

AFRICA INSURANCE COMPANY (S.C)

External Vacancy Announcement



Africa Insurance Company (S.C.) invites competent and qualified candidates for the following positions.

Position	Required Educational Qualification	Required Work Experience	Other Requirement	Required No.	Place Of Work
Branch V Manager	BA Degree in Banking and Insurance/Business Management/Management or Related Fields	6 Years Relevant Work Experience	Computer Operation Skill	2	a Wolayita Sodo and Diredawa Branch
Assistant Executive Secretary	BA Degree or College Diploma in SSOM	4/8 years Relevant Work Experience	Computer Operation Skill	1	Addis Ababa(Head Office)
HR & P/ Administration Assistant	BA Degree in Management, HR Management or Public Management with CGPA of 2.75 and above (Only Graduates of 2010 and 2011 E.C)	Not Required	Computer Operation Skill	1	Addis Ababa(Head Office)
Driver - I	12 th / 10 th Grade Complete & 3 rd Grade Car Driving License or Equivalent	2 Years	Auto Mechanics Skill	1	Addis Ababa

Terms of Employment: Permanent

Salary: As per Company's Salary Scale

Interested and qualified applicants should send their application, CV and testimonial within 5 working days of this vacancy announcement only through the following Postal Address.

Africa Insurance Company (S.C)
 HRM & P/Administration Service
 P.O. Box 12941
Addis Ababa

