

Vacancy Announcement

Sanlam Kenya Plc is the leading provider of dynamic and innovative life insurance products in Kenya and has the largest network of branch offices in the country. Sanlam Kenya Plc is listed on the Nairobi Securities Exchange and is part of the Sanlam Group, which is a leader in financial services, listed on the Johannesburg Stock Exchange and has the largest insurance footprint in Africa. We invite suitable candidates to apply for the following opportunity:

Job Title:	Agency Manager
Reporting to:	Business Development Manager
Business Unit:	Sanlam Life

Purpose

The role will be responsible for providing leadership and support to all sales agents and managers within the branch, as well as all sales activities and provide reports on the same to the Business Development manager on a daily, weekly and monthly basis.

Primary responsibilities:

- Select, recruit and train sales force on products, prospecting, closing and underwriting.
- Recruit, train and mentor Agency team leaders and appraise their units' daily activity levels.
- Inspire and motivate the sales team to a sales career and a high-performance culture
- Identify, nurture and exploit different talents within the team for branch growth.
- Conduct weekly sales meeting to train and motivate the sales force in providing appropriate financial solutions to prospective clients
- Undertake branch underwriting of all businesses to ensure sound acceptance of risk.
- Protect and safeguard the company against reputational and financial risks.
- Prepare and submit daily, weekly and monthly production performance reports.
- Monitor and inspect individual, unit and branch activity levels to ensure that sales quotas are met.
- Lead and guide the sales force in setting short term and long-term personal goal.
- Continuous performance appraisal by evaluating of actuals against targets and sets goals.
- Monitor and maintain policies persistency though efficient customer service and retention.
- Establish new markets, grow the existing ones and religiously guard them from competition.

- Open new pay points and build lasting relationships
- Establish and implement strategies to increase sales, lower costs, and obtain greater efficiency.
- Communicate, and enforce company policies and coordinate branch office activities.
- Zero tolerance on fraud

Person Specifications

Academic Qualification

- Degree in sales and marketing or any relevant field from a recognized institution.

Professional Qualifications

- COP
- Diploma in insurance(AIIK), ACII/LOMA certification.

Experience

- Above 10 years' experience with at least three years management experience at Finance Manager level.

Skills and Attributes

- Good problem solving and analytical thinking skills;
- Team player
- Ability to work under pressure;
- Good communication and interpersonal skills;
- Good planning and organizational skills; and
- Excellent report writing skills.

Strong preference will be given to candidates with the requisite qualifications, skills and experience. If your career aspirations match this exciting opportunity, please submit your detailed curriculum vitae and covering letter to reach us on or before **19th November 2021** addressed to the Head of Individual Life through email address: hvacancies@sanlam.co.ke. **The job title should be clearly indicated as the email reference.**

Only shortlisted candidates will be contacted.



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Sanlam Kenya is regulated by Insurance Regulatory Authority