


SUPERVISION ASSISTANT POSITION

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

a) Job purpose

The position is responsible for preliminary analysis; collecting, cleaning and checking completeness of data for use in various analysis.

b) Job Specifications

The duties and responsibilities entail:

- (i) Collect, clean and check for completeness of data for use in various analysis;
- (ii) Conduct preliminary assessment on non-compliance with laws and regulations by regulated entities;
- (iii) Conduct preliminary analysis of requests for corporate changes; approval of directors, principal officers, senior manager, control functions key officers and any other approval requests;
- (iv) Update database of registered insurers on a continuous basis; and
- (v) Facilitate logistics and administrative issues in the department such as organization for meetings, workshops and smooth flow of information

c) Persons Specifications

- (i) Diploma in insurance or accounting three (3) years relevant experience
OR
Diploma in insurance or accounting 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