



**CARITAS MICROFINANCE BANK LIMITED
JOB ADVERTISEMENT
VACANCIES SEPTEMBER 2025**

Caritas Microfinance Bank is the fastest growing Micro Finance Bank in Kenya whose vision is 'The Household Bank that Adds Value to All'. As part of our expansion strategy, we are seeking competent and qualified staff to fill the following position:

ASSISTANT BANCASSURANCE OFFICER JOB DESCRIPTION

The Job holder is primarily responsible for the growth of the Bancassurance Business in allocated branches by bringing in new business and sustaining existing business in line with Bancassurance growth strategy

Key Responsibilities

- Sales and support of insurance at the branch level which entails cross-selling insurance products, consumer awareness/ customers' sensitization initiatives, processing insurance transactions within defined terms and conditions, supporting clients with claims advise and documentation.
- Provide Competitive Quotations: Deliver accurate and competitive quotations promptly at the branch and prospective clients for all product lines.
- Conduct Product Training: Conduct continuous bancassurance product training to branch and prospective clients.
- Ensure business high retention rates through active monitoring and support renewal engagements on a timely basis particularly for high ticket clients.
- Ensure clients whose claims are being processed are kept abreast of the progress of their claims.
- Develop good working relationships with various branch departments, working closely Relationship officers & Credit analysts to generate insurance business and leads through their customers.
- Ensure customer inquiries are resolved promptly as per laid down policies and procedures.

QUALIFICATION AND EXPERIENCE REQUIREMENTS

- A degree in a Business-related field from a recognized university.
- COP or any other professional qualification in Insurance
- Good planning and organization skills with the ability to deliver effectively under strict deadlines.

- Excellent communication, presentation, and customer service skills.
- Good knowledge of general insurance products and working knowledge of life insurance.
- A creative, proactive, passionate, and innovative individual with a passion for excellent results.
- At least 2 year experience in selling Bancassurance or Insurance related products.

Interested candidates who meet the criteria above are encouraged to send their application letters and detailed CVs to: Email: recruitment@caritas-mfb.co.ke.

Kindly indicate the position title on the subject line when applying.

The closing date for application will be **19th September 2025**. Only shortlisted candidates will be contacted. For more information, please visit <http://www.caritas-mfb.co.ke>.