


ACTUARIAL ASSISTANT POSITION

 Insurance Regulatory Authority Rima Rora Awa Taifu IRA	JOB TITLE	Actuarial Assistant
	DIRECTORATE/ DEPARTMENT	Directorate of Supervision
	GRADE/LEVEL	IRA 8
	IMMEDIATE SUPERVISOR	Actuarial Officer

a) Job purpose

The position is responsible for collection of data to be used for analysis and preparation of actuarial reports.

b) Job Specifications

Duties and responsibilities will entail:

- (i) Compile data for analysis of products, premium rates, financial condition reports and technical reserves for insurers.
- (ii) Compile data for preparation of capital adequacy ratios in accordance with the provisions of the insurance act.
- (iii) Compile data for data analysis and preparation of reports on insurance industry performance as required by the Insurance Act;
- (iv) Compile data for analysis of financial stability of insurers and implementation of macro prudential policy including carrying out regular macro stress tests and preparing documents for public communication on the tests
- (v) Assist in logistics in the department such as organization for meetings, workshops and smooth flow of information.

c) Persons Specifications

- (i) Higher Diploma in Actuarial Science or Statistics with three (3) years relevant experience.

OR

Diploma in actuarial science or statistics with four (4) years relevant experience.

- (ii) Certificate in Computer Proficiency.
- (iii) Meets provision of chapter six of the Constitution.

d) Competencies and skills

- (i) Strong communication and presentation skills
- (ii) Good analytical skills

- (iii) Problem solving
- (iv) Professionalism