

Job Profile

Business Unit:	Prudential Assurance Uganda Limited
Business Function:	Agency Training
Job Title:	Agency Training Executive
Reports to:	Senior Agency Training Officer
Location:	Kampala, Uganda

Prudential Assurance Uganda Limited is a wholly owned subsidiary of Prudential plc which provides life and health insurance and asset management, with a focus on Asia and Africa. The business helps people get the most out of life, by making healthcare affordable and accessible and by promoting financial inclusion. Prudential protects people's wealth, helps them grow their assets, and empowers them to save for their goals.

The business has more than 17 million life customers and is listed on stock exchanges in London (PRU), Hong Kong (2378), Singapore (K6S), and New York (PUK). In Uganda, we have built a strong customer base, developed a large and ever-growing agency force and established a bancassurance network. In addition to running a successful business, we're proud to be actively contributing to our local communities there by operating a business model that is mindful of the people around which we operate. Prudential entered the Uganda life market with the aim of serving the long-term financial needs of Uganda people. We are dedicated to developing innovative products that meet the market's changing needs – whether that is saving for one's children's education or protecting one's loved ones against financial effects of illness and bereavement.

Prudential has insurance operations in eight countries in Africa: Uganda, Cameroon, Cote d'Ivoire, Ghana, Kenya, Togo, Zambia and Nigeria. With over 1 million customers, In Africa, Prudential works with over 11,000 agents and six exclusive bank partnerships, with access to over 600 branches, to bring value-added insurance solutions to its customers

Job Scope:

Reporting to the Senior Agency Training Officer, the Agency Training Executive will, be required to support Rookies monthly trainings, provide support on communicating information on all Rookies platforms and resolving queries. The Agency Training Executive will also be responsible for providing support for Agency meetings with follow up to PAs and Sales Congress

As the ideal resource for this role, the successful candidate will be an ardent team player, with excellent people skills and should be able to work under pressure. In addition, she/he will be highly confidential, the go to person with an analytical mind-set, proactive and self-driven, with ability to meet deadlines on short notice.

Principal Accountabilities:

Support the Rookies Development Program

- Draft feedback report for leaders and share weekly.
- Conduct monthly trainings for rookies as assigned and share daily attendance.
- Communicate information on incentives and updates to assigned cohorts.
- Support the drive of New Agents Financing

Support Continuous Agents Training

- Provide support for the Directorates weekly meetings and share attendance and feedback.
- Provide support for Sales Congress

Training reporting and analytics

- Prepare weekly and monthly training reports for assigned duties accurately and timely.
- Conduct and report on post RDP assessment for cohorts assigned.

Other duties

- Perform any other duties as may be required.

Core Competences Required:

- A minimum qualification of a degree or it equivalent (in any field)
- A minimum of at least 1 year's work experience
- Competent Computer skills, specifically in Power Point and Excel
- Excellent communication and interpersonal skills
- Knowledge on using social media as a promotion tool
- Excellent organisational skills
- Ability to prioritise tasks and activities
- Ability to successfully work in a high activity, fast paced environment
- Can work well with minimal supervision.

	Name	Signature	Date
Agreed by Job Holder			

Agreed by Manager	Line		
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