JOB TITLE	**RELATIONSHIP OFFICER – NYANZA REGION**
REPORTS TO	**SENIOR BRANCH MANAGER**

JOB PURPOSE:

The relationship officer will be in charge of looking for new & renewal business from individual and corporate agents in the market. He or she will be responsible for driving the sales and marketing of key company products and services as per the set and agreed targets by ensuring that the agents understand the company's key products and strengths & be part of the team to recruit, train, monitor & motivate agents.

KEY TASKS, DUTIES AND RESPONSIBILITIES

1. Responsible for revenue growth to the set targets through retention & acquisition of new business on existing and new accounts.
2. Maintains, controls, and accounts for the company insurance policy documents and certificate allocations.
3. Ensure strict adherence to the cash and carry policy as per company guidelines.
4. Soliciting and negotiating special incentives to top-performing intermediaries within set policy and compliance guidelines.
5. Achieve diversification through the delivery of pre-set revenue product mix.
6. Prepare timely, accurate, informative reports to the branch manager for decision-making.
7. Maintain and implement branch-level SOPs (Standard Operating Procedures).
8. Embrace performance management processes for effective and efficient service to our customers with a view to achieving overall branch/company business goals.
9. Establish and maintain good relationships with brokers, agents, and clients. Also, maintain close liaison with other departments in the company.
10. Foster and maintain good corporate image through liaison with all competitors, intermediaries and the general public.

REQUIREMENTS

- A Bachelor's degree in a business-related course (Insurance Option, Marketing, Business Administration and Finance) or equivalent from a recognized university.
- Diploma in ACII or AIIK is an added advantage.
- 3 years relevant experience.

HOW TO APPLY:

If you are interested in the position and have the required qualifications, skills and experience, kindly Click Here and apply on or before **Monday, November 2, 2026.**