



## NATIONAL WATER AND SEWERAGE CORPORATION

### EXTERNAL JOB ADVERT

17<sup>th</sup> March 2022

#### Exciting Career Opportunities in National Water & Sewerage Corporation Captive insurance Company

National Water & Sewerage Corporation (NWSC) is a Public Utility Company whose mandate as defined in the NWSC Act, Cap.317 Laws of Uganda 2000 section 5(1), is to operate and provide water and sewerage services in areas entrusted to it on a sound commercial and viable basis. The Corporation currently operates in 258 towns spread across the country.

The Corporation has established a subsidiary, the NWSC Captive Insurance Company (NWSC-CIC). The NWSC-CIS is looking for dynamic and energetic individuals to fill the following three positions.

#### **a) CAP 01 /2022: Chief Executive Officer – 01 POSITION**

Reports to Board of Directors

#### **Main Job Purpose:**

To provide overall direction and leadership to ensure the Company vision, mission, strategic goals are met; to act as the link between the Board of Directors and the staff while ensuring that objectives are implemented; to serve as the Principal Officer for the Company ensuring all legal, corporate governance and regulatory requirements are complied with.

#### **Primary responsibilities:**

1. Ensure the strategic plan is developed, communicated and implemented to realise the company mission, vision that adheres to the agreed budgets and corporate values and implement and communicate the policies, strategies and decisions adopted by the board.
2. Provide visionary leadership and technical support to the Management, staff and Board of Directors.
3. Establishment of highly collaborative relationship management with all key policy makers, and stakeholders.
4. Spearhead the Risk and Compliance framework, ensure adherence and enforce the risk management and internal controls strategy.
5. Ensure the organisational infrastructure, staffing and funding requirements support the anticipated growth.
6. Acts as the Spokesperson of the Company effectively managing communication with all the stakeholders and represent the organisation in all forums

7. Promote the highest standards/culture of integrity, ethics, diversity and inclusion and corporate social responsibility.
8. Develop a robust captive company

### **Person Specifications:**

#### **Academic Qualifications**

- A Business related bachelor's degree
- Master's degree in related field from a recognised university is an added advantage

#### **Professional Qualifications**

- Must be an Associate or Member of Chartered Institute of Insurance UK (ACII) or Equivalent as required by law

#### **Experience**

- Minimum of 10 (ten) years' relevant experience in the Insurance sector with at least eight (8) years at leadership level in a similar organisation

#### **Age Limit**

- The candidate should be between the ages 35-55

#### **Skills/ Knowledge**

1. Excellent communication and presentation skills
2. Problem solving skills
3. Excellent interpersonal skills
4. Leadership skills
5. Good negotiation skills
6. Good analytical skills
7. Computer literate in MS Office and other office applications
8. Understanding of the working environment of the industry (competitors)
9. Technical competence in insurance
10. Basic knowledge of regulations of the insurance industry

## **b) CAP 02 /2022: Head of Operations – 01 POSITION**

Reports to Chief Executive Officer

### **Main Job Purpose:**

Responsible for developing operational strategies in order to retain and grow business profitably; Co-ordinate operational activities that deliver customer experience within the set organization standards; Create a positive work environment that encourages full utilization of available resources; Provide strategic leadership in steering the company towards its strategic goals.

### **Primary responsibilities:**

1. Coordinate activities of Claims and Underwriting departments
2. Approve discharge vouchers for claims within approved limits.
3. Review all investigation and adjustment reports and recommend the appropriate course of action;
4. Co-ordinate and regularly review operations for underwriting and claims functions to keep in tandem with the changing work environment;
5. Address major operational and technical issues raised within underwriting and claims;
6. Develop and introduce new products in the market until maturity;
7. Address complex customer complaints and recommend appropriate solutions;
8. Manage debt status against the set policy and ensure interdepartmental functions are coordinated well;
9. Provide guidance on complex underwriting risks and complicated claims.
10. Manage Reinsurance Related Activities e.g. Ceding, Placements and Claims Recoveries, among others.

### **Person Specifications**

#### ***Academic Qualifications***

- A Business related bachelor's degree
- Master's degree in Insurance, Finance, Economics added advantage

#### ***Professional Qualifications***

- Must be an Associate or member of Chartered Institute of Insurance UK (ACII) or Equivalent as required by law

#### ***Experience***

- Minimum of 8 (Eight) years' relevant experience in the Insurance sector, five (5) of which should be at a managerial/Supervisory level.

### **Age Limit**

- The candidate should be between the ages 35-45

### **Skills/ Knowledge**

1. Excellent communication and presentation skills
2. Problem solving skills
3. Excellent interpersonal skills
4. Leadership/People skills
5. Good negotiation skills
6. Good analytical skills
7. Computer literate in MS Office and other office applications
8. Understanding of the working environment /competitors
9. Technical competence in insurance
10. Basic knowledge of regulations of the sector
11. Reinsurance Knowledge

### **c) CAP 03 /2022: Finance Manager – 01 POSITION**

Reports to Chief Executive Officer

#### **PURPOSE:**

Responsible for the overall financial reporting, cost control, budgeting, regulatory and statutory compliance, cash flow management, safeguarding the assets with an aim of attaining profitability for the subsidiary.

#### **PRIMARY RESPONSIBILITIES:**

1. Ensure adequacy of operational and financial controls in the business (systems, processes and people);
2. Review and file returns to the regulator and other statutory bodies on monthly, quarterly and yearly basis;
3. Review the completeness of the asset register and confirm that it is in line with the company accounts;
4. Confirm investment in company assets are within company investment policy statement and guided by the Insurance Act and advise the fund management monthly;
5. Review management and financial reports for completeness and ensure preparation of board papers on a monthly and quarterly basis

- respectively;
6. Prepare and compile company budgets annually and analyse financial reports and report variance against budget on a monthly basis;
  7. Approve payments and check that all accounting transactions are posted to the correct cost centres;
  8. Coordinate external and internal audits;
  9. Manage cash flows, control costs and action on audit recommendations;
  10. Liaise with external stakeholders e.g. banks, IRA, URA towards enhancement of company operations.
  11. Any other duties as assigned

## **Person Specifications**

### **Academic Qualifications**

- Bachelor's degree in Finance, Accounting, Business or in a related field.
- A Master's degree is an added advantage

### **Professional Qualifications**

- CPA, ACCA, or CFA is an added advantage

### **Experience**

- Minimum of (5) years' relevant experience in a similar position, three (3) of which have been at supervisory level.

### **Age Limit**

- The candidate should be between the ages 35-45

### **Skills and Attributes**

1. Excellent communication and presentation skills
2. Problem solving skills
3. Excellent interpersonal skills
4. Leadership skills
5. Good analytical skills
6. Computer literate in MS Office and other office applications
7. Appreciation of Reinsurance Accounting and claims recoveries

### **How to apply:**

If you believe you have the necessary skills and experience and desire to make a difference, then apply immediately and send hard copies of your application letter, a detailed CV, a recommendation letter, copies of

academic and professional certificates, names of 3 referees and a day time telephone contact to:

The Director Human Resources  
National Water & Sewerage Corporation  
P.O. BOX 7053 Kampala  
Plot 3, Nakasero Road  
Tel: 031-3-313101/02  
[www.nwsc.co.ug](http://www.nwsc.co.ug)

**Submission Deadline:** Application letters together with the supporting relevant documentation must be submitted to/at the above address by 5:00pm on Monday 28<sup>th</sup>/March/2022.

**Note**

- Applicants are advised that we reserve the right to conduct police checks and other screening procedures.
- Unsolicited canvassing will lead to automatic disqualification
- Shortlisted applicants will be invited for interviews.