-type: none"> • Responsible for SAIA Legal Portfolio • Report to SAIA General Manager: Legal |
| Output/Core Tasks | <ul style="list-style-type: none"> • Providing meaningful information on legislation, the regulatory framework and the practical consequences that follow their implications for the insurance industry • Participate in legislation and regulation processes at all levels, and with all role players, including the FSB, National Treasury, other government departments and industry stakeholders • Scanning for future legislation and identifying its importance and impact on the short-term insurance industry • Managing Committee and liaison meetings • Reviewing of internal legal documentation • Instructing and liaising with attorneys and counsel • Drafting submissions on published legislation and subordinate legislation |
| Competencies | <ul style="list-style-type: none"> • Knowledge of short-term insurance industry • In depth motor insurance industry understanding • Strategic thinker • Deadline driven • Ability to work and communicate with multiple levels of authority in the insurance and related industries • Leadership ability • Ability to work with no or little supervision • Ability to run with several projects at the same time • Ability to work in a team |
| Skills | <ul style="list-style-type: none"> • Deadline driven • Assertive Knowledgeable about financial services, specifically insurance legislation • Articulate • Good negotiator • Good leadership skills • Able to work with teams • Initiator • Analytical thinker • Task and goal oriented • Implementer • Integrator • Customer focus • Good people skills • Co-ordinator • Stress tolerance. • Excellent writing skills • Problem solving skills |

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| Requirements : <ul style="list-style-type: none">• Qualifications | <ul style="list-style-type: none">• LLB degree, admitted as an attorney or advocate• At least 2 years experience in legal advising preferably in insurance law, contracts and drafting• 3 – 5 year experience in the short-term insurance industry, preferably in a compliance/legal function• Working knowledge of insurance litigation including the Short-term Insurance Act & Financial Advisory and• Intermediary Services Act, Financial Services Laws General Amendment Bill |
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5. South African Insurance Association: Personal Assistant

Job Specification:

| Job Title | SAIA Personal Assistant |
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| General Description | <ul style="list-style-type: none"> • Personal Assistant • Report to SAIA Managers: Motor and Property |
| Output/Core Tasks | <ul style="list-style-type: none"> • Efficient minute taking • Arrange functions if deemed appropriate by managers • Arrange lunches for meetings when necessary • Arrange meetings for the managers either by phone, e-mail or fax correspondence • Collate responses to queries sent out via a circular • Collate Board packs (Agenda, Minute and Annexures) Co-ordinate printing (where necessary) and distribution, by e-mail or ordinary mail • Diarise and follow up on outstanding matters on behalf of managers • Diary management: Refers to and updates the both manager's diaries • Responsible for scheduling appointments, daily / weekly and confirms meetings in diary • Keep meeting schedule of committee / group meetings Maintain committee lists • Maintain e-mail distribution lists • Make reservations and / or travel arrangements Organise seminars / workshops (as and when required) • Photocopy and fax documents as required, also bind and prepare files for managers as required • Provide administrative assistance to the managers as required • Provide assistance to the managers with regards to presentations that they may have to address • Respond to e-mail queries Saves e-mail content / attachments to SharePoint (electronic document management system) when required. • Screen all incoming calls for both managers. Divert where necessary and take messages • Arrange refreshments for visitors / guests • Arrange parking for manager (external meetings) and for visitors / guests (internal meetings) Structures own correspondence • Type agendas, correspondence, circulars, memoranda, minutes, reports |
| Competencies | <ul style="list-style-type: none"> • Efficient administration of Manager Office, including all normal secretarial functions • Efficient handling of correspondence and call screening • Providing complete personal professional assistance, particularly diary, meeting and minute management • Handling all travel and accommodation requirements for the manager • Maintaining database contacts for the managers • Organising and/or assisting with office functions |
| Skills | <ul style="list-style-type: none"> • Ability to work as part of a team or independently • Systematic, focused and logical thinker • Take ownership of work responsibilities and be able to make decisions • Strong admin skills and a positive attitude • Must be able to work with people |

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| Requirements : <ul style="list-style-type: none">Qualifications | <ul style="list-style-type: none">Minimum qualification: Grade 12 + Secretarial Diploma or certificate5 years' experience as a Personal Assistant in a relevant positionExcellent command of the English language (both written and verbal communication are essential)Computer literacy: knowledge of MS Word, MS Outlook, Excel, PowerPoint, knowledge of SharePoint is advantageous |
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IMPORTANT NOTICE

Should you know someone, who is not a SAIA member, who might be interested in receiving the SAIA Bulletin let them contact Tessa Kerspuy, SAIA Graduate: Communications and Stakeholder Relations.

✉ E-mail: tessa@saia.co.za ☎ Tel: (011) 726 5381
☎ Fax: 086 647 2275
www.saia.co.za



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