



Federation of Afro-Asian Insurers & Reinsurers

"F.A.I.R."

JOB VACANCY ANNOUNCEMENT

JOB TITLE: SECRETARY GENERAL

LOCATION: CAIRO

The Federation of Afro Asian Insurers & Reinsurers "FAIR" announces the immediate opening for a qualified executive to fill the post of the Secretary General to be based in its Central Office in Cairo, Egypt.

FAIR was established in 1964 to promote cooperation among insurance and reinsurance companies in Africa and Asia, through the regular exchange of information, expertise and the development of business relations. Members of the FAIR are insurance and reinsurance companies comprising 180 entities from 55 Afro-Asian countries.

CVs should be sent no later than 22 October 2021 for the attention of the FAIR President at the following email address:

Elzoheiry.a@gig.com.eg OR el-zohairy.a@ifegy.net

All CV's will be dealt with in a very confidential manner.

Primary Duties:

- Develops and recommends to the Steering Committee the overall business strategy and translates such strategy into operational objectives and business plans with key performance indicators.
- Ultimately responsible for the day-to-day management, supervision and control of all the activities of the FAIR.
- Have a well experience in strategic transformation and able to design it according with SC's vision and launch a PMO with KPI's.
- Defines, implements and supervises the staffing, organizational structure and business processes of the FAIR in accordance with policies and guidelines approved by the Steering Committee.
- Represents FAIR in all internal and external business matters including, but not limited to, all operational, regulatory, governmental and legal matters.
- Monitors, controls and reports on the implementation of operational plans and the achievement of objectives and develops and implements corrective measures with the approval of the Steering Committee in case of significant deviations.
- Provides special focus and attention to the development of revenue streams through appropriate means and constant improvement of relationships with member companies.

129 El Tahrir Street, Dokki, Giza - Egypt

Fax: (202) 23921848 & 23961007
Phone: (202) 37485429 & 37485436

Email: central-office@fair.org.eg
Web Site: www.fair.org.eg



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- Ensures that the FAIR is fully compliant with all laws, regulations, policies and procedures approved by the Steering Committee, including Corporate Governance framework, Compliance and Audit findings.
- Support the FAIR Pools & Syndicates.

Qualifications & Education:

- Bachelor's degree (or equivalent), preferably in a related field
- Professional insurance accreditation is a plus
- Working knowledge in insurance or reinsurance for at least 15 years with a proven track record in leading and managing for at least 5 years
- Excellent communication skills
- Fluency in English (speaking and writing) - Arabic or French is a plus
- Citizen of any Afro-Asian country.

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