



(A Joint Venture of State Bank of India & Insurance Australia Group)

SBI General/Recruitment/2014-15

Dated: 31st October 2014

Applications are invited for the Current Vacancies mentioned below. Persons, who are desirous and fulfil the eligibility criteria set out against each position, may send in their application.

Current Vacancies

[Current Vacancies in Claims](#)

[Current Vacancies in Information Technology](#)

[Current Vacancies in Internal Audit, Control & Risk](#)

[Current Vacancies in Operations](#)

[Current Vacancies in STRATEGY AND PMO](#)

[Current Vacancies in Underwriting & Reinsurance](#)

[Current Vacancies in Finance](#)

For more Vacancies kindly visit us again after few days!

IMPORTANT:

1. Job Titles and reporting lines are indicative and may be changed at the sole discretion of the Company.
2. No hard copies or documents should be sent.
3. Communication will be sent to only those candidates who are found suitable in the preliminary scrutiny.
4. Solicitation in any form by the applicant will lead to disqualification
5. This is not an offer of employment but only an invitation for applications for various positions. SBI General Insurance Company Ltd. has the absolute discretion not to appoint any one for any of the positions.
6. Last date for receipt of filled in application for the above vacancies is **15th November 2014**.

Personal Traits expected from all the applicants:

- Enjoys and seeks out accountability for delivering expected results
- Consultative and open to discussion and challenge
- Willing to question and challenge the status quo
- Straightforward, honest, tells it 'as it is'
- Is persuasive and influential
- Thinks 'whole of business', while still delivering results for own area of accountability

- Is entrepreneurial in approach; focuses on profitable growth and continuous improvement
- Tenacious and resilient

Skills expected from all the applicants:

- Ability and willingness to work in project mode for setting up systems, procedures and infrastructure in the chosen functional area and to take up active functional role subsequently.
- Good computer skills.

CLAIMS

POSITION ID	JOB TITLE	WILL REPORT TO
CLM03005	AVP/Senior Manager – Fraud & Investigations (National Role)	AVP – National Claims Services
ELIGIBILITY		
Required Qualification		Required Experience
Degree/Diploma in Law / Forensics / Financial Auditing Preferred qualification in Insurance		Essential – Minimum 7 yrs. of experience in similar role. ➤ Experience in developing and implementation of elements of fraud management framework. ➤ Work experience in Fraud & Investigation (Internal & External) management profile in financial services industry / General Insurance Co. ➤ Experience in handling requirements from Risk & Compliance team & implementing strategy initiatives Experience in managing development of improvement strategy, manage / support / oversee implementation of System & Process improvements
Location		
Corporate Office Mumbai		
➤ Identify lead Investigation process, monitor & control fraud claim cases for cases referred. ➤ Create network of Investigators across India ➤ Review Audit Reports to Identify action points & ensure implementation of the same within Claims department ➤ Prepare & circulate reports / MIS for Fraud Control Measure for SBI Claims Team ➤ Prepare Standard reporting to regulators & Internal Stakeholders ➤ Ensure implementation of suggestions made in Closed file Review for adoption of standard guidelines for better implementation of fraud & Investigation guidelines ➤ Promote and monitor compliance with SBIGIC fraud policies ➤ Review & update of SBIGIC fraud control framework & guidelines		

POSITION ID	JOB TITLE	WILL REPORT TO
CLM03006	Manager - Claims Admin & Projects	AVP – National Claims Services
ELIGIBILITY		
Required Qualification	Required Experience	
Graduate or 3 Year Diploma in any Discipline from Govt. or Govt. Recognized Institute	<ul style="list-style-type: none">➤ Essential – Minimum 5 yrs. of experience in similar role➤ Highly proficient with the keyboard and IT applications. Microsoft Office Specialist (MOS) in Outlook, Excel, Word and PowerPoint.➤ Development & drafting for claims projects.➤ Good communication and language skills. Fluency in at least 2 languages – Hindi, English➤ Excellent calendar management skills, including the coordination of meetings	
Location		
Corporate Office Mumbai		
<p>Develop & facilitate NCS team on various manuals, procedures, process, circulars, liaising with IT, drafting & presenting. Help in scheduling, booking, planning and executing tasks and meetings of strategic importance ensuring requisite confidentiality at all times. Managing conferances , travel, bookings & calenders for HOD.</p> <ul style="list-style-type: none">➤ Support in development of various new & existing project documents, process, formats, manuals, presentations on the same for National Claims Services.➤ Support in development of various claims work flow based trackers, presentation (MWB, BPRM, and Claims IT Requirement). Liaising with IT.➤ Manage external and internal communication drafting on HOD’s behalf➤ Coordination with various department, and external stakeholders for various purposes for various claims related tasks and meetings.➤ Managing schedule, meeting, calendar and files in a manner that supports HOD in being efficient.➤ Develop quick understanding of the claims business environment, internal organization and ways of working.➤ Development of claims manuals, procedures, process, circulars, liaising, drafting & presenting, trackers.➤ Ensuring all actions from claims management meetings and correspondence are recorded, actioned and reported.➤ Review and summarize claims miscellaneous reports and documents; prepare background documents and outgoing mail as necessary.➤ Managing and maintaining the HOD’s busy and constantly changing diary. Ensuring colleagues are aware of changes that affect them in a timely manner.➤ Develop and maintain information systems (electronic and hard copy)		

POSITION ID	JOB TITLE	WILL REPORT TO
CLM05017	Senior Executive/Assistant Manager – Health & PA claims	Deputy Manager – Health Claims
ELIGIBILITY		
Required Qualification	Required Experience	
Graduate Degree	➤ 3+ years experience in management of Personal Accident/Health Claims with TPA/ General/Heath Insurance Companies or Hospital Management preferable. Sound knowledge of health industry practices and stakeholders management . Proficiency in MS-excel is required.	
Location		
Mumbai(2)		
<p>The purpose of the role is to process and manage and process Health indemnity, Personal Accident, Hospital Cash, Critical Illness and the like claims and analysing data to support effective cost control. Responsibilities include:</p> <ul style="list-style-type: none">• Proactive claims management of Health & Personal Accident Claims in line with the claims service proposition• Analysing claims trends across various channels and providing feedback and recommendations to claims and underwriting;• Coordination with TPAs/Claims investigation agencies on reporting,MIS• Reporting and MIS collation for claims.• Monitoring claim trends and identify fraud indicators and take appropriate action.• Identify best practices across the Healthclaims business and offer solutions to be implemented		

Information Technology

POSITION ID	JOB TITLE	WILL REPORT TO
ITS04034	Manager – Information Management	Assistant Vice President – Enterprise Information Management
ELIGIBILITY		
Required Qualification		Required Experience
Essential a) Bachelors degree or higher Preferred a) Masters in Business Administration b) Associate / Fellowship in General Insurance from a recognized and reputed institution A combination of the above qualifications will be an advantage		✓ 5 – 7 years of experience, all in IT ✓ At least 5 years of experience in Data Warehouse, ETL and Business Intelligence ✓ Preferred to have exposure to large Data warehouse sizes in the range of 50 TB + ✓ Preferred to have General Insurance domain exposure ✓ Skills in managing the MIS & Report distribution through different channels including automatic report bursting on mobile end user devices ✓ Ability to work under pressure, provide production level support to the organization as required during peak times. ✓ Ability to work with minimum supervision
Location		
Mumbai		
<p>This key position is to ensure adequate implementation of Data warehouse, Business Intelligence and Analytics. The position is also responsible for end to end conceptualization and delivery of Analytics for the organization using Data Warehouse and Business Intelligence tools and technology.</p> <p>The incumbent in this position will be responsible for ensuring that the Data Management, Data-warehousing, Business Intelligence, MIS & Reporting tools/applications are designed, implemented, monitored and managed in a superior manner using the best practices to meet the current and future needs of the organization in terms of data use and management. One of the key roles of this position would be to provide technical assurance for the solution design and ensure use of best practices to deliver a high performance solution in an efficient and effective manner. The MIS and reports generated using the business intelligence tool should be timely and accurate to provide quick and effective decision making. The responsibilities include liaison with the vendors and monitoring the performance of the vendors against established service level agreements. Responsible for ensuring that the data warehouse, data marts, data management, business intelligence & reporting tools/applications are implemented successfully and properly in a timely manner to meet the business needs.</p> <p>Key Responsibilities:</p> <ol style="list-style-type: none"> 1. Responsible for ensuring that the data warehouse, data marts, data management, business intelligence & reporting tools/applications are implemented successfully and properly in a timely manner to meet the business needs. 2. Ensure that the data-warehouse is designed using the best practices. Review and design the data models & schemas for appropriateness to business needs by working closely with the business teams. 3. Responsible for ensuring that the current and future business requirements around analytics, MIS and reporting are met. 4. Responsible for implementation of a robust ETL Framework. 5. Work closely with the IT partner in establishing a strong working relationship. 6. Ensure that any breach of SLAs by the IT partner are escalated and managed in an appropriate and timely manner with minimum disruption to the operation of the business Regularly review and audit the performance of the IT vendor against the terms and conditions as defined and agreed. <p>Constantly seek to get feedback from the business and users of the IT services and take appropriate corrective actions. Conceptualize and drive the delivery of Business Dashboards.</p>		
Key Skills		

Technical Skills

Data Warehouse	Should have good knowledge and experience in data ware house design and best practices
ETL	Should have strong knowledge and experience on one or more ETL tools, preferably ODI
Business Intelligence	Hands on experience on one or more BI tools
Database	Hands on experience on RDBMS – dimensional modeling, SQL and PL SQL
Master Data Management	Thorough knowledge of best master data management practices
Information Architecture and Management	Thorough grasp of Enterprise level Information Architecture and Management practices

Behavioral Skills

Thought Leadership	<p>Consistently challenge status quo and traditional thinking.</p> <p>Propose innovative solutions and implement new and alternative ideas that set a new industry standard.</p>
Interpersonal skills	Establish and maintain good relationships with senior executives, key stakeholders, business analyst teams and external service providers.
Problem solving	<p>Ability to identify issues and resolve them in a timely and effectively through innovative ideas.</p> <p>Exhibits confidence and an extensive knowledge of emerging industry practices when solving business problems.</p> <p>Push creative thinking beyond the boundaries of existing industry practices and individual mindsets.</p>
Communication skills	<p>Strong communication skills (read, write and speak) including good listening skills. Good knowledge of English and at least one regional language.</p> <p>Ensure complete understanding when communicating.</p> <p>Assist in the facilitation of stakeholder meetings.</p> <p>Deliver informative, well-organized presentations.</p>
Decision making	<p>Strong leadership skills with the ability to make concrete and timely decisions in critical times.</p> <p>Act decisively. Is able to face problems and take actions after rapidly weighing the benefits and drawbacks.</p>
Results Leadership	<p>Meet and exceed customer expectations.</p> <p>Ability to drive results and demonstrate quick business benefits.</p> <p>Demonstrate initiative and risk taking.</p> <p>Demonstrating a drive to win in the market place.</p>
Others	Eye for details.

POSITION ID	JOB TITLE	WILL REPORT TO
ITS04037	Executive – IT Infrastructure	Dy. Manager – IT Infrastructure
ELIGIBILITY		
Required Qualification	Required Experience	
Bachelor’s degree in IT or relevant discipline	<ul style="list-style-type: none">At least 2 years hands on experience in a Helpdesk environment or customer facing role for at least a year.Strong team player with good interpersonal skills.Strong communication skills (read, write and speak).Ability to work in a dynamic and challenging environment. Any certification on Microsoft Desktop support may be preferable	
Location		
Mumbai		
<p>Executive IT Infrastructure will work as part of a team that interfaces primarily by telephone/email/onsite with customers (and other outsourced customers) to deliver technical support for IT Infrastructure (Laptop, desktop, printers and telephony). The role primarily includes taking first line calls and other customer contact; therefore excellent written English and telephone manner is essential. The ideal candidate must be able to troubleshoot well and can learn new skills quickly. They must be polite and professional and have the desire to succeed; as this is a role where they can progress their career if they prove themselves. We are looking for a dedicated team member who can be depended upon.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none">a) To interface by telephone and email with end users.b) Provide excellent service to customers and set expectations based on agreed processes.c) To manage all technical tickets, to agreed target resolution times.d) To work in a shift pattern and be flexible for support hours.e) To ‘own’ customer issues through to resolution and to recognize when to escalatef) To assist Dy. Manager IT Infra with ad-hoc IT projects.g) To keep ticket journal entries updated with clear written English without jargons or the use of Acronyms.		
Key skills		
<p>Person Specifications</p> <ul style="list-style-type: none">a) Excellent customer service.b) Excellent communication skills. (verbal and written)c) Flexible attitude.d) Use initiative and be pro-active.e) Take ownership/responsibility for the tasks assigned.f) Professional behaviour.g) Problem solver. <p>Skills Requirements</p> <ul style="list-style-type: none">a) Experience of all Windows Operating Systemsb) Experience in troubleshooting Hardware – desktops, laptops, printers, scanners.c) Knowledge of network technology and troubleshooting LAN environment.d) Knowledge and experience of Helpdesk software & Microsoft officee) Remote support experiencef) Fluent in English and Hindi (spoken and written)		

POSITION ID	JOB TITLE	WILL REPORT TO
ITS04036	Manager – Application Support	Senior Manager Application Services
ELIGIBILITY		
Required Qualification	Required Experience	
Bachelors degree in any discipline or higher.	<div>a) At least 7 years hands on experience in IT with at least 3 years in designing, implementing and managing the IT Application support desk of large to medium organisations covering heterogeneous and complex technologies.</div> <div>b) Knowledge and understanding of General Insurance Domain & Applications</div> <div>c) Ability to lead teams effectively both through structured coaching and delivering by example.</div> <div>d) Thorough knowledge of Application Support operations to include a good knowledge of IT best practices, industry trends and customer service.</div> <div>e) ITIL certification/ SDLC process will be an advantage</div> <div>f) Prior experience in managing the application support desk in a general insurance company will be an advantage.</div> <div>g) Ability to work in a dynamic and challenging environment. Proven analytical skills with the ability to solve complex problems in an efficient and effective manner.</div>	
Location		
Mumbai		
<p>This position will manage the application support team and will be responsible for driving performance against agreed Service Level Agreements (SLA’s). This position is responsible for ensuring that the IT Application support is managed in a superior manner using the best practices to meet the current and future needs of the organisation. Manage a team of people to ensure satisfactory and timely resolution of all issues raised to the IT Application support team by the users of the IT systems. The responsibilities include liaison with the vendors and monitoring the performance of the vendors against established service level agreements. The responsibilities also include formulating IT application support procedures using ITIL processes and conducting periodic and ongoing reviews with the vendors.</p> <p>Key responsibilities:</p> <ul style="list-style-type: none">• Ensure that the IT Application Support Desk is managed and monitored efficiently on an ongoing basis to ensure smooth day-to-day operations.• Manage a team of Application Support analysts and ensure that agreed targets are met and appropriate qualitative standards achieved.• Implement methodologies to improve first call resolution.• Analyze Application Support activity and make recommendations for increased organizational efficiency and effectiveness.• Implement staffing and scheduling models to ensure guaranteed coverage to the business.• Ensure that regular training and appraisals are provided to staff to ensure that each member of the team is able to provide the best level of customer support.• Ensure that any breach of SLAs by the IT partner and the processes are managed in an appropriate and timely manner with minimum disruption to the operation of the business.• Constantly seek to get feedback from the business and users of the IT services and take appropriate corrective actions.		
Key Skills		
<p>Communication skills:</p> <div>a) Strong communication skills (read, write and speak) including good listening skills. Good knowledge of English and at least one regional language.</div> <div>b) Ability to work with minimum supervision.</div> <div>c) Ability to work under pressure. Strong interpersonal skills.</div>		

INTERNAL AUDIT, CONTROL AND RISK

POSITION ID	JOB TITLE	WILL REPORT TO
IAC02002	Manager/Deputy Manager – Risk Management	SVP -Internal Audit & Chief Risk Officer
ELIGIBILITY		
Required Qualification	Required Experience	
Graduate / Post Graduate Preferred : Graduate from Risk Management stream	Hands on 4-6 years work experience in risk management function. Preferred : Work experience in bank or general insurance company	
Location		
Corporate Office		
<ul style="list-style-type: none">✓ Quarterly review of enterprise risk profile.✓ Annual review of functional risk profiles.✓ Preparing risk registers for major functions.✓ Manage risk reporting on monthly basis.✓ Conduct risk management training.✓ Preparation of reports for risk management committee meeting of Board.		

POSITION ID	JOB TITLE	WILL REPORT TO
IAC02003	Deputy Manager (Internal Audit)	SVP -Internal Audit
ELIGIBILITY		
Required Qualification	Required Experience	
Graduate / Post Graduate Preferred : Graduate from Risk Management stream	Hands on 4-6 years work experience in risk management function. Preferred : Work experience in bank or general insurance company	
Location		
Delhi/Kolkata		
<div>✓ Quarterly review of enterprise risk profile.</div> <div>✓ Annual review of functional risk profiles.</div> <div>✓ Preparing risk registers for major functions.</div> <div>✓ Manage risk reporting on monthly basis.</div> <div>✓ Conduct risk management training.</div> <div>✓ Preparation of reports for risk management committee meeting of Board.</div>		

OPERATIONS

POSITION ID	JOB TITLE	WILL REPORT TO
OPS03005	Branch Operations Head (Grade: Asst. Manager/Sr. Executive)	Regional Head- Operations
ELIGIBILITY		
Required Qualification	Required Experience	
<p>Essential – Graduation/Post Graduation in any faculty from a recognised University/Institution. Strong knowledge of various technology platforms and orientation to modern word-processing and spreadsheet tools.</p> <p>Preferred – Insurance qualifications like Licentiate/Associate from Insurance Institute of India or any Diploma or Certification course from reputed University/Institution</p> <p>Proficiency in Word, XL, Power-point, Microsoft Access.</p>	<p>Essential – Minimum 2 years of experience in an Insurance Company/BPO industry.</p> <p>Preferred – Work experience in a General Insurance industry.</p>	
Location		
Hubli(1), Hyderabad(1), Jammu(1)		
<ol style="list-style-type: none">1. Implement work processes; make use of Company’s systems and software for issuance of policies, post policy endorsements and servicing for all lines of business from the location.2. Provide live support to Customer Service Executives on Technical, Systems and IT issues to resolve their matters & timely escalate the same to relevant authorities to provide fast solutions.3. Define KRAs, KPIs, targets, performance measures for Team and monitor productivity on a scheduled basis.4. Identify training needs, design training courses, set training schedules, and conduct training sessions for the Operations team in branches.5. Report to superiors on defined frequency in the manner laid down.6. Ensure a zero defect policy issuance and post policy issuance activities.7. Provide efficient Claims services, smooth coordination, follow-up and assistance to service providers.8. Manage facilities and general administration of the office for smooth business environment and ensure legal and statutory obligations are met at all times.9. Provide IT, Training, Logistics support to SBI Branches and other Intermediaries for business growth.10. Support HO-HR in implementation of HR administration at the location.11. Identify process deficiencies and hindrances, do root cause analysis, work solutions and discuss them with superiors.12. Play a change manager while implementing new processes when called for.		

STRATEGY AND PMO

POSITION ID	JOB TITLE	WILL REPORT TO
STR PMO 01	AVP/SM - Strategy	Head – Strategy & PMO
ELIGIBILITY		
Required Qualification	Required Experience	
A Bachelor’s degree /or higher Master’s in Business Administration or equivalent	More than 8 years of total work experience in BFSI (direct industry experience or Consulting experience) of which 3~5 years of recent work / project experience in the area of Strategy formation and execution.	
Location		
Head Office - Mumbai		
<p>At SBI General, Strategy is more of an internal consulting organization that partners with executive management and senior business leadership to create, analyze, and execute strategic and operational initiatives to maximize company performance and long-term shareholder value. We are seeking a top candidate with a strong background with proven strategy formulation and execution experience from a leading strategy consulting organization or internal development role with a leading insurance organization. Strategy department constantly works with business units and support functions in formulating and executing initiatives on Growth and Performance, Market Strategies, Customer Strategies, Business Transformation and Operational / Service Excellence.</p> <p>Executable strategy requires fusing insightful thinking with disciplined implementation to achieve breakthrough performance. The ‘AVP/CM/SM – Strategy’ role will lead and support major corporate new initiatives partnering with the top executives in the organisation. The major responsibilities for this high impact role include:</p> <p>Formulate strategic options, evaluate selected options and make recommendations on decisions involving investments or decisions, comprehensively to senior management along with key business leadership. Lead strategic engagements including sales, performance, financial and organizational analysis, development and evaluation of recommendations, and implementation of strategic solutions.</p> <p>Contribute to the overall strategic direction of the company by helping to identify, frame, and develop responses to the key opportunities or issues facing the organisation / industry</p> <ul style="list-style-type: none">➤ Collect, analyze and synthesize data to develop hypotheses on various components of the assignment; build and analyze financial models where necessary to evaluate the impact of different strategic options on the business➤ Conduct desk-and market-based research to support Strategy formulation/assessment➤ Lead specific projects, to support the development and delivery of the strategy. Work with cross functional teams (including consultants) to identify and analyse key levers impacting the process / work area➤ Develop and maintain company’s five year rolling-business plan and yearly Sales budgets at Company, Branch, Channel, Product level. Work with Executive Leadership and Finance & Budgeting, Sales, Underwriting and Claims teams in formulating and planning for yearly targets and KPIs➤ Develop and maintain company’s five year rolling-business plan and yearly Sales budgets at Company, Branch, Channel, Product level. Work with Executive Leadership and Finance & Budgeting, Sales, Underwriting and Claims teams in formulating and planning for yearly targets and KPIs➤ Develop high-quality work product in various formats; formulate strategic recommendations for senior leadership and executives and Deliver on projects with predetermined measures of success➤ Build relationships with key stakeholders in the organisation in order to ensure that the work of the strategy function is leading the companies broader business objectives➤ Demonstrate the necessary professionalism and senior presence required to interface with corporate executives on a regular basis and partner with business owners➤ Demonstrate a positive attitude, maintain absolute professional discretion and possess a high level of integrity➤ Bring an external advisor’s perspective to the business. Use networks within and outside of the industry to learn trends and best practises and evaluate how they can be applied to SBI General’s business.		

UNDERWRITING AND REINSURANCE

POSITION ID	JOB TITLE	WILL REPORT TO
UTG03023	Senior Underwriting Manager – Marine Insurance (AVP Level)	National Underwriting Manager – Corporate & SME
ELIGIBILITY		
Required Qualification	Required Experience	
A Bachelor’s degree /or higher Master’s in Business Administration or equivalent	More than 8 years of total work experience in BFSI (direct industry experience or Consulting experience) of which 3~5 years of recent work / project experience in the area of Strategy formation and execution.	
Location		
Head Office - Mumbai		
<p>At SBI General, Strategy is more of an internal consulting organization that partners with executive management and senior business leadership to create, analyze, and execute strategic and operational initiatives to maximize company performance and long-term shareholder value. We are seeking a top candidate with a strong background with proven strategy formulation and execution experience from a leading strategy consulting organization or internal development role with a leading insurance organization. Strategy department constantly works with business units and support functions in formulating and executing initiatives on Growth and Performance, Market Strategies, Customer Strategies, Business Transformation and Operational / Service Excellence. Executable strategy requires fusing insightful thinking with disciplined implementation to achieve breakthrough performance. The ‘AVP/CM/SM – Strategy’ role will lead and support major corporate new initiatives partnering with the top executives in the organisation. The major responsibilities for this high impact role include: Formulate strategic options, evaluate selected options and make recommendations on decisions involving investments or decisions, comprehensively to senior management along with key business leadership Lead strategic engagements including sales, performance, financial and organizational analysis, development and evaluation of recommendations, and implementation of strategic solutions Contribute to the overall strategic direction of the company by helping to identify, frame, and develop responses to the key opportunities or issues facing the organisation / industry</p> <ul style="list-style-type: none">➤ Collect, analyze and synthesize data to develop hypotheses on various components of the assignment; build and analyze financial models where necessary to evaluate the impact of different strategic options on the business➤ Conduct desk-and market-based research to support Strategy formulation/assessment➤ Lead specific projects, to support the development and delivery of the strategy. Work with cross functional teams (including consultants) to identify and analyse key levers impacting the process / work area➤ Develop and maintain company’s five year rolling-business plan and yearly Sales budgets at Company, Branch, Channel, Product level. Work with Executive Leadership and Finance & Budgeting, Sales, Underwriting and Claims teams in formulating and planning for yearly targets and KPIs➤ Develop and maintain company’s five year rolling-business plan and yearly Sales budgets at Company, Branch, Channel, Product level. Work with Executive Leadership and Finance & Budgeting, Sales, Underwriting and Claims teams in formulating and planning for yearly targets and KPIs➤ Develop high-quality work product in various formats; formulate strategic recommendations for senior leadership and executives and Deliver on projects with predetermined measures of success➤ Build relationships with key stakeholders in the organisation in order to ensure that the work of the strategy function is leading the companies broader business objectives➤ Demonstrate the necessary professionalism and senior presence required to interface with corporate executives on a regular basis and partner with business owners➤ Demonstrate a positive attitude, maintain absolute professional discretion and possess a high level of integrity➤ Bring an external advisor’s perspective to the business. Use networks within and outside of the industry to learn trends and best practises and evaluate how they can be applied to SBI General’s business.		

POSITION ID	JOB TITLE	WILL REPORT TO
UTG 05005	Executive/Senior Executive - Credit Insurance Service & Administration	Senior Commercial Underwriting Manager – Credit Insurance
ELIGIBILITY		
Required Qualification	Required Experience	
Graduation	Preferably the person should have minimum 3 to 5 years of Industry experience in handling Administration of Credit Insurance	
Location		
Mumbai		
Manager administration of the credit insurance and servicing activities including coordinating with all relevant teams to smoothly manage entire lifecycle of Trade Credit Insurance Policy.		
<ul style="list-style-type: none">• Preparation and Issuance of Credit Insurance Policy• Limit administration & processing.• Issuance and monitoring of the limit endorsements.• Manage Quarterly turnover declarations.• Monitor limits fees, Intervention fees, Premium Installment invoices etc.• Maintaining various MIS for Credit Insurance & related compliances.		

POSITION ID	JOB TITLE	WILL REPORT TO
UTG 04012	Asst Manager/Deputy Manager/ Manager – Risk Management & Survey	National Head Risk Management & Survey
ELIGIBILITY		
Required Qualification	Required Experience	
<ul style="list-style-type: none">• An insurance qualification equivalent to LIII/ AAIL and/or an appropriate tertiary degree• Business Acumen• Negotiation and Influencing• Oral & Written Communication• Relationship Building• Planning & Organising• Results Orientation• Expense Planning/Control	<ul style="list-style-type: none">• This position holder should have at least 2 years experience in risk surveying with a broad knowledge that spans the Commercial Lines classes of business and an intimate knowledge of the operational environment. Recent experience would typically have been in a Risk Management / underwriting position• Effective participation in a underwriting team environment.• Working collaboratively with staff and intermediaries or other business units to achieve underwriting services. <p>An Industrial experience will be preferred</p>	
Location		
Mumbai		
<ul style="list-style-type: none">• Conduct and manage risk survey request in a timely manner to enable underwriting business units to determine business acceptability and rating, in accordance with company guidelines. Ensure that technical training is provided to underwriting and development staff where necessary.• Risk assessment• As required, undertake and provide accurate risk surveys for all classes of business, within agreed service standards and timing, set by Head of Risk Management & survey.• Activity/Example:• Ensure that the risk surveys are conducted within agreed timelines• Conduct site visits of customers premises for quotations, new business and renewals, to enable underwriting to assess business acceptability in:• Accepting or declining risks• Pricing risks• Assessing and managing accumulation• Implementing risk management• Classification of risks (ANSZIC)• Prepare and forward risk survey reports for underwriting records• Conduct post claim reviews and produce reports of the risks, to assess the ongoing risk accessibility.• Provide regular reports to underwriting areas of workstates and completions• Maintain the TAT• Risk Recommendations• Advise clients of mandatory improvement requirements and risk improvement recommendations.• Activity/Example:• Discuss risk improvement recommendations and mandatory risk requirements with clients, at the site visits.• Document all mandatory risk improvement requirements to client with timelines for implementation. Provide copy of requirements to the intermediary and underwriting departments. Follow up completion of mandatory risk improvements with client and intermediary.• Advise underwriters on implementation of recommendation or if recommendations are not undertaken within agreed time frames, for action.• Training• Develop skills for staff in technical risk surveying to underwriting staff and, where it is of value, provide education sessions for intermediaries or surveyors• Activity/Example:		

- Conduct training sessions and on site visit training for underwriting staff, as required in staff training plans.
- Conduct training for intermediaries at workshops and seminars as required.
- Joins Training session arranged by the company or other sources
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- Compliance Responsibilities
- It is the responsibility of the incumbent(s) of this position to ensure that they will meet compliance requirements of:
 - Relevant laws and regulations;
 - Industry codes; and
 - Company policies, procedures and standards

FINANCE

POSITION ID	JOB TITLE	WILL REPORT TO
FIN907001	Manager/Deputy Manager – Payments	DVP– Finance & Accounts
ELIGIBILITY		
Required Qualification	Required Experience	
Graduate with Commerce/ Accounts/B. Com	7 years of experience with minimum 3 years experience in General insurance industry in Accounts/ Finance/Payments.	
	Good knowledge of Oracle Financials	
	Familiar with latest changes in taxation related to payments and accounting	
Location		
Mumbai		
<ul style="list-style-type: none">Responsible for overall in-charge of payment section which includes vendor payments, employee reimbursements, ezipay card, corporate card, Rent & other branch/office/lease premises related payments, HR related payments and corresponding reconciliations.Ensuring correct working of payments and processing them within agreed TATs. Also ensuring their corresponding tax liabilities accounting.Responsible for daily fund monitoring and monthly projections and variance analysis.Handling of accounting entries relating to all types of payments in system and proper custody and maintenance of all related physical records on a month on month basis.Ensuring testing in accounting systems for appropriate company changes & affects of tax rules.Scrutiny/Checking of expenses invoices related to payments, provisions and HR related statutory payments.Reconciliation of Bank Payment Accounts, Sundry Debtors, Sundry Creditors along with other related balance sheet items.Coordinating with Banks for all banking related issues/matters/ system improvisation/ process improvement etcTimely closing of Accounts Payable module in system.The candidate will also have to liaison among other members of finance, operations, IT & other departments to ensure timely payments and provision liabilities on a month to month basis.To involve in several initiatives to optimize and enhance the payment process, accounting, reduce tax liabilities, suggest cost Reduction measures and relevant reporting.		