

CHIEF EXECUTIVE OFFICER DIVISON

POSITION DESCRIPTION		
POSITION: ASSISTANT CORPORATE GOVERNANCE & INSURANCE EXECUTIVE	DEPARTMENT: CONVEYANCING	ISSUE DATE:

INCUMBENT	
REPORTS TO	Legal Counsel & Board Secretary Senior Corporate Governance & Insurance Executive
DATE	31/10/2024
DEPARTMENT	Conveyancing
DIVISION	Chief Executive
Reporting Positions: N/A	
Purpose: The position provides assistance in serving and managing of Housing Authority insurance policies, procedures, procurement and corporate governance that contributes to the achievement of strategic objectives.	
Accountabilities: <ol style="list-style-type: none">1. Assist in administration of all insurance policies for HA and its mortgage customers and ensuring compliance; this includes proper record keeping of all payments made to Broker and insurance provider, mortgage customers and provide timely monthly general insurance ledger, reconciliations to Finance Team for audit reviews.2. Assist in developing and implementing corporate governance frameworks, rules and procedures to ensure compliance with regulatory and ethical standards whilst keeping abreast of latest corporate governance best practices and guidelines and ensuring their implementation.3. Facilitate and maintain accurate records of procurement transactions, contracts, and vendor information whilst coordinating with internal stakeholders, such as production, finance, and operations, to align procurement activities with business needs.4. Adhering to HAF policy, credit and legal and in line with relevant authorized operational procedures and customer quality standards set by the company.5. Provide timely reports for negotiations/meetings and Reporting by compilation of reviews for Leadership/Board/Stakeholders as and when required;6. Actively contribute to the corporate requirements of HA (but not limited to) planning, budgeting, and reporting activities where required.7. Ensures customer satisfactions by ensuring customer service level expectations are exceeded by providing quality, timely and precise responses to customer queries.8. Carry out any other duties within the scope of the position or related as assigned by the Branch Manager/Management team from time to time.	
Working Relationships: Internal Management and Staff External Mortgage Customers	

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Insurance Providers
Other Key Stakeholders

Competencies, Experience and Qualifications:

The following competencies, experience and qualifications are required to do this job:

- Diploma in Business Studies discipline and/or similar field of study is required;
- At least 3-5 years of experience dealing with insurance matters and liaison with the insurance agencies.
- Sound understanding of relevant legislation, policies and procedures.
- Demonstrated ability to organize, multitasks, prioritize and work under pressure to meet set timelines.
- Highly motivated and results-oriented individual.
- Ability to work cooperatively within a team environment.
- Excellent communications and presentation skills with proficiency in English (verbal & written).
- Proficient in the use of computer applications including MS Office (Word, Excel and PowerPoint and other web-based management systems), Email, Internet.
- Service oriented approach, with a commitment to supporting the operational corporate environment of the organization.