

ACTUARIAL AND RISK CONSULTING (T) LIMITED



INTERNSHIP PROGRAM

Actuarial and Risk Consulting (T) Limited, Acacia Estates Offices, 1st Floor, Plot No. 84, Kinondoni Road, P.O Box 38568, Dar es Salaam, Tanzania, Tel: +255222198025, Mobile:+255784018319, +255757211107
Email: info@ar-consult-world.com; sadi.shemliwa@ar-consult-world.com | Web: www.ar-consult-world.co.tz

Company Description

Founded in 2017, Actuarial and Risk Consulting (T) Limited (“ARC”) is a limited liability company incorporated in the United Republic of Tanzania with a registered office based in Dar es Salaam. ARC is proud to comprise a strong Management and Consulting Team from a variety of background namely; actuarial, risk management, insurance, pension, social protection, and corporate management. ARC advocates personal integrity, trust, professionalism and fair dealing. ARC possess excellent client relationship; flexibility, quality, and cost approach.

ARC offers actuarial and risk consultancies that provide effective advice and guidance to Management on issues relating to retirement and other benefits, actuarial, financial modelling, and risk management functions within general and life (re)insurance companies, social security funds, private pension scheme trustees and sponsors, banks and other corporations, not-for-profit organizations, and SMEs.

Internships at Actuarial and Risk Consulting (T) Limited (“ARC”), offer distinctive, hands-on experience and unparalleled networking opportunities.

Actuarial Analysis Internship Description

Position Available: Actuarial Analyst Intern

Actuarial Analyst Intern will work alongside qualified and highly experienced actuaries to provide support in all aspects of actuarial practices.

Responsibilities include:

- collect, compile, analyse, and reconcile data, and perform reasonability test to ensure the quality of data is in compliant with the requirements of the actuarial profession;
- develop and review actuarial models as appropriate;
- prepare reports for actuarial assignments as required;
- prepare business proposals and bid documents; and
- provide ad hoc actuarial support and related fields.

Knowledge, Skills, and Abilities:

- a graduate or undergraduate for bachelor degree in Actuarial Science;
- a GPA of 3.5 and above. Those with higher GPA will be considered first
- student member of the Institute and Faculty of Actuaries, and student member of the Actuarial Society of Tanzania will be an added advantage;
- demonstrate better understanding of quality data management;
- demonstrate better understanding of actuarial and statistical modelling;
- excellent presentation skills-written, verbal and graphic communication;
- demonstrate the right attitude in terms of the ability to work under minimum supervision, being self-motivated, working towards common goal, and confidence;
- keen attention to detail, highly organized, ability to effectively perform multi-task and prioritize deliverables;
- strong analytic and problem solving skills; ability to learn quickly and solve poorly defined problems;
- fluency with Microsoft Office tools (Word, Excel, and PowerPoint). An advanced skill in computing packages such as VBA, and R; and
- ability to perform computer programming is an added advantage.

Business Analysis Internship Description

Position Available: Business Analyst Intern

Business Analyst Intern, will work alongside team of highly experienced consultants to provide support in all aspects of business analysis and development.

Responsibilities include:

- determine operational objectives by studying business functions; gathering information; evaluating output requirements and formats;
- prepare technical reports by collecting, analysing and summarizing information and trends;
- conduct and coordinate financial, product, market, operational and related research to support strategic and business planning within the organization;
- prepare business proposals and bid documents;
- interpret, evaluate and interrelate research data and develop integrated business analyses and projections for incorporation into strategic decision-making;
- plan and coordinate the development of primary and secondary market research studies in support of strategic planning and specific marketing initiatives, as required and presents findings of studies as appropriate;
- perform daily, weekly and monthly reviews and analyses of current processes using operational metrics and reports; and
- conduct insightful, ad hoc analyses to investigate ongoing or one-time operational issues.

Knowledge, Skills, and Abilities:

- a graduate or undergraduate for bachelor degree in Information Technology, Actuarial Science, Statistics, or related field;
- a GPA of 3.0 and above. Those with higher GPA will be considered first
- excellent presentation skills-written, verbal and graphic communication;
- demonstrate the right attitude in terms of the ability to work under minimum supervision, being self-motivated, working towards common goal, and confidence;
- keen attention to detail, inquisitive, highly organized, ability to effectively perform multi task and prioritize deliverables;
- strong analytic and problem solving skills, strong time-management skills, ability to learn quickly and solve poorly defined problems;
- Ability to impact operations and effect change without being confrontational; and
- proficient with Microsoft Office tools (Access, Word, Excel, and PowerPoint). Microsoft Access and/or SQL experience strongly preferred

Risk and Quality Management Internship Description

Position Available: Risk and Quality Management Executive Intern

Risk and Quality Management Executive Intern, will work alongside team of highly experienced risk management consultants to provide support in all aspects of risk management systems design and implementation.

Responsibilities include:

- prepare proposals for the implementation of risk and quality management systems;
- develop risk policies and procedures according to company regulations;
- evaluate business processes to identify risks levels and develop mitigation plans;
- assist in risk analysis and management activities of business systems;
- review and recommend improvements to risk modelling techniques;
- develop risk metrics and generate risk reports to management for review;

- develop new methodologies to improve risk management efficiency;
- stay abreast with latest developments in risk analysis field; and
- advising and supporting the organization in identifying the appropriate processes needed for its QMS.

Knowledge, Skills, and Abilities:

- a graduate or undergraduate for bachelor degree in Business Administration, Economics, Risk Management, Statistics, Finance, Information Technology or related field;
- a GPA of 3.0 and above. Those with higher GPA will be considered first
- excellent presentation skills-written, verbal and graphic communication;
- good analytic, arithmetic and problem solving skills;
- keen attention to detail, highly organized, and ability to effectively perform multi-task and prioritize deliverables;
- must be a strong team player, preferably with internal and external customer relationship;
- demonstrate the right attitude in terms of the ability to work under minimum supervision; and
- fluency with Microsoft Office tools (Word, Excel, and PowerPoint). Knowledge with data analysis packages is an added advantage.

Finance and Administration Internship Description

Position Available: Finance and Administration Executive Intern

Finance and Administration Executive Intern, will work alongside the experienced Business Support team to provide support in all aspects of finance, administration and human resource management.

Responsibilities include:

Financial Duties

- keep financial records and perform financial procedures (e.g., receipts, payments requests, petty cash);
- ensure expenses are authorised and processed in accordance with approved processes and procedures;
- preparing and sending invoices and updated statements of account to clients;
- following up on accounts receivable;
- managing cash flow of the company's accounts; and
- preparing payments for accounts payable.

Administration Duties

- support the efficient running of ARC's office daily operations; and
- support logistics for ARC's project activities.

Human Resources Duties

- advise on HR policies when required to ensure these comply with Tanzania's statutory regulations;
- ensure staff handbook is reviewed and updated as required to comply with ARC's and statutory procedures;
- maintain personnel records; and
- coordinate recruitment/induction in line with ARC's processes.

Knowledge, Skills, and Abilities:

- a graduate or undergraduate for bachelor degree in a bachelor degree in Accounting, or Finance;
- a GPA of 3.0 and above. Those with higher GPA will be considered first
- experience in finance, HR, and office administration;
- experience in setting up new accounting systems;
- experience in book-keeping and computerised accounting systems;
- experience in making improvements to financial systems;
- good understanding of the laws of Tanzania related to tax, insurance, etc.
- experience in HR policies and procedures and administration systems
- experience of setting-up and managing office systems;
- excellent IT skills, including Microsoft Office (Outlook and Excel);
- good planning and organisational skills and efficient work methods; and
- ability to work well in a team, as well as independently

Internship Commitment and Duration:

Interns are expected to work either for full-time or part-time for a maximum period of three months for undergraduate effective from 1st August each year, and one year for graduate effective from 1st October each year.

The Application Process:

All intern applicants should submit a cover letter, a resume, and business project concept note by mail, email or hand delivery.

The cover letter should clearly state the position the applicant is applying for, the type of internship (i.e., graduate or undergraduate), motivation statement as to why would he/she be a good fit for the position desired.

The business concept note should cover the business topic, business problem statement, and how solution to the business problem will create value.

Application Dates:

Applicants are encouraged to apply three months before the commencement of the Internship Program. The deadline for application will be one month from the starting date.

Invitations for interviews will be sent immediately after the application deadline.